**ALBERTA UNION OF PROVINCIAL EMPLOYEES**

**ANNUAL GENERAL MEETING MINUTES (LOCAL)**

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

**DATE: LOCATION:**

**QUORUM** YES NO O

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

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

*Add pages if necessary*

**5.** **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.*

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** Provincial Executive Representative

*Add pages if necessary*

**6. Reports of Other Component Committees & Positions:**

6.1 **M/S/C** Chief Union Steward

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

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

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

6.5 **M/S/C** Other(s)

*Add pages if necessary*

**7. 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 Local’s members present and voting at the election Annual General Meeting of a Local Council.*

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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7.5 **M/S/C** Motion to combine Secretary/Treasurer *(if applicable)*

7.6 **Provincial Executive Representative:**

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7.7 **Alternate Provincial Executive Representative:**

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7.8 **Occupational Health and Safety Liaison:**

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7.9 **Young Activists Liaison:**

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7.10 **Finance Sub-Committee:**

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7.11 **AUPE Convention Delegates**

**\*\*If an election is not being conducted then a motion is required to move nominees to delegate status\*\***

**If listing Delegates/Alternates below, please print clearly. If providing a separate list, please attach to the minutes package**

*Constitution Article 6.05 “Provincial Executive members and Local Chairs shall be delegates as of right…”*

*“For Locals with Chapters, only properly nominated Chapter members shall be elected as delegates to Convention. Any credentials not used by the properly elected delegates from each Chapter shall be allocated to the next properly elected nominee, then an alternate from the same Chapter.”*

*“In the event that neither the Delegate nor an Alternate from the Chapter can attend Convention, the Local Council shall have the authority to allocate that credential to any other properly elected Chapter nominee or alternate from the Local.”*

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*Add pages if necessary*

7.12 **Alternate AUPE Convention Delegates (only elected in Locals with no Chapters)**

*Constitution Article 21.03 (d) i) shall elect delegates to the Union Convention ii) shall elect and rank alternates to the Union Convention in order of priority*

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*Add pages if necessary*

7.13 **Local Council Representatives(s): (Only elected in Locals with no Chapters)**

*Constitution Article 21.03 (j) shall in an election year, elect Local Council Representatives on the basis of one (1) Council Representative for the first one hundred (100) members or portion thereof, based on the monthly average of Headquarters records as of the preceding year ending October 31st. This shall be over and above elected Executive positions.*

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| **NOMINATED****Print first and last name** | **ACCEPT/****DECLINE** | **ELECTED** | **Work Location** | **RANK #** |
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*Add pages if necessary*

7.14 **Negotiating Team Member(s)**: **(if applicable)**

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7.15 **Alternate Negotiating Team Member(s)**: **(if applicable)**

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7.16 **EMAC**: **(Only elected in Locals with no Chapters)**

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7.17 **Joint Worksite OH&S Representative(s): (Only nominated in Locals with no Chapters)**

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

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

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

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**8. CHIEF UNION STEWARD DISCUSSION:**

**9**. **NEW BUSINESS/CORRESPONDENCE**:

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 Changes**

**AUPE Local**

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 people as 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:

**10**. **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 |
|  | Election forms *if applicable (Negotiating Team and JWOHS)* |
|  | Motion Forms |
|  | Attendance Sheets |
|  | Proxy Nominations |
|  | Budget  |
|  | Delegates and Alternates to Convention |
|  | Used ballots to be destroyed |