

**Pacific Yearly Meeting**  
*Proposed Process for Selecting and Approving a Contract Registration Service*

<b>Date</b>	<b>Task</b>	<b>Person/Committee Responsible</b>
At Annual Session	Announce that there will be an open process for selecting a registration team for Pacific Yearly Meeting. All interested Meetings are encouraged to apply to be the Contract Registration Service for the upcoming year. Details will be announced by November 1.	Registrars
End of September	Read and interpret evaluations and other comments regarding the registration process for the current year's Annual Session	Outgoing registrars, current registrars, Ministry and Oversight liaison, Assistant Clerk
October	Develop a "Call for Contract Registration Service" based on PYM needs. Reference job description held by Nominating Committee. Update description, if necessary, based on registration team experience and evaluations. Send to Presiding Clerk for review. When approved send to Assistant Clerk for dispersal.	Outgoing registrars, current registrars, Ministry and Oversight liaison
First of November	Issue "Call for Contract Registration Service" to all Meetings	Assistant clerk
November to January	Field questions from potential applicants	Current registrars, Ministry and Oversight liaison
Mid January	Applications due to registrars	Current registrars
Mid January	Review applications	Current registrars, Ministry and Oversight Liaison, Assistant Clerk
Late January	Negotiate contract if necessary. Bring budget request to Finance Committee.	Current registrars
February	Select a Contract Registration Service to recommend to RepCom	Current registrars, Ministry and Oversight Liaison, designee from Finance Committee
First of March	Bring recommendation to RepCom for approval	Current registrars
Following RepCom	Get signatures on contract if necessary	Current registrars
Following RepCom	Begin working with Contract Reservation Service	Current registrars