

December 8, 2014

To: Head and Members of Council  
From: Elizabeth Savill, Secretary-Treasurer

Please be advised that in accordance with the Association's By-law and vacancy policy, the Secretary-Treasurer is requesting nominations to fill the following vacancies on the 2014 – 2016 AMO Board of Directors. Candidates chosen to fill the vacancies will complete the term of the Board (August, 2016). Candidates should anticipate that s/he will be interviewed as part of the process to fill the vacancies.

The status of the Board's six Caucuses follows:

- County Caucus – three elected official vacancies to be filled
- Large Urban Caucus – one elected official vacancy to be filled
- Northern Caucus – no vacancy
- Regional and Single Tier (Cities) – three elected official vacancies to be filled
- Rural Caucus – one elected official vacancy to be filled
- Small Urban Caucus – no vacancy

Qualifications and Nomination Requirements:

- ✓ Municipality must be an AMO member in good standing.
- ✓ Candidate for Director shall:
  - be an individual of eighteen (18) or more years of age;
  - not be an undischarged bankrupt; and
  - not be declared incapable.
- ✓ No Member Municipality may be represented on the Board by more than one Director, either a municipal elected official or a municipal employee.
- ✓ Qualified Nominees must obtain a Council resolution of support which must also specify the Caucus for which the individual is nominated.

Attached is:

- i) An estimate of the annual time commitment required to serve on the AMO Board of Directors and for those who if they become chair of a caucus will then serve on the AMO Executive Committee.
- ii) Nomination Form

Submission:

- ✓ A completed Nomination Form and supporting material must be received no later than 9:00 a.m. Friday, January 16, 2015. Nominations will not be accepted beyond that date.
- ✓ A completed Nomination Form
- ✓ Candidates CV
- ✓ Council's resolution of support

Forward the required information above to the Association via fax at (416) 971-6191 or mail to the attention of Pat Vanini, Executive Director. All candidates will be contacted to confirm receipt of their nominations.

If you have any questions regarding this information, please contact Pat Vanini, Executive Director at (416) 971-9856, ext. 316, e-mail [pvanini@amo.on.ca](mailto:pvanini@amo.on.ca) or Lorna Ruder, Executive Assistant, ext. 341, email [lruder@amo.on.ca](mailto:lruder@amo.on.ca).



The following is an estimate of time individuals can normally expect to devote for service on the AMO Board of Directors and Executive Committee (i.e. where a member of the Caucus becomes Chair of a Caucus).

Board Meetings	6 days
AMO Conference	3 days
Other Commitments (i.e. task forces)	up to 6 days depending on interest
Executive Meetings	10 days
Memorandum of Understanding Meetings (Executive Committee only)	10 days

*Board Meetings:*

Board meetings are normally held on the fourth Friday in September, November, January, March and June and on the Saturday and sometimes the Sunday prior to the AMO Annual Conference in August. The June meeting is normally held in the President's or Secretary-Treasurer's municipality. In addition to the Board meetings, Board members may also serve on AMO Task Forces or be appointed to other committees.

*Executive Meetings:*

Executive meetings are held on the Thursday before a scheduled Board meeting and on the fourth Friday of the month when there is no Board meeting. Memorandum of Understanding (MOU) meetings are specifically scheduled and are generally monthly.

- It is the responsibility of the person nominated to file a complete and accurate Nomination Form.
- Nominations will be accepted no later than **9:00 AM Friday, January 16, 2015**
- Resolution of support from nominee's municipality **must** be attached, and **must** specify the Caucus.

Send completed forms to:  
**Pat Vanini, Executive Director**  
Association of Municipalities of Ontario,  
200 University Avenue, Suite 801  
Toronto, ON M5H 3C6  
FAX to: 416-971-6191

Nominee's Name		<i>Check One Only</i>
Nominee's Municipal Title	Director County Caucus	<input type="checkbox"/>
Municipal Name	Director Large Urban Caucus	<input type="checkbox"/>
	Director Regional & Single Tier (Separated Cities) Caucus	<input type="checkbox"/>
Address	Director Rural Caucus	<input type="checkbox"/>
Town/City	Postal Code	
Business Telephone:	Mobile:	
Fax:	Email:	

Council Resolution confirming Caucus and Council support for the nomination is ATTACHED.

My CV is ATTACHED.

**CONSENT OF NOMINEE AND STATEMENT OF QUALIFICATION**

I \_\_\_\_\_ the Nominee mentioned in this Nomination Form do hereby consent to such nomination and declare that I am qualified to be elected and to hold the office for which I am nominated.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Signature of Nominee*

**FAX this Form, Your CV and Council Resolution to: 416-971-6191 or email to: [pvanini@amo.on.ca](mailto:pvanini@amo.on.ca) no later than 9:00 AM, January 16, 2015**