

CPAC OPERATIONS OFFICERS  
and  
NOMINATION PROCESS

Proposed Officers:

- 1 Chairperson
- 2 Vice-chairpersons
- 1 Secretary

Chairperson's duties:

- Opening and adjourning all CPAC regular and Steering Committee meetings;
- Representing and speaking on behalf of the CPAC at HCDA meetings;
- Transmitting CPAC views and recommendations to the HCDA;
- Representing the CPAC in public and written communications;
- Work with the Steering Committee on meeting agendas and their other duties;
- Such other duties as may be determined to be necessary and appropriate by the participating membership.

Vice-chairperson(s') duties:

In the absence of the Chairperson:

- 1st Vice Chairperson will assume the duties of the Chairperson.
- In the absence of the 1st Vice-chairperson:
- 2nd Vice Chairperson will assume the duties of the Chairperson.
- Both will assist the Chairperson and the Steering Committee with their duties as needed and requested

Each Vice Chairperson may also have additional duties as may be needed and determined to be necessary and appropriate by the participating membership.

Secretary's duties:

- Works with the Chairperson, Steering Committee, and facilitators to post CPAC meeting notices and agendas, and review draft meeting summaries prior to CPAC approval.
- Assists Chairperson and the Steering Committee with other duties as needed.
- Additional duties as needed.

All officers will be available to attend HCDA board meetings and CPAC Steering Committee meetings.

## Nomination Instructions for CPAC Officers

In February, the CPAC will be voting for officers: chairperson, two vice-chairpersons and a secretary. We are now taking nominations for each of the offices. The instructions for nominations are as follows:

1. Nominations are open to the public as of the posting of this e-mail. Anyone can be nominated or nominate themselves.
2. To nominate a candidate, send an e-mail to this address [smoke@hawaii.edu](mailto:smoke@hawaii.edu), or send a fax to CPAC Nomination (956-9121) with:
  - Name of candidate;
  - Office for which they are being nominated; and
  - A brief explanation of why you are nominating the candidate, including their relevant experience. **A 150 word limit will be strictly enforced.**

Nominations can also be delivered to the HCDA office by the deadline. Address to CPAC Nomination, c/o Deepak 677 Ala Moana Blvd., Suite 1001, Honolulu, HI 96813

3. A bio sheet listing all candidates who have been nominated by mail or e-mail will be distributed at the January 15, 2008 CPAC meeting to be held from 5:30 – 7:30 in room 301 at the John A. Burns School of Medicine. See the HCDA Web site for further meeting details.
4. **Deadline for inclusion on the first bio sheet is January 7, 2008.**
5. All candidates listed on the bio sheet will be given the opportunity for a brief introduction at the January 15 meeting.
6. Additional candidates can be nominated at the January 15 meeting. Additional candidates have up to seven days following the meeting to provide the bio information listed under no. 2 above. Candidates nominated at the meeting shall be added to the ballot for the February vote but will be given the opportunity for an introduction only if time permits at the end of the January 15 meeting.
7. Self nominations will be accepted by both the January 7 deadline and at the January 15 meeting. Self-nominees must also follow the instructions in this e-mail.
8. **Ballot will be closed to nominations at 7:30 p.m. on January 15, 2008.** Facilitators will assemble a ballot with all candidates and their brief bios that will be posted with CPAC meeting agenda five days prior to the February 12 meeting at which CPAC members will vote.

## Voting Eligibility

A vote will take place at the CPAC meeting on February 12, 2008. It is proposed by the CPAC Steering Committee that to be eligible to vote on officers, as of January 2008, the eligible CPAC member will have attended four out of seven of the past meetings, including the one in January. Consensus on this voting eligibility proposal will be sought at the January 15 meeting.