



2020 AUMA Board Election

Candidate Information and Nomination Package



TM



TM

WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

Table of Contents

Introduction.....3

Positions Available3

Board Role and Responsibilities3

Eligibility4

Ideal Board Member Profile4

Time Commitment.....4

Honoraria and Expenses5

Nomination Papers5

Nomination Deadline.....5

Appendix A – Electoral Zones6

Appendix B - Nomination Paper for Board of Directors7

Appendix C - Nomination Paper for Vice-President.....9

Introduction

The 2020 AUMA Board elections will be held during the AUMA Annual Convention on **Thursday, September 24, 2020 and Friday, September 25.**

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](#) 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.

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:

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.

Appendix A – Electoral Zones

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 Crossnest 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 Stavelly 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	<i>All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages</i>

Appendix B - Nomination Paper for Board of Directors

PART A – Nomination Paper for Board of Directors

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) *

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

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

CANDIDATE'S ACCEPTANCE		
CANDIDATE'S NAME	CANDIDATE'S SIGNATURE	CANDIDATE'S EMAIL
<p>By signing this form, I declare that:</p> <ol style="list-style-type: none">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, and4. 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

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

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

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

- 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 C - Candidate's Acceptance

PART B – Candidate's Acceptance

CANDIDATE'S ACCEPTANCE		
CANDIDATE'S NAME	CANDIDATE'S SIGNATURE	CANDIDATE'S EMAIL
<p>By signing this form, I declare that:</p> <ol style="list-style-type: none">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, and4. I authorize the AUMA to publish my biography in AUMA publications including, but not limited to, the AUMA website and Weekly Digest.		