**MINUTES FOR CHAPTER**

## ANNUAL GENERAL MEETING

**LOCAL CHAPTER DATE**

**LOCATION**

**QUORUM** YES or 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:

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| **NOMINATED** | **ACCEPT/DECLINE** | **ELECTED** |
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8.2 Vice Chair:

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8.3 Secretary:

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8.4 Treasurer:

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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.*

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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…”*

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*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).***

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

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8.9 EMAC Representative:

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

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

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

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

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**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.**