**MINUTES FOR LOCAL ANNUAL GENERAL MEETING**

**LOCAL**

**DATE**

**LOCATION**

**QUORUM** YES or NO

**1**. The meeting was called to order at: .

**2**. **LOCAL EXECUTIVE AND GUESTS:**

Chair:

Vice-Chair:

Secretary:

Treasurer:

Provincial Executive Representative:

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 EXECUTIVE BOARD OFFICERS: (attach any written reports)**

*Constitution Article 22.03 (a) The Annual General Meeting of the Local Council: shall receive the written reports of the Local Officers.*

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** Provincial Executive Representative

**7.0 Reports of Other Component Committees & Positions:**

7.1 **M/S/C** OH&S Liaison

7.2 **M/S/C** Young Activists Liaison

7.3 **M/S/C** Finance Sub-Committee

 *Please add pages if necessary.*

**8. ELECTIONS:**  conducted Elections.

*Constitution Article 21.03(f) & 22.03 (f) “The Annual General Meeting of the Local [Council]: shall in an election year, [elect from the Local Council Representatives] the Local Executive Board consisting of the Chair, Vice-Chair, Treasurer, Secretary, or Secretary-Treasurer and Provincial Executive Member. All Executive Board members shall be elected by a majority vote (50% plus 1) of the Locals members present and voting…”*

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 **Provincial Executive Representative:**

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8.6 **Alternate Provincial Executive Representative:**

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8.7 **Occupational Health and Safety Liaison:**

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8.8 **Young Activists Liaison:**

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8.9 **Finance Sub-Committee:**

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8.10 **AUPE Convention Delegates**

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**8.11 Alternate AUPE Convention Delegates (Only to be elected in Locals with no Chapters)**

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8.12 **Local Council Representatives(s): (Only to be elected in Locals with no Chapters)**

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8.13 **EMAC**: **(Only to be elected in Locals with no Chapters)**

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8.14 **Joint Worksite OH&S Representative(s):**  **(Only to be elected in Locals with no Chapters)**

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**Joint Worksite OH&S Representative(s):**  **(Only to be elected in Locals with no Chapters)**

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**Joint Worksite OH&S Representative(s):**  **(Only to be elected in Locals with no Chapters)**

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**9**. **NEW BUSINESS**:

9.1 **M/S/C** To destroy 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 Local Budget **(please attach).**

9.4 **Signing Authority Change**

 **Local 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.**