

**2020 AUMA Board Election**

Candidate Information and Nomination Package

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# Introduction

The 2020 AUMA Board elections will be held during the AUMA Annual Convention on **Thursday, September 24, 2020**.

This package provides information to individuals interested in participating in the nomination and election process for AUMA Board positions. Prospective AUMA Board candidates are encouraged to contact AUMA’s [Returning Officer](mailto:ReturningOfficer@auma.ca) for further information on the role and responsibilities of an AUMA Board Member.

# Positions Available

The following AUMA Board positions are up for election this year:

* Director, Cities up to 500,000 – two-year term
* Director, Towns West – two-year term
* Director, Towns South – two-year term
* Director, Villages West – two-year term
* Director, Villages East – two-year term
* Vice-President, Cities up to 500,000 – one-year term
* Vice-President, Towns – one-year term
* Vice-President, Villages and Summer Villages – one-year term

# Board Role and Responsibilities

The role of the Board is to provide informed leadership for Alberta municipalities on behalf of AUMA programs, policies and initiatives. Each Board member is responsible for advancing the interests of AUMA, its goals, programs, issues and policies. Key Board responsibilities include:

* Developing and evaluating the specific advocacy programs and services of the Association.
* Ensuring that the powers, duties and functions of the Association are appropriately carried out.
* Carrying out the powers, duties and functions expressly given to it under legislation and the Bylaws or policies of the Association.
* Monitoring and influencing government legislation, programs and policies which impact the membership.
* Ensuring effective, credible relations in respect of advocacy are maintained with member municipalities, the provincial government and other organizations.
* Apprising the membership of significant national and provincial trends and/or issues that affect local governments and taking action to ensure their interests are known to decision makers.
* Monitoring, as the sole shareholder, the Association interest in the Alberta Municipal Services Corporation (AMSC).
* Establishing a mandate for itself and for the Administration on an annual basis and approving an operational plan to achieve its mandate.
* Approving an operational plan to achieve its mandate.

# Eligibility

Complete details on standing for election are outlined in the AUMA Election Procedures Handbook (to be posted at a later date); however, generally those eligible to stand in an election must:

* be an elected official of a Regular Member in good standing,
* submit a completed nomination in the form prescribed by the Returning Officer,
* be nominated by at least two other elected representatives of Regular Members in good standing, and
* for President or Vice-President positions, have the nomination approved by a motion of the council of the nominee’s municipality.

# Ideal Board Member Profile

AUMA seeks committed Board members with high ethical standards and an interest in the long-term best interests of AUMA and its members. Experience serving on public/private sector or not-for-profit boards is desirable. While not required, other desirable competencies include:

* Board Governance
* Municipal Governance/Operations
* Business Administration/Management
* Legal/Regulatory
* Human Resources
* Accounting/Financial
* Risk Management
* Public Relations/Media
* Information Technology
* Strategic Planning

# Time Commitment

Below is the estimated amount of time necessary for an individual to fulfill their role as an AUMA Board member. Board members are also expected to attend additional retreats, meetings, or education sessions as required from time to time.

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| Regular Scheduled Board Meetings | Board meetings are held monthly, except for March and July.  Meetings begin at 9:00 am (allow 5-6 hours per meeting). |
| Board Member Orientation Session | New Board Members are required to attend an orientation session prior to their first Board meeting (allow 3 hours). |

In addition, each Board member is expected to serve on at least one Board committee. The current Board standing committees are:

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| Executive Committee | Committee meetings are held monthly and begin at 9:00 am (allow 4-6 hours per meeting). |
| Municipal Governance Committee | Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). |
| Sustainability and Environment Committee | Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). |
| Safe and Healthy Communities Committee | Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). |
| Infrastructure and Energy Committee | Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). |
| Small Communities Committee | Committee meetings are held three times per year and begin at 9:00 am (allow 4-6 hours per meeting). |
| Human Resources Committee | Committee will meet a minimum of twice per year. Meetings begin at 9:00 am (allow 4-6 hours per meeting). |
| Audit and Finance Committee | Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). |
| Investment Advisory Committee | Committee will meet a minimum of twice per year. Meetings begin at 9:00 am (allow 4-6 hours per meeting). |

# Honoraria and Expenses

Board members are entitled to receive honoraria for their service on the Board, a committee, or task force and are reimbursed for expenses incurred on AUMA business in accordance with AUMA policy. Board members also receive an allowance for professional development.

