

# Annual Chapter Meeting (ACM)

## Sample Script

### 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].”*

### 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. 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. Review of the [CHAPTER NAME] Financial Statement Year ended December 31, [YEAR].

The Secretary should introduce the Treasurer, who gives their report to the members.

### iv. 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. 2024-2025] chapter executive be dissolved.”*

- v. **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.**

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## **CONDUCTING THE ACM ELECTION**

The following is a basic layout of how the **Secretary** of the Chapter should conduct the election of the executive during the ACM:

1. A description of each position must be provided to the attendees and each position should be individually considered in descending order:
  - a) Chair – one position available
  - b) Vice-Chair – one position available
  - c) Past-Chair\* - one position available
  - d) Secretary – one position available
  - e) Treasurer – one position available
  - f) College Liaison Representative- one position available, can also be appointed by the Chair
  - g) Women In Technology (WIT) Representative – one position available
  - h) Chapter Executive Member - to a maximum of five (5) members

*\* 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 their term as Chair or elected by the Certified Members of their chapter if the previous Chair is unavailable. This role is for a one-year term of office, which may be renewed.*

2. As each position is being considered, the Secretary should:
  - a) Announce the name(s) of qualified members who have been nominated or allowed their name to stand for an additional term on the chapter executive.

- b) Ask for new nominations from the members for the position being considered.
- c) Remind members in attendance at the ACM that **only Certified Members in good standing are entitled to vote.**
- d) Further remind members that if only one name is on the slate of candidates, the candidate is declared acclaimed for that position. If two or more qualified names are on the slate of candidates, then conduct a vote by a show-of-hands, written secret ballot, or electronic poll. This will help to gain consensus from the members in attendance at the ACM.
- e) Inform members, following the election, that during the term of office, should an elected position become vacant for any reason, the Chapter Executive Committee may appoint a qualified member from the Chapter to assume the responsibilities for the balance of the term of office.

**(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].”

**(Secretary): “Motion to approve the OACETT [CHAPTER NAME] for [YEAR RANGE OF CURRENT EXECUTIVE – IE. 2024-2025] 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. 2024-2025] chapter executive committee of the Ontario Association of Certified Engineering Technicians and Technologists be accepted as presented.”**

## vi. Meeting Adjournment