

PAMEC Policy

Board Nominations & Election Procedures

Updated: 2024-12-13

The purpose of this policy is to provide procedures to ensure a transparent board of director's election process by the membership that complies with the Association's By-Laws.

BACKGROUND

PAMEC By-Laws ([PAMEC-Bylaws-5.pdf](#)) stipulate that the board consists of a maximum of 13 members, each to serve a 2 year term with the exception of Members at Large who serve a 3-year term:

1. Five shall be elected by Members as Directors at large
2. 8 shall be elected by Members as Directors, one of each from the following jurisdictions:
 - a. South America
 - b. The Caribbean
 - c. Central America
 - d. Mexico
 - e. The United States of America
 - f. Canada
 - g. the country where the next PAMEC is planned to be located
 - h. A representative from the Pan-American Ocean Energy Students (POES) Network or comparable Marine Renewable Energy student organization in PanAmerica
3. PAMEC By-Laws also stipulate that Members will elect the board at the Annual General Meeting (AGM). The Agenda of the AGM is to:
 - a. Present the Minutes of the Last Meeting
 - b. Provide the Financial Statements for the previous Year End of December 31
 - c. Provide the President/Board Report
 - d. Election of Directors
 - e. Voting on any Special Resolutions
 - f. Voting on any changes to membership terms or fees

An annual general meeting shall be held within four months after every fiscal year end (by May 1).

The by-laws also stipulate that a General Meeting shall be held on the day before or at the close of a PAMEC.

BOARD NOMINATIONS AND ELECTION PROCEDURES

1. At least 60 days prior to the AGM:
 - a. Notice of the AGM date and a call for nominations for vacant board positions is to be sent electronically to the Membership.
 - b. Members can nominate themselves or another member for a 30-day period. In the event that a member is nominated for two positions, the nominee must decide which position they will seek to be elected to.
 - c. Nominees are to provide a bio and picture to confirm their acceptance of the nomination.

- d. Responses are sent to the Secretary and the results provided to the Board after the 30-day period.
- 2. At least 30 days prior to the AGM:
 - a. When there are more nominees than positions available, the slate of nominees will be provided to Members to decide by electronic voting for a 30-day period
 - b. Responses are sent to a designated third party who is independent from the Board of Directors to insure transparency and integrity of the process. The results are provided to the Board after the 30-day period.
 - c. Should available positions not be contested, no vote will be required, and the nominees will be acclaimed.
- 3. At the AGM:
 - a. The Board will present the results of the nomination process and seek a formal approval/election of the full slate of directors by the Members.