**MINUTES FOR AREA COUNCIL**

## ANNUAL GENERAL MEETING

### AREA COUNCIL

**DATE**

**LOCATION**

**QUORUM**  YES NO

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

**2**. **AREA COUNCIL 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 any written reports)**

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

**7. ELECTIONS:**  conducted Elections.

*Constitution Article 24.05 The Area Council shall elect an Executive Board consisting of a Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer. The Executive Board members shall be elected by a majority vote (50% plus 1) of the Area Council’s regular members present and voting at the election Annual General Meeting.*

7.1 **Chair:**

|  |  |  |
| --- | --- | --- |
| **NOMINATED** | **ACCEPT/DECLINE** | **ELECTED** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

7.2 **Vice-Chair:**

|  |  |  |
| --- | --- | --- |
| **NOMINATED** | **ACCEPT/DECLINE** | **ELECTED** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

7.3 **Secretary:**

|  |  |  |
| --- | --- | --- |
| **NOMINATED** | **ACCEPT/DECLINE** | **ELECTED** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

7.4 **Treasurer:**

|  |  |  |
| --- | --- | --- |
| **NOMINATED** | **ACCEPT/DECLINE** | **ELECTED** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

8. **NEW BUSINESS**:

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

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

8.3 **M/S/C** To accept the Area Council Budget. **(please attach)**

**9. Signing Authority Change**

**Area Council 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.**