



## **MUNICIPAL LEADERS CAUCUS MEETINGS**

### **PURPOSE**

Municipal Leaders Caucus meetings are held on a semi-annual basis every spring and summer and enable AUMA Regular Members to learn about and provide input into AUMA policies, programs, and advocacy and to network with their peers and other government officials.

### **DEFINITIONS**

1. In this policy
  - a) "Director" means a person elected as a Director of the Association.
  - b) "Mayor" means the Chief Elected Official of a Regular Member.
  - c) "Regular Member" means a Regular Member as defined in the AUMA Bylaws.

### **POLICY**

#### **Scheduling and Attendance**

2. The Board will determine the location and dates of the semi-annual Municipal Leaders Caucus meetings and approves the registration fee and total costs as part of the annual budget process.
  - a) Typically one meeting is in the spring and the other is in the summer.
  - b) The spring Municipal Leaders Caucus consists of one program for all Regular Members which occurs over multiple days.
  - c) The summer Municipal Leaders Caucus consists of a separate one-day program for each of the following Regular Member groups:
    - i. Municipalities up to 2500 population
    - ii. Municipalities between 2501 and 10000 population
    - iii. Municipalities over 10000 population

While members are encouraged to attend on their designated day, they may attend another day according to their availability.

3. The Caucus may be attended by:
  - a) The Mayor, Councillors, and CAO (or a designate for the CAO) of a Regular Member (i.e., there is no restriction on the number of attendees).
  - b) AAMDC Board members may also be invited to portions of the caucus.

#### **Content**

4. The AUMA President or a designated Director chairs the Caucus meeting.
5. The normal agenda for each Caucus meetings will include:
  - a) President's Report,
  - b) CEO's Report,
  - c) Discussion of AUMA policy, program and advocacy initiatives,
  - d) Discussion of matters requested by Caucus members, and
6. A Request for Decision that has been brought forward by a Regular Member.  
As appropriate, the agenda may also include:
  - a) Provincial and Federal Government updates,
  - b) Information/Training Session on a matter of Caucus interest,
  - c) Meetings of Directors with Elected Officials from the municipal groups they represent,
  - d) Meeting between AUMA administration and CAOs, and



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- e) Any other matter determined by the Board.
7. The CEO will develop the program materials and provide to Directors.
8. Materials are made available to members after the meetings.
9. An event evaluation form is distributed at each meeting so members have the opportunity to influence the content and approach for the meetings.

### **Request for Decision**

10. AUMA or an individual or group of Regular Members have the opportunity to submit a RFD that proposes action on a municipal matter that cannot wait for the resolution process at the annual AUMA Convention.
11. The RFD template and information on the submission process and deadline will be provided to Regular Members in advance of each Caucus meeting. Submitters must provide evidence that their respective Council approved the RFD.
12. During the Caucus, the RFD submitter has the opportunity to explain the RFD and its proposed action. Members can share their views and ask questions during a discussion and debate period.
13. The RFD submitter may agree to revise the originally proposed action as a result of the discussion and debate.
14. Members vote on the proposed action, with each municipality in attendance allowed one vote through their Mayor or the Mayors' designate. The RFD is approved if 51% or more of attending Regular Members are in favour.
15. If the RFD is not approved, no further action is taken and the matter is closed. If the RFD is approved at the summer Caucus and affects other members, it is sent to all Regular Members so that they can advise of any concerns before the AUMA Board reviews the proposed action. If the RFD is approved at the spring Caucus where all regular members had the opportunity to attend, it is referred to the AUMA Board.
16. The AUMA Board determines the action to be taken on approved RFDs.
17. The AUMA Board advises members on the actions taken on approved RFDs.

### **Voting on Other Matters**

18. Any required formal voting on a policy matter will be restricted to the Mayor or the Mayor's designate.
19. Votes require a 51% or greater majority in order to be considered passed.

### **Director Attendance and Responsibilities**

20. A Director is expected to make every effort to attend the Municipal Leaders Caucus.
  - a) Attendance at the summer Municipal Leaders Caucus is typically according to the population group of the Director but attendance at other population groups is permitted.
21. A Director may be requested to present or facilitate an agenda item.
22. All Directors are expected to support AUMA policy and advocacy positions when sharing their views with members.

### **AUMA Policy Considerations**

23. For purposes of Policy FM003, a Caucus meeting of which a Director is a member is a meeting referred to in Section 2 of that Policy.
24. For purposes of Policy FM003, a Caucus meeting of which a Director is not a member is a meeting referred to in Section 7 of that Policy.



**POLICY REVIEW**

25. This Policy will be reviewed every three years by the AUMA Executive Committee and any recommendations for change to the Policy must be approved by the Board.

	Date	Minute Page Number
Approved	10/24/2008	6
Amended	05/22/2009	3
Amended	05/20/2010	4
Amended	03/29/2012	8
Amended	11/26/2015	5
Amended	11/02/2017	2

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President, Barry Morishita

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Acting Chief Executive Officer, Dan Rude