**ALBERTA UNION OF PROVINCIAL EMPLOYEES**

**ANNUAL GENERAL MEETING MINUTES (AREA COUNCIL)**

**AREA COUNCIL:**

**DATE: LOCATION:**

**QUORUM** YES NO O

**1**. **Meeting called to order at am/pm**

**2**. **CURRENT** **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 PREVIOUS AGM MINUTES:**

**5.** **REPORTS OF THE OFFICERS: (attach any written reports)**

5.1 **M/S/C** Chair

5.2 **M/S/C** Vice-Chair

5.3 **M/S/C** Secretary

5.4 **M/S/C** Treasurer

**6. 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.*

6.1 **Chair:**

|  |  |  |
| --- | --- | --- |
| **NOMINATED****Print first and last name** | **ACCEPT/DECLINE** | **ELECTED** |
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6.2 **Vice-Chair:**

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| **NOMINATED****Print first and last name** | **ACCEPT/DECLINE** | **ELECTED** |
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6.3 **Secretary:**

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| **NOMINATED****Print first and last name** | **ACCEPT/DECLINE** | **ELECTED** |
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6.4 **Treasurer:**

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| **NOMINATED****Print first and last name** | **ACCEPT/DECLINE** | **ELECTED** |
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**6.5 M/S/C** Motion to combine Secretary/Treasurer *(if applicable)*

**7** **NEW BUSINESS/CORRESPONDENCE**:

*Add pages if necessary*

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

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

7.3 **M/S/C** To accept the Area Council Budget. **(Please attach)**

**8. Signing Authority Change**

**AUPE Area Council**

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.

**Add the following people as newly elected signing officers on the account:**

Name:

Title:

Name:

Title:

Name:

Title:

**Remove the following outgoing signing officers from our account:**

Name:

Former Title:

Name:

Former Title:

Name:

Former Title:

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

Name and Title:

Name and Title:

Name and Title:

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

**Mailing address changes (if a new Treasurer is elected)**

New Mailing address:

**Confirmation that the above changes are authorized**

Newly Elected Chair: Newly Elected Treasurer:

Printed Name: Printed Name:

Signature: Signature:

Date: Date:

**9**. **ADJOURNMENT**:

 The meeting adjourned at am/pm

Minutes completed by,

Signature:

Please print name:

Title:

**At the end of this meeting, please return to the MSO the below required documentation to process your AGM package**

|  |  |
| --- | --- |
|  | Complete set of minutes |
|  | Motion Forms |
|  | Attendance Sheets |
|  | Proxy Nominations |
|  | Budget |
|  | Used ballots to be destroyed |