



AMCTO
THE MUNICIPAL EXPERTS

**Zone Executive
Information Sheet
– Zone
Chairperson**

Zone Executive Information Sheet – Zone 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.

Zone Executive Information Sheet – Zone Chairperson

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 Chairperson

Role of the Chairperson

The role of the Chairperson is to:

- Preside over meetings of the Executive and over general Zone Meetings;
- Promote, lead and direct the resources of the Zone to attain the Mission, Vision and Goals of the Association as per the Association's Strategic Plan;
- Assist the Board Representative in representing the Zone at meetings of the AMCTO Board of Directors to which they have been invited;
- Represent the Zone at special functions (retirements, etc.) for Zone members;
- In the absence of the Board Representative, represent the Association, as requested, at special functions (retirements, etc.) for Zone members;
- Ensure that the Zone Executive is fulfilling its duties and responsibilities.



Zone Executive Information Sheet – Zone Chairperson

Eligibility to Serve as Chairperson

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

- Must be a FULL 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 or local board within the geographic boundaries of the Zone.

Previous experience serving on the Zone Executive is preferred but not mandatory.

Term of Office

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

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

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

Term of Office Limits

The 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 Chairperson for more than six consecutive years.

Loss of Eligibility

If due to a change in employment or personal circumstances, the Chairperson no longer meets the criteria for FULL membership or is no longer employed by a municipal corporation or local board within the geographic boundaries of the Zone, they will be ineligible to complete their term of office and must notify the Zone Executive of their resignation as Chairperson at the earliest opportunity. Upon receiving notification of the resignation, the Zone Executive will inform the Association's Membership Coordinator.



Zone Executive Information Sheet – Zone Chairperson

Filling Vacancy

Where the position of Chairperson becomes vacant through the resignation of an incumbent the Zone shall:

- Designate the Vice-Chairperson to assume the role of Chairperson, provided that the Vice-Chairperson meets the eligibility requirements to serve as Chairperson;
or
- Fill the vacancy through a by-election at its next scheduled Zone meeting.

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 Chairperson.