# Nomination Papers

Nomination Papers for each Board position are provided in Appendix B and C.

# Nomination Deadline

**The deadline for receipt of nomination documents is Thursday, September 17, 2020 at 11:59 p.m.**

Your nomination documents must be submitted by email to [ReturningOfficer@auma.ca](mailto:ReturningOfficer@auma.ca).

# Appendix A – Electoral Zones

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| **Towns East** | **Towns West** | **Towns South** | **Villages East** | **Villages West** | **Villages South** |
| Athabasca  Bashaw  Blackfalds  Bon Accord  Bonnyville  Bruderheim  Castor  Coronation  Daysland  Elk Point  Gibbons  Hardisty  Innisfail  Killam  Lac La Biche County  Lamont  Legal  Millet  Morinville  Mundare  Ponoka  Provost  Redwater  Sedgewick  Smoky Lake  Stettler  St. Paul  Tofield  Trochu  Two Hills  Vegreville  Vermilion  Viking  Wainwright | Barrhead  Beaverlodge  Bentley  Bowden  Calmar  Devon  Drayton Valley  Eckville  Edson  Fairview  Falher  Fox Creek  Grimshaw  High Level  High Prairie  Hinton  Jasper  Manning  Mayerthorpe  McLennan  Onoway  Peace River  Penhold  Rainbow Lake  Rimbey  Rocky Mountain House  Sexsmith  Slave Lake  Spirit River  Stony Plain  Swan Hills  Sylvan Lake  Thorsby  Valleyview  Wembley  Westlock  Whitecourt | Banff  Bassano  Black Diamond  Bow Island  Canmore  Cardston  Carstairs  Claresholm  Coaldale  Coalhurst  Cochrane  Crossfield  Crowsnest Pass  Didsbury  Drumheller  Fort Macleod  Hanna  High River  Improvement District No. 9 (Banff National Park)  Irricana  Magrath  Milk River  Nanton  Nobleford  Okotoks  Olds  Oyen  Picture Butte  Pincher Creek  Raymond  Redcliff  Redwood Meadows  Stavely  Strathmore  Sundre  Taber  Three Hills  Turner Valley  Vauxhall  Vulcan | Andrew  Alliance  Amisk  Boyle  Clyde  Consort  Chauvin  Chipman  Czar  Dewberry  Edgerton  Forestburg  Glendon  Halkirk  Heisler  Holden  Hughenden  Innisfree  Irma  Kitscoty  Lougheed  Mannville  Marwayne  Myrnam  Paradise Valley  Ryley  Veteran  Vilna  Waskatenau | Alberta Beach  Alix  Bawlf  Berwyn  Big Valley  Bittern Lake  Breton  Caroline  Clive  Delburne  Donalda  Donnelly  Edberg  Elnora  Girouxville  Hay Lakes  Hines Creek  Hythe  Nampa  Rosalind  Rycroft  Spring Lake  Wabamun  Warburg | Acme  Arrowwood  Barnwell  Barons  Beiseker  Carbon  Carmangay  Cereal  Champion  Coutts  Cowley  Cremona  Delia  Duchess  Empress  Foremost  Glenwood  Hill Spring  Hussar  Linden  Lomond  Longview  Milo  Morrin  Munson  Rockyford  Rosemary  Standard  Stirling  Warner  Youngstown |
| **Cities up to 500,000** | | | | **Cities over 500,000** | **Summer Villages** |
| Airdrie  Beaumont  Brooks  Camrose  Chestermere  Cold Lake  Fort Saskatchewan  Grande Prairie  Lacombe  Leduc | | Lethbridge  Lloydminster  Medicine Hat  MD of Mackenzie No. 23  Red Deer  Regional Municipality of Wood Buffalo  St. Albert  Spruce Grove  Strathcona County  Wetaskiwin | | Calgary  Edmonton | *All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages* |

