Section ll - AORS Local Associations Insight

1.0 Local Association Governing Body - The Executive Committee

The governing body of each Local Association is the Executive Committee. The Executive Committee is comprised of Local Association officers and other members (Directors, Past-President, etc.) in accordance with the Local Association's bylaws. The Executive Committee is responsible for the management and conduct of Local Association affairs and for the supervision and care of all Local Association property. It should meet regularly to carry out its responsibilities as defined in the Local Association's bylaws.

Each Local Association should have, as a minimum, a President, Vice President and/or Vice President, Secretary and/or Treasurer, and AORS Representative. For issues pertaining to governance, members of the executive committee will want to reference the following documents:

- AORS Corporate Directors Resource Manual
- AORS Bylaws
- Your Local Association Bylaws

2.0 Meetings - Schedule, Format, Sites

The Executive Committee determines the frequency and location of membership meetings. Some Local Associations meet annually (e.g. North of Superior Public Works Association), others meet more frequently (i.e. 10X/year – Manitoulin and Northshore Road Supervisors Association). On the average, most Local Associations meet four times (4x) annually. All should hold at least one membership meeting each year. Advance notice of dates and locations should be sent to the Local Association's membership as well as AORS head office.

3.0 President

The Local Association President is the chief elected officer of the Local Association and presides (i.e. presiding officer) at all meetings of the Local Association membership and executive committee. The President may appoint committee chairpersons and members and serves as an ex-officio member of these committees. Other responsibilities may be assigned to the Local Association President by the executive committee and may be described in the Local Association bylaws.

4.0 Vice President (1st/2nd Vice)

In most Local Associations the basic responsibility of the Vice President(s) is to perform the duties of the President in his or her absence. Should the President resign or be unable to complete the term of office, the 1st Vice President will normally assume that office. In some

Local Associations (e.g. Grey County Public Works Association), the Vice President is the next President, thus during the term as Vice President he/she should be actively involved in Local Association program planning.

5.0 Secretary

The Local Association Secretary is the focal point of internal and external communication. The Secretary prepares correspondence as requested by the executive committee and/or Local Association membership and notifies the officers, nominees, and committee members of their nomination, selection, and/or appointment. The Secretary keeps records and conducts correspondence. The Secretary is responsible for recording meeting minutes (**Appendix G; Roberts Rules; pg. 71**); (**Appendix H; Taking Minutes; pg. 72**); (**Appendix J;Sample Minutes; pg. 75**) and sending copies to AORS head office.

6.0 Treasurer

The accuracy of Local Association financial records and prudent management finances are essential and reflect well upon those who have been entrusted with care and custody of the members' funds.

The Local Association Treasurer is responsible for maintaining files and records - in accordance with generally accepted accounting principles - of Local Association funds—their receipt, safekeeping, and disbursement. The Treasurer should manage all Local Association bank accounts, including branch accounts and special events accounts. The Treasurer maintains records of financial transactions of the Local Association, prepares periodic financial reports (e.g. cash disbursements, showing check number, date, payee, and amount etc.) as may be required by the Local Association executive committee. The Treasurer reconciles receipts from ticket sales, registrations, exhibit space sales, memberships etc. The executive committee can, however, authorize the Treasurer to expend funds within an established budget.

The Treasurer's books are kept open at all times for inspection by the Local Association executive committee.

7.0 Local Association Committees

A committee can be one of the most productive tools your Local Association has. Whether you are president, chairing a committee or are a committee member, you face the challenge of getting involved in the work your committee was formed to accomplish. There are two types of committees: standing and special. Standing committees are committees such as membership, program, nominating, audit, and bylaws. The function of standing committees is usually described in the Local Association bylaws. Special committees or task forces are normally

appointed by the Local Association Executive to perform specific functions, study current issues, or serve special interests of members.
Leadership of the Local Association will be greatly enhanced by deploying the required committees that serve to meet the objectives of the Local Association. Committee work serves as an excellent training ground for future Local Association leaders.

7.1. Functions of a Committee – **START HERE**

The primary function of a committee is to contribute to the efficient and effective operation of a Local Association. In most cases, committees are concerned with assisting Local Association leaders in the decision-making process. The findings of a committee have a direct impact on the decisions made by the officers and directly influence the Local Association's direction. Standing committees (delineated in your Local Association bylaws), special committees, or task forces are equally important to the Local Association.

