

# OACETT Annual Chapter Meeting

## OVERVIEW

The Chapter must hold an annual meeting to elect the Chapter Executive Committee, as well as report to the local members on the activities and finances of the Chapter over the preceding year.

The Annual Chapter Meeting (ACM):

- All Annual Chapter Meetings (ACM) must be held between January 1st and April 15th, 2025. Notice of the ACM must be published to members no less than thirty days before the date of the meeting.
- Please let us know your ACM dates as soon as possible so we can send out your e-blast a month before your meeting. In the eblast to your members, we will have a link to your [Call to Volunteer Form](#) for your members who wish to volunteer for your executive
- Please note there may be board representation during your presentation please allot an extra twenty minutes in your agenda.
- Please refer to the Chapter Operations Manual section 3 (pgs.13-18) and section 4.20 (pg.35) for more details on the ACM and chapter executive positions. The chapter must notify the head office of their election results within two days of the appointments.
- The Chapter MUST notify head office of the result of their election within two (2) days following the appointments.
- All chapter members are invited to attend the annual chapter meeting. **Only certified members may vote on meeting motions.**
- Providing that due notice has been given to all members; the quorum shall be those present and qualified to vote.

## 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. The ACM and each position should be individually considered in descending order; A description of each position must be provided to the attendee. The following descriptions may be used:
  - a) Chair – one position available
    - i. Filled by a Certified member in good standing
    - ii. Elected by the certified members of their chapter for a 1 year term of office, which may be renewed
    - iii. This is a senior role, responsible for the by laws, policies and admin

- iv. This role has tact and persuasion
- v. This role creates an active and productive chapter

b) Vice-Chair – one position available

- i. Filled by a Certified member in good standing
- ii. Elected by the certified members of their chapter for 1 year term of office which may be renewed
- iii. This role may succeed present chapter chair
- iv. Assist with chapter chair duties and lead in chapter chairs absence

c) Past-Chair\* - one position available

- i. Filled by a Certified member in good standing who acted as a chair in a previous calendar year
- ii. 1 year term of office which may be renewed
- iii. This role will mentor the incoming chapter chair and vice chair when needed
- iv. This role offers information and guidance on chapter decisions, plans and businesses
- v. This role ensures smooth chapter leadership and transitions

d) Secretary – one position available

- i. Filled by a Student, Associate, or Certified member in good standing
- ii. This role is the custodian of documents
- iii. This role is elected by the certified members of their chapter for a 1-year term of office which may be renewed
- iv. May be combined with chapter treasurer role into one position
- v. This role is the recorder of activities

e) Treasurer – one position available

- i. Filled by a Student, Associate or Certified member in good standing
- ii. Elected by the certified members of their chapter for a 1-year term, which may be renewed. May be combined with chapter secretary role into one position
- iii. This role is the keeper of the chapter's assets
- iv. This role is the financial advisor of the executive committee
- v. This role prepares the clear and concise financial statements of the chapter

f) College Liaison Representative- one position available, can also be appointed by the Chair

- i. Filled by a Student, Associate, or Certified member in good standing
- ii. Elected by certified members of their chapter for a 1 year term of office, which may be renewed. This position may also be appointed by the chair
- iii. This position liaise with local college/institute campuses

- iv. This position involves on campus recruiting which would lead to new association members
- v. Collaborate with [Manager, College & Community Partnerships](#)

g) Women In Technology (WIT) Representative – one position available

- i. Filled by a Student, Associate or Certified members in good standing
- ii. Elected by the certified members of their chapter for a 1-year term of office which may be renewed
- iii. This position attends professional development events
- iv. Laise with committee members
- v. Create a WIT event for their Chapter
- vi. This position is the go-to person for women affairs and matters

h) Chapter Executive Member - to a maximum of five (5) members

- i. Filled by a Student, Associate, or Certified member in good standing
- ii. 1 year term of office, may be renewed
- iii. This role assists on a variety of projects
- iv. This role promotes association and chapter goals/objectives

*\* 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 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.