



Dear Calgary Branch members:

Please find below some information related to the Calgary Branch election's By-laws and the executives' roles and positions available for election. For more details about our bylaws please refer to <https://pipsc.ca/regions/prairie/branches/calgary-ab/bylaws>

Election Procedures

- **By-law 4.1:** All members (regular and retired) shall be eligible to hold office.....
- **By-law 7.2.2:** Nominations may be submitted in writing or may be made from the floor of the Branch AGM.
- **By-law 7.3.1:** The election shall be at the Branch Annual General Meeting (AGM).
- **By-law 7.3.4:** The candidate receiving the highest number of votes for a position shall be declared elected.
- **By-law 7.3.5:** The results of the election shall be announced at the Branch Annual General Meeting and subsequently distributed.
- **By-law 7.3.6:** The newly elected Branch Executive shall take office at the close of the Branch Annual General Meeting.
- **By-law 8.1.5:** ...voting for positions on the Branch Executive shall be by secret ballot.
- **By-law 8.1.5:**each member shall have one (1) vote.

Branch Role

- The aim of the Branch shall be to represent Branch interests, to provide a forum for the discussion of Institute affairs, to administer this Constitution and By-Laws, to make recommendations to Regional Council and to the Institute on topics or matters within the objectives of the Institute, and to nominate delegates to Regional Council and Institute meetings in accordance with the Constitutions and By-Laws of those constituent bodies.

Executives Expectations

- **By-law 6.7.3:** Any member who is absent from two (2) consecutive meetings of the Executive without valid reason shall be considered to have resigned from the Executive.

Executives Role

- **By-law 6.1:** The Branch Executive shall exercise the authority of and act on behalf of the Branch on all matters subject to this constitution between general meetings of the Branch.

President Role (2-year term – 1 position)

- **By-law 6.8.1:** The President shall call and preside at all meetings of the Branch and of the Branch Executive, and shall present to the Annual General meeting a report on Branch activities.

Vice President Role (1-year term - 1 position)

- **By-law 6.8.2:** The Vice-President shall assist the President in the performance of their duties and, in the absence of the President, perform the duties of that position.

Secretary Role (2-year term - 1 position)

- **By-law 6.8.3:** The Secretary shall be responsible for sending notices of all meetings of the Branch and of the Branch Executive. The Secretary shall record minutes of meetings, including attendance, maintain records and correspondence of the Branch and of the Branch Executive, and shall ensure that a copy of minutes are filed with the Institute. The Secretary shall also be responsible for submitting reports as required by the relevant Institute and Region By-Laws and Regulations.

Treasurer Role (1-year term - 1 position)

- **By-law 6.8.4:** The Treasurer shall maintain the financial records of the Branch as required by Institute policy, prepare a financial report for each meeting of the Branch Executive and each General Meeting of the Branch, submit a detailed

financial statement to the Institute as required, and prepare the request for the annual allowance of the Branch. Copies of the financial report shall be available to all Branch members.

Member-at-large Role (2-year term - 4 positions and 1-year term - 3 positions)

- **By-law 6.8.5:** Members-at-Large shall perform such duties as may be assigned by the Executive.

Time commitment: Approximately 6 meetings annually as well as planning member engagements events.

For questions about the election, please contact the Election Chair, Isaiah Kyler at isaiahkyler@gmail.com.

Sincerely,

Courtney Walker

Calgary Branch President