



AMCTO
THE MUNICIPAL EXPERTS

**Zone Executive
Information Sheet
– General
Information**

Zone Executive Information Sheet – General Information

Mandate of the AMCTO Zones

The mandate of the AMCTO Zones is as follows:

- To provide a forum for networking and the exchange of ideas among members who might not otherwise have the opportunity to meet;
- To provide training opportunities for Zone members that address needs and issues that are specific to the local Zone;
- To undertake outreach initiatives directed towards existing, new and potential members;
- To serve as a point of access and contact between the Association and the members with respect to legislative issues, member concerns and communications.

Geographic Boundaries of the AMCTO Zones

Every Association member is automatically assigned to one of the following nine geographic Zones as follows:

Zone 1 - The Counties of Elgin, Essex, Lambton and Middlesex and the Municipality of Chatham-Kent;

Zone 2 - The Counties of Bruce, Dufferin, Grey, Huron, Perth, Simcoe and Wellington;

Zone 3 - The Counties of Brant, Haldimand, Norfolk and Oxford, the Regional Municipalities of Halton, Niagara and Waterloo, and the City of Hamilton;

Zone 4 – The City of Toronto and the Regional Municipalities of Durham, Peel and York;

Zone 5 - The Counties of Haliburton, Hastings, Lennox and Addington, Northumberland, Peterborough, and Prince Edward, the District Municipality of Muskoka and the City of Kawartha Lakes;

Zone 6 - The Counties of Frontenac, Lanark and Renfrew, the United Counties of Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry, and the City of Ottawa;

Zone Executive Information Sheet – General Information

Zone 7 - The Districts of Algoma, Manitoulin, Nipissing, Parry Sound and Sudbury and the City of Greater Sudbury;

Zone 8 - The Districts of Cochrane and Timiskaming, and;

Zone 9 - The Districts of Kenora, Rainy River and Thunder Bay and areas lying outside the boundaries of the province of Ontario.

Executive Meetings

The Zone Executive is expected to work as a team to coordinate the activities of the Zone. The Executive will, at a minimum, meet once in advance of each Zone Meeting to organize the content of the upcoming Zone Meeting. Such meetings may be held in whatever fashion is best suited to the needs and schedules of the members of the Zone Executive.

Zone Meetings

Meeting Frequency

Each Zone shall hold a minimum of two (2) Zone Meetings per year, with at least one being held in the Spring and one in the Fall. The specific time, date and location for each meeting will be determined by the Zone Executive with input, as required, from the Zone membership.

Conflict with Board or Management Committee Meetings

Zone Meeting dates under consideration must not conflict with scheduled meeting dates for the AMCTO Board of Directors and Management Committee. The avoidance of conflicting meeting dates will ensure that the Board Representative, Association President (or an AMCTO Board member attending as the President's designate) and/or Association Staff are able to attend the Zone Meeting.

To ensure that the scheduling of Zone Meetings does not conflict, the Secretary-Treasurer of each Zone will be provided a list of the Board and Management Committee Meeting dates for the current year.

Zone Executive Information Sheet – General Information

Voting Procedures

Eligibility to Vote

Individuals attending a Zone meeting, who are AMCTO members whose annual Association membership dues for the current year have been paid in full at the time of the meeting, will be entitled to vote on business matters raised at the Zone meeting.

Method of Voting

Except for voting with respect to the election of the Board Representative or Zone Executive members, all voting will be conducted by the Zone Chairperson and will require a show of hands of those in attendance at the meeting. A motion placed before the members of the Zone for consideration will be carried by a simple majority of those in attendance, who are entitled to vote on the matter.

Method of Voting – Election of Board Representative or Zone Executive

Where the matter to be voted on pertains to the election of the Board Representative or a position on the Zone Executive and there is more than one candidate for the position under consideration, voting will be conducted by secret ballot. Any such secret balloting required will be administered by the Zone's Past Chairperson or, in the absence of the past Chairperson, by the AMCTO President (or an AMCTO Board member attending as the President's designate) or an AMCTO Staff member in attendance at the meeting. The candidate receiving the highest number of votes will be declared elected. In the event of a tie vote, the tie will be broken by lot with the first name drawn being declared elected.

Adherence to AMCTO Constitution and By-laws

It is the responsibility of the Zone Executive members to ensure that they are familiar with the terms and conditions set out in the Association's Constitution and By-laws and that all activities of the Zone adhere to these terms and conditions.

An updated copy of the Association's Constitution and By-laws will be provided to the Secretary-Treasurer of each Zone Executive following each Annual General Meeting of the Association.



Zone Executive Information Sheet – General Information

Policies and Procedures

Zones are encouraged to develop a Zone Policies and Procedures Manual which sets out the policies and procedures to be followed by the Zone, as agreed upon by the Zone members. Any such Policies and Procedures, in addition to complying with the Association's Constitution and By-laws, must be consistent with any Policies approved by the AMCTO Board of Directors.