**ALBERTA UNION OF PROVINCIAL EMPLOYEES**

**ANNUAL GENERAL MEETING MINUTES (CHAPTER)**

**LOCAL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CHAPTER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE: LOCATION:**

**QUORUM** YES NO O

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

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

*Add pages if necessary*

**5.** **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).*

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

5.5 **M/S/C** Council Representative(s)

*Add pages if necessary*

**6**. **REPORTS OF CHAPTER COMMITTEES: (attach written reports)**

6.1 **M/S/C** EMAC

6.2 **M/S/C** JWOHS

**7. 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.*

7.1 Chair:

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

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7.3 Secretary:

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7.4 Treasurer:

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

7.6 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[meaning majority vote], to the Council of the Local on the basis of one (1) Council Representative for the first one hundred (100) or less members and one (1) additional Council Representative for each additional one hundred (100) members or portion thereof, based on the monthly average of Headquarters records as of the preceding year ending October 31st”*

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*Add pages if necessary*

7.7 Alternate Council Rep(s)

*Constitution Article 23.10 (f) “The Annual General Meeting of the Chapter: shall elect and rank in order of priority voting Alternate Council Representatives, based on the number of votes received [meaning majority vote], to attend the Local Council Meeting in the event of the absence of the elected Council Representatives, but such alternates shall be ineligible to hold elected Council positions;”*

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*Add pages if necessary*

7.8 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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*Add pages if necessary*

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

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*Add pages if necessary*

7.10 Negotiating Team Members: *(if applicable)*

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7.11 Alternate Negotiating Team Members: *(if applicable)*

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7.12 EMAC Representative:

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| **NOMINATED**  **Print first and last name** | **ACCEPT/DECLINE** | **ELECTED** | **WORKSITE** |
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7.13 Joint Worksite OH&S Representative(s) (worksite specific)

\*Please note all nominated persons will need to fill out a JWOHS form. There are no alternates for these positions.

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

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**8.** **NEW BUSINESS/CORRESPONDENCE**: *(attach additional pages if necessary)*

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 Chapter Budget **(please attach)**

8.4 **Signing Authority Changes – only fill out if your Chapter has a bank account**

**AUPE Local**  **Chapter**

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*
* *Please notify your Local Treasurer of newly elected signing officers*

**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 was 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 |
|  | Election forms *if applicable (Negotiating Team and JWOHS)* |
|  | Motion Forms |
|  | Attendance Sheets |
|  | Proxy Nominations |
|  | Budget |
|  | Used ballots to be destroyed |