



Parent Advisory Committee Officer Election Guidelines

1. A roll call will be conducted to confirm the number of voting representatives to establish a quorum.
2. PAC members can self-nominate, or a nomination can be made by seated members.
3. Nominees must be present in person, logged in on Zoom webinar or phone line to be nominated and elected; **no voting by proxy.**
4. If no additional nominations are received, the electioneer will ask the members if there are any additional nominees. After asking the membership three times, the electioneer will close nominations for a position.
5. All voting will be conducted by a roll call vote.
6. Each PAC representative will be called by name to say the first and last name of the nominee they are voting for. The electioneer will ask for clarification as needed.
7. Member names will be called twice to capture their vote. Please remember to unmute yourself to announce your vote. If you're having connectivity issues place your vote in the chat.
8. All Zoom Webinar and mobile devices must be on mute/silent mode during the election. No texting, emailing or phone calls are permitted during elections. Texting or writing to participants in the "chat" is not permitted during the election.
9. If a PAC member leaves the Zoom meeting, the member must type their full name in the chat and share they are leaving.

10. If a PAC member returns to the Zoom, the member must type their full name in the chat and share they have returned.
11. If a PAC Representative is not present in person, logged in on Zoom webinar or phone line when their name is called during the election, they will not be able to present their vote.
12. Please be attentive to the person facilitating the election (electioneer). Sidebar conversations are not permitted. Please keep microphones muted when you're not called to speak.
13. No campaigning or soliciting of votes will be permitted online, through member messaging (phone, email, etc.) and within the Office of Student, Family and Community Engagement.
14. Each candidate will have 1 minute and 30 seconds to speak. Please adhere to the time limit.
15. All votes will be recorded on a spreadsheet ballot in the presence of the participants. Each PAC Representative can present one vote or abstain when called by the electioneer.
16. Any irregularities during the process may result in the member being disqualified from voting.
17. A run-off election will be held among the candidates who received the two (2) largest number of votes when no candidate receives the majority vote. The majority vote adds to 50% plus one member of the quorum established.
18. Guests can observe but are not allowed to talk during the general presentation and election process.