7.2. Committee Chair and Committee Members

When choosing members for a committee – including chair – it is normal practice to balance the selection of successful, experienced members with those that are new to the Local Association. Newer members will provide a fresh perspective while experienced members provide guidance and history. The committee chairperson's should appoint members who are knowledgeable or interested in the committee's area of activity. The chairperson should provide members with background information including mandate and past performance and accomplishments that will help the committee function more effectively.

7.3. Examples of Local Association Committees

Local Associations have the opportunity to structure their committees in the best way to meet the needs of the Local Association, the members, and the Association. The following are examples of committees that you may wish to incorporate into your Local Association:

- **Education & Training**
  Activities of this committee include assessment of Local Association members' continuing educational and training needs. Local Association programs may range from a luncheon meeting with a speaker to a multi-day workshop or equipment training program. AORS has developed training courses that are designed to allow Local Association s to deliver workshops to members in a variety of subjects in their Local area.

  General responsibilities include:
  - choose subjects for functional technical public works sessions; determine format (i.e. practical/field/theory)

- arrange times and places for meetings, including meeting rooms, registration activity, sleeping rooms, meal functions, receptions, tours, and equipment displays;
- solicit participation by commercial firms in an equipment display if one is scheduled, organize available space to best accommodate exhibitors, and carry out other responsibilities concerned with assuring the success of the equipment display.

- **Membership Committee**
  The Local Association membership committee is responsible for all membership growth (i.e. identification of prospective members) and retention campaigns and evaluation of the relevance of programs/services to the needs of members and prospective members.

- **Roadeo Committee**
  The Roadeo Committee is responsible for planning, organizing and implementing the Local Association annual Safety Truck Roadeo. This includes choosing an appropriate and safe venue for participants and spectators, establishing fair competition rules, organizing and training judges, organizing food and prizes, promoting the eventual winners and coordinating their participation in the Provincial Safety Truck Roadeo.

  Members may also solicit participation by commercial firms in an equipment display if one is scheduled, organize available space to best accommodate exhibitors, and carry out other responsibilities concerned with assuring the success and safety of the equipment display.

- **Newsletter/Communication Committee**
  The Communications Committee co-ordinates and ensures the production of the Local newsletter. The newsletter may include reports by the Local Association Executive and/or Committee as well as other pertinent information. The Committee also encourages members-at-large to provide pertinent submissions for the newsletter, web sites etc. The Committee ensures the professional publication and presentation of Local Association publications, brochures, handbooks, manuals and website content (if applicable).

- **Social Event Committee (e.g. Golf /Fishing Tournament, Ski Day, Bus Trip etc)**
  Social events are an important part of the Local Association calendar year. They are an opportunity to have fun and network in an informal setting outside of normal work environment. The Social Event Committee defines and organizes social activities which can be attended and enjoyed by Local Association members, family, friends and peers.

- **Promotional and Technical Committee**
  Promotional and Technical Committee members typically investigate and report to Local Association members on engineering/technical practices, materials, equipment, processes etc. that have potential public works application. The Committee is a forum

to exchange ideas, information, skills, knowledge and abilities and encourages the application of modern, proven and cost-effective technologies that will help Local Association members fulfill their corporate objectives.

8.0 Local Association Meetings and Their Conduct

The Local Association meeting should follow a published agenda that includes the main items of business to be discussed. The agenda (**Appendix I; Sample LA Agenda; pg. 73**) should include, at least, the following items:

a) call to order
b) roll call
c) approval of minutes
d) officer reports
e) committee reports (preferably by chair person)
f) reports by branches (if applicable)
g) special reports
h) unfinished business
i) new business
j) announcements
k) date/site of next meeting
l) adjournment

The following general criteria should be met when calling and conducting Local Association meetings:

- no official meeting of AORS Local Associations may be called on less than two weeks (i.e. 14 days) notice;
- all meetings should follow a published agenda that includes the main items of business to be discussed;
- all meeting notices and agendas should be mailed to AORS headquarters simultaneously with their mailing and/or use at Local Association meetings;
- minutes should be kept of all meetings, to include the resolution of all agenda items, names of active meeting participants, and agency/company identifications when appropriate;
- Minutes will be emailed/mailed to AORS head office.

