

MINUTES FOR CHAPTER ANNUAL GENERAL MEETING

LOCAL _____ CHAPTER _____ DATE _____

LOCATION _____

QUORUM YES NO

1. **Meeting called to order at** _____ .

2. **CHAPTER EXECUTIVE AND GUESTS:**

Chair: _____

Vice-Chair: _____

Secretary: _____

Treasurer: _____

Guest(s): _____

3. **M/S/C** To adopt the minutes of the previous AGM meeting held _____

4. **BUSINESS ARISING FROM AGM MINUTES:**

5. CORRESPONDENCE:

Please use the back of the page if necessary.

6. REPORTS OF THE OFFICERS: (attach written reports)

Constitution Article 23.10 (a) The Annual General Meeting of the Chapter: shall receive the written reports of the Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer, and Council Representative(s).

6.1 **M/S/C** Chair _____

6.2 **M/S/C** Vice-Chair _____

6.3 **M/S/C** Secretary _____

6.4 **M/S/C** Treasurer _____

6.5 **M/S/C** Council Representative(s) _____

7. REPORTS OF CHAPTER COMMITTEES: (attach written reports)

7.1 **M/S/C** EMAC _____

7.2 **M/S/C** JWOHS _____

Please use back of the page if necessary.

8. ELECTIONS: _____ conducted Elections.

Constitution Article 23.10 (c) The Annual General Meeting of the Chapter: shall in an election year, elect a Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer, by a majority vote (50% plus 1) of the Chapter's members present and voting at the election Annual General Meeting.

8.1 Chair: _____

NOMINATED	ACCEPT/DECLINE	ELECTED

8.2 Vice Chair: _____

NOMINATED	ACCEPT/DECLINE	ELECTED

8.3 Secretary: _____

NOMINATED	ACCEPT/DECLINE	ELECTED

8.4 Treasurer: _____

NOMINATED	ACCEPT/DECLINE	ELECTED

8.5 Council Representative(s)

Constitution Article 23.10 (e) "The Annual General Meeting of the Chapter: shall in an election year, elect representatives based on the number of votes received, to the Council of the Local..." Meaning based on a majority vote.

NOMINATED	ACCEPT/DECLINE	ELECTED

8.6 Alternate Council Rep(s)

Constitution Article 23.10 (f) "The Annual General Meeting of the Chapter: shall elect and rank in order of priority Alternate Council Representatives, based on the number of votes received..."

NOMINATED	ACCEPT/DECLINE	ELECTED	RANK #

Please add pages if necessary.

8.7 AUPE Convention Nominee(s)

Remember, at Chapter AGMs you are only electing NOMINEES to Convention. At Local AGMs, DELEGATES will be elected to Convention. Be sure to note the ranked order of Nominees on this form. Constitution Article 23.10 (i).

NOMINATED	ACCEPT/ DECLINE	ELECTED	RANK #

8.8 **Alternate A.U.P.E. Convention Nominee(s):**

NOMINATED	ACCEPT/ DECLINE	ELECTED	RANK #

8.9 **EMAC Representative:**

NOMINATED	ACCEPT/ DECLINE	ELECTED	WORKSITE

8.10 Joint Worksite OH&S Representative(s) (worksite specific)

**** Elect at least 4 per worksite**

NOMINATED	ACCEPT/DECLINE	ELECTED	Worksite Name/Location	RANK #

Joint Worksite OH&S Representative(s) (worksite specific)

NOMINATED	ACCEPT/DECLINE	ELECTED	Worksite Name/Location	RANK #

Joint Worksite OH&S Representative(s) (worksite specific)

NOMINATED	ACCEPT/DECLINE	ELECTED	Worksite Name/Location	RANK #

9. **NEW BUSINESS:** *(attach additional pages if necessary)*

9.1 **M/S/C** To destroy the ballots.

9.2 New component Officers take the Pledge of Office as contained in clause 28.05 of the Constitution.

9.3 **M/S/C** To accept Chapter _____ Budget (**please attach**).

9.4 **Signing Authority Change**

_____ **Local** _____ **Chapter of the Alberta Union of Provincial Employees**

Attention: _____ Financial Institution

Object: Changing signing authority for Account: _____

This is to advise that on _____ (mm/dd/year) the following people were voted into Executive Positions. The newly elected officer(s) will assume responsibility for the organization effective immediately. Therefore, please make the following changes to this bank account's authorized signers.

Signing Authority Changes

Add the following people as signing officers on the account:

Remove the following people as signing officers from our account:

Effective immediately, the following people are authorized signing officers on the account:

- *Must have two (2) signatures at all times on all cheques*

Mailing address changes (if a new Treasurer is elected)

New Mailing address: _____

Title: _____ Title: _____

Printed Name: _____ Printed Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

10. ADJOURNMENT:

The meeting adjourned at _____.

Completed by,

Please print name: _____

At the end of this meeting, please return the completed set of AGM minutes to the MSO.