

June 16, 2015

To: Head and Members of Council
From: Scott Wilson, Interim Secretary-Treasurer, AMO & CAO, County of Wellington

Please be advised that in accordance with the Association's governing by-law, this is a call for nominations for the position of Secretary-Treasurer for the remainder of the 2014 – 2016 AMO Board of Directors term, i.e. August 2015 to August 2016. This circumstance has come about due to a resignation, and as Interim Secretary Treasurer, I am ineligible for the position.

Attached please find:

- *An estimate of the annual time commitment required to serve on the AMO Board of Directors and the AMO Executive Committee; and*
- *Nomination Form*

Qualifications:

a) Every Director shall:

- be an individual of eighteen (18) or more years of age;
- be an elected official of a Member Municipality or an employee of a Member Municipality of the Corporation;
- not be an undischarged bankrupt; and
- not be declared incapable.

b) The position of Secretary-Treasurer is to be filled by an employee of a Member Municipality and also meet the qualifications of 3.3 a).

c) Qualified individuals must obtain a Council resolution of support. A member municipality can only have one representative on the Board unless another representative is on the board as an appointed official.¹

Process:

A completed Nomination Form and Council resolution must be received no later than 4:00 p.m. Friday, July 31, 2015. Nominations will not be accepted beyond that date. AMO's Chief Returning Officer, Peter Fay, will certify the nomination. Please email the Nomination form to AMO amoelections@amo.on.ca or fax to 416-971-6191.

All candidates will be contacted to confirm receipt of their nominations and at that time will receive further information on the election process. The election will be held on Monday, August 17, 2015 at the AMO Annual Conference in Niagara Falls.

¹ *Excerpt from AMO Bylaw No. 2, Section 3.4 (e):* No Member Municipality may be represented on the Board by more than one Director elected to the Board (either a municipal elected official or a municipal employee) except in the case where the Director is an appointed Director as set out in Section 3.4 b) ii), or the City of Toronto (Section 3.4 c)

The following is an estimate of time the Secretary-Treasurer can normally expect to devote for service on the AMO Board of Directors and Executive Committee.

Executive Meetings	10 days
Memorandum of Understanding Meetings	10 days
Board Meetings	6 days
AMO Conference	3 days
Other Commitments (task forces, other meetings)	up to 6 days depending on interest

Board Meetings:

Board meetings are normally held on the fourth Friday in September, November, January, March and June and on the Saturday and sometimes the Sunday prior to the AMO Annual Conference in August. In addition to the Board meetings, Board members may also serve on AMO Task Forces.

Executive Meetings:

Executive meetings are held on the Thursday before a scheduled Board meeting and on the fourth Friday of the month when there is no Board meeting. Memorandum of Understanding (MOU) meetings are specifically scheduled and are generally monthly.

If you have any questions regarding this information, please contact Pat Vanini, Executive Director at (416) 971-9856, ext. 316, e-mail pvanini@amo.on.ca or Lorna Ruder, Executive Assistant, ext. 341, lruder@amo.on.ca

- It is the responsibility of the person nominated to file a complete and accurate Nomination Form.
- Nominations will be accepted no later than **4:00 PM Friday, July 31, 2015**
- Resolution of support from nominee's municipality **must** be attached.

Send completed forms to:
Pat Vanini, Executive Director
Association of Municipalities of Ontario,
200 University Avenue, Suite 801
Toronto, ON M5H 3C6
FAX to: 416-971-6191

For the Office of Secretary-Treasurer: Nominee's Name as it is to appear on the ballot

Nominee's Municipality

Is Municipality currently a paid member of AMO? Yes / No

Nominee's Municipal Title

Nominee's Preferred Contact Information

Address

Town/City

Postal Code

Business Telephone:

Mobile:

Fax

Email

☐ Council Resolution confirming Caucus and Council support for the nomination is ATTACHED.

CONSENT OF NOMINEE AND STATEMENT OF QUALIFICATION

I _____ the Nominee mentioned in this Nomination Form do hereby consent to such nomination and declare that I am qualified to be elected as per AMO Bylaw No. 2, Section 3.3 (a) & (b) and to hold the office for which I am nominated.

Dated: _____ Signature: _____
Signature of Nominee

CERTIFICATE OF AMO'S CHIEF RETURNING OFFICER

Date Nomination Form Received at AMO offices: _____

I, the Chief Returning Officer, appointed by the Association of Municipalities of Ontario, to officiate over these elections, do hereby certify that I have examined the Nomination form of the aforementioned Nominee filed with me and am satisfied that such Nominee is qualified to be nominated to the office indicated above.

Dated: _____ Signature: _____
Chief Returning Officer