# Appendix B - Nomination Paper for Board of Directors

# PART A – Nomination Paper for Board of Directors

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| We, the undersigned, duly nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_ of  NAME  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MUNICIPALITY POSITION ON COUNCIL  as a candidate in the election to be held for a two-year term for the office of:   * Cities up to 500,000 Directors (one to be elected by Cities up to 500,000 voting delegates) * Towns West Director (one to be elected by Towns West voting delegates) * Towns South Director (one to be elected by Towns East voting delegates) * Villages East Director (one to be elected by Villages East voting delegates) * Villages West Director (one to be elected by Villages West voting delegates) |

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| NOMINATORS |
| To be signed by two (2) elected officials from AUMA member municipalities of the relevant classification. Should the signatories not be elected officials from AUMA member municipalities of the relevant classification, the nomination will be disqualified.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PRINT NAME SIGNATURE MUNICIPALITY  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PRINT NAME SIGNATURE MUNICIPALITY |

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| * The candidate’s biography is included with this Nomination Paper (please check) |

**The nomination deadline is 11:59 pm Thursday, September 17, 2020   
Completed nomination documents are to be submitted by email to ReturningOfficer@auma.ca.**

# Appendix B - Candidate’s Acceptance

# PART B – Candidate’s Acceptance

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| CANDIDATE’S ACCEPTANCE |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CANDIDATE’S NAME CANDIDATE’S SIGNATURE CANDIDATE’S EMAIL  By signing this form, I declare that:   1. I am eligible to be elected to the office, 2. I will carry out the duties and responsibilities of the office if elected, 3. I will be bound by AUMA Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the AUMA Bylaws, and 4. I authorize the AUMA to publish my biography in AUMA publications including, but not limited to, the AUMA website and Weekly Digest. |

# Appendix C - Nomination Paper for Vice-President

# PART A – Nomination Paper for Vice-President

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| We, the undersigned, duly nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_ of  NAME  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MUNICIPALITY POSITION ON COUNCIL  as a candidate in the election to be held for a one-year term of:   * Vice-President, Cities up to 500,000 * Vice President, Towns * Vice-President, Villages and Summer Villages |

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| NOMINATORS |
| To be signed by two (2) elected officials from AUMA member municipalities of the relevant classification. Should the signatories not be elected officials from AUMA member municipalities of the relevant classification, the nomination will be disqualified.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PRINT NAME SIGNATURE MUNICIPALITY  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PRINT NAME SIGNATURE MUNICIPALITY |

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| APPROVED BY MOTION OF COUNCIL |
| To be signed by the City Clerk/Municipal Secretary of the candidate’s municipality confirming, through checking the minutes of Council, that the candidate’s nomination has been approved.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  COUNCIL MEETING DATE MUNICIPALITY CITY CLERK/MUNICIPAL SECRETARY SIGNATURE |

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| * The candidate’s biography is included with this Nomination Paper (please check) |
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**The nomination deadline is 11:59 pm Thursday, September 17, 2020   
Completed nomination documents are to be submitted by email to ReturningOfficer@auma.ca.**

# Appendix C - Candidate’s Acceptance

# PART B – Candidate’s Acceptance

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| CANDIDATE’S ACCEPTANCE |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CANDIDATE’S NAME CANDIDATE’S SIGNATURE CANDIDATE’S EMAIL  By signing this form, I declare that:   1. I am eligible to be elected to the office, 2. I will carry out the duties and responsibilities of the office if elected, 3. I will be bound by AUMA Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the AUMA Bylaws, and 4. I authorize the AUMA to publish my biography in AUMA publications including, but not limited to, the AUMA website and Weekly Digest. |