



AMCTO
THE MUNICIPAL EXPERTS

**Zone Executive
Information Sheet
– Zone Director**

Zone Executive Information Sheet – Zone Director

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 Director

Role of the Director

For those Zones that have chosen to elect additional Director(s) to serve on the Zone Executive to meet local needs, the role of the Director(s) is to:

- Assist the other members of the Zone Executive in the performance of their duties;
- Undertake other responsibilities as determined by the Zone Executive.

Eligibility to Serve as Director

Individuals nominated for the position of Director 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;
- If retired, must be residing within the geographic boundaries of the Zone.



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Term of Office

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

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

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

Term of Office Limits

The Director 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 Director for more than six consecutive years.

Loss of Eligibility

If due to a change in employment or personal circumstances, the Director 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 Director 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 Director becomes vacant through the resignation of an incumbent 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 Director.