

SD42 DPAC
MAPLE RIDGE PITT MEADOWS
District Parent Advisory Council

Conducting PAC Executive Elections *ARE PAC*

Transparent – Accountable

At this point, the meeting Chair should yield the role of Chair to the Nominations Committee Chair or designate.

Community Gaming Grants 2026 PAC & DPAC Grant Guidelines

Requirements

(page 6)

- Has a minimum of two-thirds executive members democratically elected by its voting membership.
- Executive positions are periodically contested by election and are open to the organization's entire membership.
- Restrictions on who is able to hold executive positions and executive appointments are permitted only in instances where there is a defensible rationale (e.g. to ensure representation of an underrepresented group or organization or to fulfill a bona fide operational requirement).
- The executive has at least two-thirds of its members residing in B.C.
- Has an executive whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as executive members.

Licenced Charitable Gaming Event Guidance

Requirements (page 15)

✅Has broad membership (inclusive of parents/guardians) involvement in the governance, management and delivery of its programs and services, with participation that includes volunteers9 ;

✅Has board members that do not receive remuneration or other financial benefit for their services on the board; and

✅Has a majority of board members that are democratically chosen by, and from within, the volunteer base (i.e., not appointed either internally or by any other organization or level of government).

In your licence application, the IGCO may ask for your AGM minutes, a financial report and the number of voting members present at your last AGM.

Nominations

- Elections are conducted according to your Constitution & Bylaws
- A nominations committee (separate, apart and independent of the Executive) is an important part of transparency
- The committee should be comprised by PAC members not standing for an executive position and willing to accept nominations and present them to the Membership
- Where this is not available, DPAC may be available to operate as a Nominations Committee or, as per your C&B, another third-party agreed upon by your membership.
- Nominees should be confirmed, by the Nominations Committee, as eligible and willing to stand for the position(s) before their name is put forward at the election (verbal or in writing).
- Confirmed Nominees may withdraw at any time
- Nominees may stand for multiple positions but should have their name withdrawn from subsequent positions following a successful election.

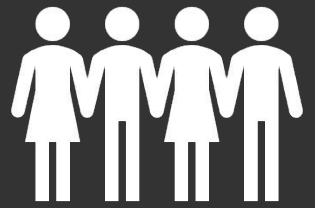


The nominations process

- First Call for Nominations recommended to be at least one month prior to the date of the elections or as per your C&B.
- Second Call for Nominations may be in between First Call and Third (final call) for nominations. May occur at a separate meeting or at the Election.
- Third (and final call) for Nominations may be called at the AGM or immediately prior to the Election. Second and Third Calls may be called one right after the other at the same meeting
- Immediately after Third (final) Call, nominations should be declared CLOSED and the process of the Election will begin.

Elections

- Elections could be conducted on Zoom with the anonymous/secret ballot “poll” option or with ballots provided for in-person.
- The positions up for Election should be called in the order they appear in the Constitution & Bylaws.
- Those nominees confirmed to stand will have their names entered into the poll.
- If there is more than one person willing to stand for a position, there will be an election.
- If there is only one person standing for a position, they may be acclaimed.
- If there is nobody standing for a position, it may be declared vacant.
- A nominee does not have to be present at the AGM to stand for election if they have already confirmed they are willing to stand or as per your C&B.



Alexander Robinson PAC Executive By-Election for 2026/2027

ELECTION FOR THE POSITION OF CHAIR

- THIRD AND FINAL CALL FOR NOMINATIONS
- Nominated: Kristin Adkins
- Nominations Declared CLOSED

Chair

- ELECTION RESULT (Who Elected, Acclaimed or Vacant):
  - Kristin Adkins

ELECTION FOR THE POSITION OF Vice Chair

- THIRD AND FINAL CALL FOR NOMINATIONS
- Nominated: Mel Docherty
- Nominations Declared CLOSED

Vice Chair

- ELECTION RESULT(Who Elected, Acclaimed or Vacant):
  - Mel Docherty

Finalizing your Elections

2026/2027 Alexander Robinson Elementary PAC By-Elections Results

Chair – Kristin Adkins

Vice Chair – Mel Docherty

Treasurer – Graham Jones

Secretary – Shannon Lowry

DPAC Rep – Collin Marshall

- Motion: BE IT RESOLVED that the amended 2026/2027 Alexander Robinson Elementary Parent Advisory Council Executive be approved as presented

- MOVED/Seconded
- Discussion
- CARRIED

The Nominations Chair then yields back to the Meeting Chair

And Finally ….

Motion to destroy the ballots (physical or digital) - not required

Motion:

Be it resolved that the ARE PAC Executive Signing Authorities be amended to remove Sidney Gardner as signing authority and to add Kristin Adkins and Mel Docherty as new signing authorities in addition to including the other current signers: Graham Jones and Shannon Lowry

MOVED/Seconded

Discussion

CARRIED

The Nominations Chair then yields back to the Meeting Chair