AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. **POSITIONS OPEN TO NOMINATIONS**

   The following positions are open for nomination:
   - President
   - First Vice-President
   - Second Vice-President
   - Director at Large (3 positions)
   - Electoral Area Representative

2. **NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

   Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2020 Nominating Committee is Past President Edwin Grieve.

3. **NEXT STEPS**

   The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

   **To be included in the Report on Nominations, Nominations Must Be Received by February 6, 2020**

4. **AT CONVENTION**

   Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. **FURTHER INFORMATION**

   All enquiries should be directed to:

   **Past President Edwin Grieve, Chair, 2020 Nominating Committee**
   
c/o AVICC
   525 Government Street
   Victoria, BC V8V 0A8
   Phone: (250) 356-5122
   email: avicc@ubcm.ca
NOMINATIONS FOR THE 2020-21 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate\(^1\) a candidate and we nominate:

Candidate Name: ____________________________________________________________

Local Government Position (Mayor/Councillor/Director): __________________________

Local Government Represented: _______________________________________________

AVICC Executive Office Nominated For: ___________________________________________

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: ______________________ Printed Name: ______________________

Position: ______________________ Position: ______________________

Muni/RD: ______________________ Muni/RD: ______________________

Signature: ______________________ Signature: ______________________

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution\(^2\). I also agree to provide the following information to avicc@ubcm.ca by Thursday, February 6, 2020.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: ____________________________________________________________

Current Position: __________________________________________________________

Muni/RD: _________________________________________________________________

Signature: ________________________________________________________________

Date: ______________________________________________________________________

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\(^1\) Nominations require two elected officials of local governments that are members of the Association.

\(^2\) All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

Return To: Past President Edwin Grieve, Chair, Nominating Committee, c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8 or scan and email to avicc@ubcm.ca

AVICC AGM & Convention – April 17-19, 2019 – Nanaimo, BC
1. **Responsibility of AVICC Executive**

   Under the AVICC Bylaws:
   
   “The Executive shall manage or supervise the management of the Society”


2. **AVICC Executive Structure**

   - President
   - First Vice-President
   - Second Vice-President
   - Director at Large (three positions)
   - Electoral Area Representative
   - Past President

   **Committees**
   
   The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

   **Contracted Employee**
   
   The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. **Executive Meetings**

   The full Executive meets in person five times a year, following this general pattern:
   - During the last day of the annual Convention (less than 15 minutes)
   - Mid June
   - End of October
   - Mid January
   - Thursday before the Annual Convention

   Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

   Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.