



**AMCTO**  
**THE MUNICIPAL EXPERTS**

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**Zone Executive  
Information Sheet  
– Zone Vice-  
Chairperson**

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## **Zone Executive Information Sheet – Zone Vice-Chairperson**

### **General Information**

#### **Understanding the Zone Mandate**

As noted in the Zone Terms of Reference, 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.

#### **Composition of the Zone Executive**

Each Zone shall elect a Zone Executive that will, at a minimum, consist of the following positions:

- Chairperson
- Vice-Chairperson
- Secretary-Treasurer (*may be split into two separate positions at the discretion of the Zone*)

The Immediate Past Chairperson and the Zone Representative on the Board of Directors (Board Representative) will also be members of the Zone Executive by virtue of their positions.

At its discretion, a Zone may choose to elect additional Directors to serve on the Zone Executive to meet local needs.

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### **Nominating Committee**

To assist in the identification and recruitment of individuals to serve on the Zone Executive, each Zone may establish a Nominating Committee comprised of the Past Zone Chairperson and the Board Representative. The Past Zone Chairperson, or in their absence the Board Representative, will present a slate of members who have agreed to let their name stand for election at the Zone meeting and will seek additional nominations from the floor. Any subsequent election required will be conducted in accordance with the voting requirements set out in the Zone Terms of Reference.

### **Election of Zone Executive**

Elections for the Zone Executive will be conducted at the Spring Meeting of the Zone.

### **Zone Vice-Chairperson**

#### **Role of the Vice-Chairperson**

The role of the Vice-Chairperson is to:

- Assist the Chairperson in the performance of their duties;
- Oversee and act as team leader for the planning and coordination of the Spring and Fall Zone meetings;
- Act in the absence of the Chairperson.

#### **Eligibility to Serve as Vice-Chairperson**

Individuals nominated for the position of Vice Chairperson must meet the following requirements:

- Must be a member in good standing with the Association (i.e. annual membership dues have been paid in full to the Association), and;
- Must be employed by, or under contract directly or indirectly with, a municipal corporation, local board or organization directly involved with municipal government, located within the geographic boundaries of the Zone, or;

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- If retired, must be residing within the geographic boundaries of the Zone.

### **Automatic Progression – Vice-Chairperson**

A Zone may, if it so chooses, designate that the Vice-Chairperson will automatically assume the position of Chairperson upon the completion of their term as Vice-Chairperson. Under these circumstances, the individual elected as the Vice-Chairperson will not be required to be re-elected to the Zone Executive at the next Zone election.

Should a Zone choose to establish this automatic progression, the eligibility requirements for individuals nominated for the position of Vice-Chairperson will be identical to the eligibility requirements for the position of Chairperson.

### **Term of Office**

Subject to maintaining eligibility to serve, the Vice-Chairperson will serve a one-year term of office.

At its discretion, a Zone may choose to have the Vice-Chairperson serve a two-year term of office.

The Vice-Chairperson's term of office commences immediately following the conclusion of the Association's Annual General Meeting.

### **Term of Office Limits**

The Vice-Chairperson is eligible for re-election at the expiration of their term of office. To maximize the opportunity for Zone members to become involved in Zone activities, no individual should hold the position of Vice-Chairperson for more than six consecutive years.

### **Loss of Eligibility**

If due to a change in employment or personal circumstances, the Vice-Chairperson no longer meets the eligibility criteria for their position they will be ineligible to complete their term of office and must notify the Zone Executive of their resignation as Vice-



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Chairperson at the earliest opportunity. Upon receiving notification of the resignation, the Zone Executive will inform the Association's Membership Coordinator.

### **Filling Vacancy**

Where the position of Vice-Chairperson becomes vacant through the resignation of an incumbent or through the Vice-Chairperson filling a vacancy in the position of Chairperson, the Zone shall fill the vacancy through a by-election at its next scheduled Zone meeting.

Where a vacancy occurs less than six months prior to the expiration of the term of office, the Zone Executive may deem that the vacancy not be filled until the next scheduled Zone election.

At their discretion, the Zone Executive may appoint an individual to fill the vacant position in an acting capacity until a by-election (or election) has been held. Individuals appointed must meet the eligibility requirements for the position of Vice-Chairperson.