

The following is a sample script from an ACM that can be used as a guide by the Secretary to help conduct the Annual Chapter Meeting.

**i. Annual Chapter Meeting Call to Order**

**(Secretary)** “The annual chapter meeting of the OACETT [CHAPTER NAME] is called to order at [TIME AND DATE] with [QUORUM PRESENT]\*.”

\*Providing that due notice has been given to all members, the quorum shall be those present and qualified to vote.

**ii. Approval of Agenda**

- In addition to the approval of the agenda, there needs to be a call for new business.

**(Secretary)** “The meeting agenda was distributed with the meeting notice package. Are there any amendments to the agenda?”

**(Secretary)** “*Motion to approve Annual Chapter Meeting Agenda.*”

“*Moved by [FULL NAME AND DESIGNATION].*”

“*Seconded by [FULL NAME AND DESIGNATION].*”

**(Secretary)** “*Resolved that the agenda for the OACETT [CHAPTER NAME] Annual Chapter Meeting of Members for [DATE] be approved as presented.*”

**iii. Approval of 202\_ Annual Chapter Meeting Minutes**

- Meeting minutes from the [DATE OF LAST ACM] Annual Chapter meeting.

**(Secretary)** “The draft minutes were distributed with the meeting notice package. Are there any corrections or amendments to the minutes?”

**(Secretary)** “*Motion to approve the 202\_ Annual Chapter Minutes.*”

“*Moved by [FULL NAME AND DESIGNATION].*”

“*Seconded by [FULL NAME AND DESIGNATION].*”

**(Secretary)** “*Resolved that the minutes from the OACETT [CHAPTER NAME] Annual Chapter Meeting of Members for [DATE OF LAST ACM] be approved as presented.*”

**iv. Approval of [CHAPTER NAME] Financial Statement Year ended December 31, 202\_.**

- The Secretary should introduce the Treasurer (if it is a separate role), who gives their report to the members. The report should have been sent as part of the annual chapter meeting notice, allowing members to digest the information and prepare questions before the meeting.

**(Secretary):** “[NAME OF TREASURER], treasurer, will now present the financial report.”

**(Treasurer):** [GIVES REPORT]

**(Secretary):** “Thank you, are there any questions?”

- **IF THERE ARE QUESTIONS - Take questions from the members.**
- *IF THERE ARE NO QUESTIONS – (Secretary):* “The financial report will be filed for financial reconciliation.”

**(Secretary):** “**Motion to approve Chapter Financial Statements.**”

“Moved by [FULL NAME AND DESIGNATION].”

“Seconded by [FULL NAME AND DESIGNATION].”

**(Secretary):** “Resolved that the [CHAPTER NAME] of the Ontario Association of Certified Engineering Technicians and Technologists Financial Statements for the year ended December 31 [YEAR] be accepted as presented.”

**v. Chapter Elections**

- Before the elections can take place, the current Chapter Executive Committee needs to be dissolved.

**(Secretary):** “**Motion to dissolve current chapter executive.**”

“Moved by [FULL NAME AND DESIGNATION].”

“Seconded by [FULL NAME AND DESIGNATION].”

**(Secretary):** “Resolved that the [CHAPTER NAME] of the Ontario Association of Certified Engineering Technicians and Technologists [YEAR RANGE OF PREVIOUS EXECUTIVE – IE. 2022-2023] chapter executive be dissolved.”

**vi. Election of the [CHAPTER NAME] for [YEAR RANGE OF CURRENT EXECUTIVE – IE. 2023-2024]**

- The Secretary will review the chapter executive committee positions, which will be included in the presentation– **see Chapter Operations Manual for complete description.**

**(Secretary):“Chair** - The Chapter Chair is a Certified Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed up to five (5) consecutive terms. [ADD DETAIL FROM MANUAL].”

**“Vice-Chair** - The Chapter Vice-Chair is a Certified Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed. While not stipulated, in most cases, the Chapter Vice-Chair is an orientation position for a member who will succeed the present Chapter Chair or is the Immediate Past Chair. [ADD DETAIL FROM MANUAL].”

**“Past-Chair** – “The Past-Chair is a Certified Member in good standing who has acted as a Chair in the previous calendar year. This position can be acclaimed if taking on the role immediately following his/her term as Chair or elected by the Certified Members of their chapter if the previous Chair is not available. This role is for a one-year term of office, which may be renewed. [ADD DETAIL FROM MANUAL].”

**“Secretary** – “The Chapter Secretary is a Certified or Associate Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed. [ADD DETAIL FROM MANUAL].”

**“Treasurer** - The Chapter Treasurer is a Certified or Associate member in good standing and is elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed. If the position of Treasurer and Secretary are held concurrently, the position may be titled “Secretary/Treasurer”. [ADD DETAIL FROM MANUAL].”

**“College Liaison** - The Chapter College Liaison is a Certified or Associate Member in good standing, elected by the Certified Members of their Chapter for a one-year term of office, which may be renewed. This position may also be by appointment by the Chapter Chair. [ADD DETAIL FROM MANUAL].”

**“WIT (Women in Technology) Representative** - A WIT Chapter Representative is a Certified or Associate Member in good standing, volunteering to sit on the Chapter Executive for a one-year term of office, which may be renewed. [ADD DETAIL FROM MANUAL].”

**“Chapter Executive Member (to a maximum of 5 persons)** - A Chapter Executive Member is a Certified or Associate Member, in good standing, volunteering to sit on the Chapter Executive for a one-year term of office, which may be renewed. In contrast with the other executive positions, a Chapter Executive Member serves without a specific portfolio and may be assigned any necessary assignment, which will forward the goals and objectives of the Association and the Chapter. [ADD DETAIL FROM MANUAL].”

**The Secretary should refer to section #2 of the ACM Outline Document for details on how to conduct the election.**

**(Secretary):** *“Motion to approve the OACETT [CHAPTER NAME] for [YEAR RANGE OF CURRENT EXECUTIVE – IE. 2023-2024] Chapter Executive Committee*

*“Moved by [FULL NAME AND DESIGNATION].”*

*“Seconded by [FULL NAME AND DESIGNATION].”*

**(Secretary):** *“Resolved that the [YEAR RANGE OF CURRENT EXECUTIVE – IE. 2023-2024] chapter executive committee of the Ontario Association of Certified Engineering Technicians and Technologists be accepted as presented.”*

vii. **Meeting Adjournment**