

May 8, 2014

To: Head and Members of Council
From: Grant Hopcroft, Secretary-Treasurer, AMO

Please be advised that in accordance with the Association's governing by-law, the Secretary-Treasurer is requesting nominations to the 2014 – 2016 AMO Board of Directors.

Attached please find:

- *A summary of the offices for which elections will be held at the 2014 Annual Meeting;*
- *An estimate of the annual time commitment required to serve on the AMO Board of Directors and for those who will then serve on the AMO Executive Committee; and*
- *Nomination Form*

The names of all qualified individuals who are duly nominated will appear on the ballot for election to the Board.

Please forward a completed Nomination Form to the Association via fax at (416) 971-6191 or mail to the attention of Pat Vanini, Executive Director.

Qualified Nominees must obtain a Council resolution of support which must also specify the Caucus for which the individual is nominated. Please note that the AMO Bylaw No. 2 stipulates that a member municipality can only have one representative on the Board unless another representative is on the board as an appointed official. See Section 3.4(e).

A completed Nomination Form and supporting material must be received no later than 4:00 p.m. Friday, June 20, 2014. Nominations will not be accepted beyond that date. AMO's Chief Returning Officer, Peter Fay, will certify the nomination.

All candidates will be contacted to confirm receipt of their nominations and at that time will receive further information on the election process.

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, email lruder@amo.on.ca.

The following is an estimate of time individuals can normally expect to devote for service on the AMO Board of Directors and Executive Committee (i.e. Chair of each Caucus).

Executive Meetings	10 days
Memorandum of Understanding Meetings (Executive Committee only)	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. The June meeting is normally held in the President's home municipality. 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.

Elections will be held for the 2014 – 2016 AMO Board of Directors consistent with the AMO By-law No. 1:

- **President.**
- **Secretary-Treasurer.**
- **6 County Caucus Directors.** *To be Elected:* Three elected officials and one municipal employee to be elected by caucus constituency at the conference. *Appointed:* Chairs of the Eastern and Western Ontario Wardens Caucuses.
- **7 Large Urban Caucus Directors.** *To be Elected:* Five elected officials and one municipal employee to be elected by caucus constituency at the conference. *Appointed:* Chair of the Large Urban Mayors' Caucus of Ontario.
- **6 Northern Caucus Directors.** *To be Elected:* Four elected officials to be elected by caucus constituency at the conference: two from the Northeast and two from the Northwest. *Appointed:* Chairs of the Federation of Northern Ontario Municipalities and the Northern Ontario Municipal Association.
- **7 Regional and Single Tier Caucus Directors.** *To be Elected:* Six elected officials to be elected by caucus constituency at the conference. *Appointed:* Chair of the Mayors and Regional Chairs of Ontario's Single Tier Cities and Regions.
- **6 Rural Caucus Directors.** *To be Elected:* Four elected officials and one municipal employee to be elected by caucus constituency at the conference. *Appointed:* Chair of the Rural Ontario Municipal Association.
- **6 Small Urban Caucus Directors.** *To be Elected:* Four elected officials and one municipal employee to be elected by caucus constituency at the conference. *Appointed:* Chair of Ontario Small Urban Municipalities.

Each of the above caucus members shall serve a two-year term.

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).

- 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, June 20, 2014**
- Resolution of support from nominee's municipality **must** be attached, and must specify the Caucus.

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

Nominee's Name as it is to appear on the ballot		Nominated for the Office of <i>Check One Only</i>	
Nominee's Municipality		President	<input type="checkbox"/>
Is Municipality currently a paid member of AMO? Yes / No		Secretary-Treasurer	<input type="checkbox"/>
Nominee's Municipal Title		Director County Caucus	<input type="checkbox"/>
		Director Large Urban Caucus	<input type="checkbox"/>
Nominee's Preferred Contact Information		Director Northern Caucus	<input type="checkbox"/>
		Director Regional & Single Tier Caucus	<input type="checkbox"/>
Address		Director Rural Caucus	<input type="checkbox"/>
		Director Small Urban Caucus	<input type="checkbox"/>
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 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