

President's Duties – Timeline (per Bylaws, Guidelines, Past Practices)

July 1 – One-year term begins for all officers.

Mo. of July – Reconstitute and/or appoint new committees and advisors. Confer w/officers on appointment of additional Exec. Cmte members. Coordinate w/Election Cmte re Elected Reps' candidate statements, election process/publicity/outreach.¹ Receive candidate statements (due by July board mtg).

July mtg – Announce candidates for Elected Reps and new committee/advisor appointments.

Mo. of Aug. – Notify all Org members by Aug. 15 of requirement for Org certification and Org Rep appointment. Prepare w/Election Cmte for Elected Reps election (to occur late Aug/early Sept); decide on voting formats, oversee distribution of required notices, informational materials and ballots.

Aug. mtg. – Conduct Elected Reps candidates forum (if applicable).

Mo. of Sept. – Conduct Elected Reps election (before 1st board mtg in Sept.). Coordinate w/3 Chairs Cmte on publicity/distribution of Notice re Alternate Reps nomination process; receive Alternate Reps nominations. Receive Org certifications and Org Rep appointments (due Sept. 15); follow-up with Orgs as needed. Begin forming Awards/Event Cmtes and secure venue for Citizen/Sparkplugs/POP awards event.

Sept./1st mtg – Announce Elected Reps election results and opening of Alternate Reps nominations.

Sept./2nd mtg – Thank all outgoing Org and Elected Reps – terms end Sept. 30; new term begins Oct. 1 (start of fiscal year, Org Reps every year, Elected Reps every two years).

Oct./1st mtg – Welcome new Org and Elected Reps (if applicable). Announce start of fiscal year Oct. 1, Awards/Event Cmte appointments and awards nomination process. Conduct board election of Alternate Reps following 3 Chairs Cmte's announcement of Cmte's nominees.

Oct.-early Dec. – Coordinate w/Event and Awards Cmtes re awards nomination and event planning/outreach and invitation prep/distribution; ensure timely ordering of engraved awards (past vendors: Aahs Engraving/Sparkplugs, POP; Imperial Awards, WLA/Citizen); widely publicize event details.

Nov. mtg (2nd Thurs. of mo.) – Announce award winners and event details.

Dec. mtg/holiday party (2nd Thurs. of mo.) – Preside at holiday party/awards event.

Mo. of March – Begin forming Nominating Cmte (to select nominees for officers' election).

April/1st mtg – Announce Nominating Cmte appointment.

May-June – Work w/Vice-Pres. to order certificates or engraved items for outgoing officers. Begin forming Election Cmte for Elected Reps election, discuss preliminary election details and ensure Notice of Election timely distributed (60 days before election). Decide on July/Aug. meeting dates.

May/1st mtg – Open officer nominations to board members following Nominating Cmte's announcement of Cmte's nominees; announce officer nominations open until 15 min. before close of next board mtg.

May/2nd mtg – Announce preliminary details of Elected Reps election and deadline for receipt of incumbents' statements of intention to run for Elected Rep (due before 1st board mtg in June).

June/1st mtg – Conduct officer candidates forum (if applicable) and election by board. Announce July/Aug. meeting dates, Election Cmte appointment, incumbents running for Elected Rep, any election details.

June/2nd mtg – Thank outgoing officers and present certificates/engraved items (term ends 6/30).

Chris Spitz, PPCC President, June 2016

¹Note: The Elected Reps election occurs every two years (even years, e.g., 2016, 2018); duties pertaining to that election (and related Alternate Reps election) are not required every other year (odd years, e.g., 2017, 2019).