

Chapter Election Process for AGM

From York Chapter, with edits from the Chapter Office November 2021

Registration before AGM

To register for the AGM on Eventbrite, the registrant will provide their first name, last name, and PEO #. This information will be used to verify the member's Chapter affiliation.

Reminder: If a member has an **Alternate** Chapter listed, that overrides their Primary Chapter.

Example:

| | |
|--------------------------|---|
| Chapter ⓘ | |
| Primary Chapter | Etobicoke, West Central Region |
| Alternate Chapter | Mississauga, West Central Region ✓ This individual is a member of Mississauga Chapter. |

Before the AGM:

Verify the registrants are members of York Chapter using the PEO member directory

On the day of AGM:

- 1) Verify the member has registered
- 2) Verifies member's ID
- 3) Issue a ballot form to members. This ballot form has unique number identifier and signed by designated volunteer
- 4) Note member's ID unique number identifier on attendance check-in sheet

For those who did not register but still show up in person

- 1) Record member's first name, last name, and PEO #
- 2) Follow step 2 to 4 of above AGM steps