8.1. Opening The Meeting

Part of any formal Local Association meeting should be a systematic plan for the orderly conduct of business. The sequence in which business is taken up during a meeting is known as the "Order of Business." The Order of Business is a blueprint for the meeting. (Appendix I; Sample LA Agenda; pg. 73)

The presiding officer should never call the meeting to order until a quorum is present (**Appendix J; Sample LA Attendance Sheet; pg.75**). A quorum is the number of members entitled to vote who must be present in order for business to be legally

transacted. Quorum is typically defined in the governing documents of the community association.

- *Once a quorum is present, the presiding office/chair calls the meeting to order by stating, "The meeting will come to order."*

8.2. Approval Of Minutes

In meetings when minutes are to be approved, the minutes are typically distributed to all members so that they do not have to be read aloud. Reading minutes aloud is a real time waster for all present. Corrections and approval are normally done by unanimous consent.

- *If there are no corrections the presiding office/chair can ask, "Is there any objection to approving the minutes as read [or distributed]."*

If there is no objection, the minutes (Appendix J; Sample Minutes; pg. 73) are approved.

8.3. Reports Of Officers, Boards, And Standing Committees

The first essential item of business in Local Association meetings is typically hearing from the officers and established committees. The logic in this order of arrangement is to give priority to the items of business from the leadership. The presiding officer should determine in advance who needs to report and only call on those officers and committees that have reports.

Reports are generally for information only and no motion is necessary following the reports unless there are recommendations to be implemented. A motion "to adopt" or "to accept" a report is unnecessary unless the reporting member end by making a motion/recommendation for action.

For example, the rodeo committee may have determined that a training workshop be developed in conjunction with the annual LA roadeo. In his/her report, the committee chairperson might explain in detail the committee's position and reasoning.

- *At the end of their report, the committee chair would close by saying,* ***"On behalf of the committee, I move that a ½ day pre-trip training program for all contestants be implemented with the annual roadeo."***

8.4. Unfinished Business

Unfinished business refers to matters carried over from a previous meeting and typically falls into one of several specific categories. For organizations that meet at least four times a year, unfinished business may include:

1. any matter that was pending when the previous meeting adjourned;
2. any matters on the previous meeting's agenda that were not reached; or
3. matters that were postponed to the present meeting.

The presiding officer/chair should be aware in advance if there are any items to be considered under unfinished business. If there is no unfinished business, the presiding officer/chair should skip this category of business.

8.5. New Business

Much of the work in a meeting is accomplished during the heading of new business and members can introduce any new item of for consideration. As a result, the presiding officer/chair may be unaware of what items of business will arise under new business.

- *The presiding officer/chair introduces the heading of new business by asking,* ***"Is there any new business?"***

Any member can then introduce new items of business by making a motion and obtaining a second.

- *Following the consideration of each item, the chair repeatedly asks,* ***"Is there any further new business?"***

This process continues until there are no additional business items to come before the meeting.

8.6. Closing The Meeting

The presiding officer/chair can adjourn the meeting without waiting for a motion to adjourn.

- *If all items of business have been considered, the presiding office/chair can ask,* ***"Is there any further business?"***
- *If there is no response, the presiding officer simply states,* ***"Since there is no further business, the meeting is adjourned."***

In some LA's it is customary that a motion to adjourn be made.

- *In that case, the presiding officer/chair can ask,* ***"Is there a motion to adjourn?"*** *Once the motion is made and seconded, the presiding officer can ask*, ***"Is there any objection to adjourning the meeting? Hearing no objection, the meeting is adjourned."***

HANDLING OF A MOTION

A. BRINGING A MOTION BEFORE THE ASSEMBLY

1. A member makes the motion ("I move that ...")
2. Another member seconds the motion
Seconder does not need to be recognized
3. The chair states the question
"It is moved and seconded that (or "to") ..."

B. CONSIDERING THE MOTION

1. Members debate the motion (unless undebatable)
Preference in recognition:
a) Member who made motion
b) Member who has not spoken first time
c) If possible, alternate for and against
2. Chair puts question to a vote
"The question is on the adoption of ..."
(Voice vote)
"Those in favour of the motion, say aye."
"Those opposed, say no."
(Rising vote)
"Those in favour of the motion will rise [or "stand"]. Be seated."
"Those opposed will rise [or "stand"]. Be seated."

C. CHAIR ANNOUNCES RESULT OF VOTE

"The ayes have it and the motion is adopted." (or)
"The nays have it and the motion is lost."
"The affirmative has it and the motion is adopted." (or)
"The negative has it and the motion is lost."