

**Full Authority  
16 January 2020  
Agenda Item: 11**

**Election of Officers - Background**

- During the inaugural meeting it is necessary to elect the officers for the up and coming year. Under the current Authority structure, the following officers are to be elected:
  - Chair
  - Vice Chair
  - Executive Committee Member
- The following descriptions of the Chair and Vice-Chair duties are described in the current *Crowe Valley Conservation Authority Administrative By-Law* and are provided for your information.

**Duties of Officers**

The Officers of the Authority, and their respective responsibilities, shall be:

**Chair**

- Is a Member of the Authority;
- Presides at all meetings of the General Membership (and Executive Committee if applicable);
- Calls special meetings if necessary;
- Acts as a public spokesperson on behalf of the General Membership;
- Serves as signing officer for the Authority;
- Ensures relevant information and policies are brought to the Authority's attention;
- Keeps the General Membership apprised of significant issues in a timely fashion;
- Performs other duties when directed to do so by resolution of the Authority.
- Provides direction to the General Manager/Secretary-Treasurer with respect to setting agendas for Board meetings, as required;
- Provides direction and support, as may be required, to the General Manager/Secretary-Treasurer to ensure policies, programs, and projects adopted by the Authority and/or prescribed by legislation are implemented;

### **Vice-Chair(s)**

- Is/are a Member(s) of the Authority;
- Attends all meetings of the Authority (and Executive Committee if applicable);
- Carries out assignments as requested by the Chair;
- Understands the responsibilities of the Chair and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties;
- Serves as a signing officer for the Authority.

### **Election Procedure**

- General Manager, Tim Pidduck will be requested to assume the Chair for the election of the Crowe Valley Conservation Authority's Chair.
- Two scrutineers will be appointed from the non-members present at the meeting in the event of the need to conduct a secret ballot.
- A motion will be required to accept the nominees for the scrutineers position.
- For elected positions, nominations will be called three times for each position and a motion is required to close the nominations.
- **The newly elected Chair will conduct elections for the Vice-Chair position.**