



MEMO

December 1, 2011

TO: UBCM MEMBERS Attn: Mayor & Council | Chair & Board
FROM: UBCM EXECUTIVE
RE: NOTIFICATION OF EXECUTIVE VACANCIES

The purpose of this memo is to notify members of the direction taken by the Executive at the November 25th Executive meeting with regard to Executive vacancies as a result of the Local Government Elections.

At the meeting, Executive members were advised that there are four vacancies, and the process for filling those vacancies in accordance with the UBCM Bylaws and Policies:

- SILGA representative – SILGA to make a re-appointment
- Third Vice President – Executive CANNOT appoint a Third VP, but has option to appoint an 'Acting Director at Large'.
- Director at Large (1) – Executive may appoint an eligible elected official.
- Vancouver Metro Area Representative (1) – Executive may appoint an eligible elected official.

Based on the direction provided in the Bylaws and Policies, the Executive 'may' fill vacancies or may not (see Appendix A for extracts of both documents). Upon consideration of the Bylaws and Policies the Executive endorsed the following recommendations:

That the Executive proceed to notify the membership of the vacancies on the Executive for Director at Large and Vancouver Metro Area Representative and seek expressions of interest based on the process and eligibility criteria outlined in the policies for each of these positions; and

That a process be put into place to provide for the two vacancies to be filled prior to the next Executive meeting scheduled for February 2-3, 2012.

The Executive chose not to appoint an additional 'Acting Director at Large' to fill the vacancy left by the Third Vice-President. The President has asked Chair Al Richmond, EA Rep on the UBCM Executive, to serve as a 'member at large' to the Presidents Committee to fill the vacancy left by Third VP. In accordance with the Bylaws, SILGA has made a new appointment to the Executive, Councillor Harry Kroeker, City of Merritt, to replace Noreen Guenther.

Next Steps

This memo serves as notification to the membership that the UBCM Executive wishes to fill the vacancies for:

- Director at Large (1); and
- Vancouver Metro Area Representative (1).

As noted in the endorsed Executive recommendation, the process for filling vacancies will follow the process outlined in s. 8.5 of the Executive Policies.

Eligibility for Office

Director At Large – this position is open to all elected officials of UBCM.

Vancouver Metro Area Representative – this position is open to elected members of either, or both, a council of a member municipality of the GVRD or of the GVRD Board (a list of eligible local governments is attached as Appendix B).

Process

Eligible elected officials interested in applying for either of these positions are encouraged to submit an expression of interest for **one** of these vacancies, as outlined in s. 8.5 of the Executive Policies. We would ask that potential candidates complete the attached nomination form (Appendix C) and return it by email or fax to the attention of the Immediate Past President. Candidates are also encouraged to provide a short bio of themselves (not more than 300 words) with their nomination form. All materials can be sent to the attention of Immediate Past President, Councillor Barbara Steele, care of the following email address: mcrawford@ubcm.ca or by fax: 604-270-9116.

The submission deadline for expressions of interest (nomination form and bio) is:

Monday, January 9, 2012

The Executive will consider all expressions of interest and make a decision regarding whom they will appoint to fill these two vacancies.

Following Executive deliberations, all members will be notified of the Executive's decision. Newly appointed board members will be invited to attend the February 2-3, 2012 Executive meeting in Richmond.

If you have any questions about the process please contact Marie Crawford, Associate Executive Director at 604-270-8226 Ext. 104 or by email: mcrawford@ubcm.ca.

Thank you and we welcome eligible interested candidates to apply. For further information about UBCM and the Executive please see the UBCM website.

APPENDIX A

EXTRACTS FROM THE UBCM BYLAWS AND EXECUTIVE POLICIES

UBCM Bylaws

Section 2 of the UBCM Bylaws provides the following definition for officers:

2. *The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.*

Section 3(d) speaks to filling vacancies: (*bold italics indicate relevant sections*)

- (d) ***No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union. ...***

In the event of a vacancy:

- ***amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;***
- ***amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;***
- *in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.*

Executive Policies

Section 8.5 of the Executive Policies outlines the process for appointing replacements:

8.5 Member notice of vacancies on the executive

If there is a vacancy following a local general election that will require the Executive to appoint a replacement, the following steps will be taken before the matter is considered by the Executive.

1. *Councils and boards will be notified of the vacancies that exist, the procedures for replacement and advised that the Executive will accept expressions of interest.*
2. *Any expression of interest must be endorsed by two elected officials of UBCM members.*
3. *An interested candidate may submit an expression of interest for one position only.*
4. *Expressions of interest will be directed to the Immediate Past President, who will prepare a report for the Executive on the materials received.*

Appendix B

Vancouver Metro Area Representative – List of Eligible Members

- Abbotsford
- Anmore
- Belcarra
- Bowen Island
- Burnaby
- Coquitlam
- Delta
- Electoral Area A (Metro Vancouver)
- Langley City
- Langley Township
- Lions Bay
- Maple Ridge
- New Westminister
- North Vancouver City
- North Vancouver District
- Pitt Meadows
- Port Coquitlam
- Port Moody
- Richmond
- Surrey
- Tsawwassen First Nation
- Vancouver
- West Vancouver
- White Rock

APPENDIX C

NOMINATIONS¹ FOR THE 2011/2012 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position in local government: Mayor Councillor Director

Municipality or Regional District represented: _____

Nominated for: Director At Large Vancouver Metro Area Representative

NOMINATED BY:

Name: _____ Name: _____

Mun/RD: _____ Mun/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws².

CANDIDATE:

Name: _____

Position in local government: Mayor Councillor Director

Municipality or Regional District represented: _____

Nominated for: Director At Large Vancouver Metro Area Representative

Signature: _____ Date: _____

TO BE RETURNED BY JANUARY 9, 2012

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees of the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)]. Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.