



# MEMO TO MEMBERS

November 19, 2018

**TO:** **UBCM MEMBERS**  
Attn: Elected Officials of Member Local Governments and First Nations

**FROM:** UBCM EXECUTIVE

**RE:** **NOTIFICATION OF EXECUTIVE VACANCIES**

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The purpose of this memo is to notify members of the direction taken by the Executive at their meeting on November 16, 2018 with regards to Executive vacancies as a result of the 2018 Local Government Elections.

At the meeting, Executive members were advised of five vacancies, and the process for filling those vacancies in accordance with the UBCM Bylaws and Policies:

- Second Vice President \* – Executive CANNOT appoint a Vice President, but may ask a sitting VP to move up and fill a vacancy; and Executive has the further option of appointing an additional “acting” Director at Large to ensure a full board complement of 21 members.
- Director at Large (1) – Executive may appoint an eligible elected official.
- Vancouver Metro Area Representative (1) – Executive may appoint an eligible elected official.
- City of Vancouver Representative – City of Vancouver has made its re-appointment; Councillor Pete Fry.
- GVRD/Metro Vancouver Representative – Metro will make a re-appointment; that process is underway.

The UBCM Bylaws and Policies, grant the Executive discretion on whether or not to fill vacancies (see Appendix A for extracts of both documents). Upon consideration of the Bylaws and Policies the Executive endorsed the following direction:

- Executive proceed to notify the membership of the vacancies on the Executive and seek expressions of interest for each of these positions:
  - Director at Large – 2 positions are available, to ensure a full board complement of 21 members
  - Vancouver Metro Area Representative – 1 position available
- Executive agreed that the three vacancies should be filled prior to the next Executive meeting scheduled for February 20-22, 2019.

\* In accordance with the Bylaws, Third VP, Councillor Brian Frenkel has moved to Second VP as a result of the vacancy left in this position.

## Next Steps

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

- Director at Large (2);
- Vancouver Metro Area Representative (1)

The process for filling vacancies will follow the process outlined in s. 9.5 of the Executive Policies.

## Eligibility for Office

*Director At Large (2)* – this position is open to all elected officials of UBCM.

*Vancouver Metro Area Representative (1)* – 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. 9.5 of the Executive Policies. We would ask that potential candidates complete the attached nomination form (Appendix C) and return it by email to the attention of the Past President. Candidates are also encouraged to provide a short bio (not more than 300 words) with their nomination form. All materials can be sent to the attention of Past President, Councillor Murry Krause, care of the following email address: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca)

**The submission deadline for expressions of interest (nomination form and bio) is:  
Friday December 14, 2018.**

The Executive will consider all expressions of interest and make a decision regarding whom they will appoint to fill these three 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 20-22, 2019 Executive meeting in Victoria.

If you have any questions about the process please contact Councillor Murry Krause, Past President at [murry\\_krause@telus.net](mailto:murry_krause@telus.net) or Marie Crawford, General Manager, Richmond Operations at 604-270-8226 ext. 104 or by email: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca).

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

<http://www.ubcm.ca/EN/main/about/executive/executive-members.html>

## 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 9.5 of the Executive Policies outlines the process for appointing replacements:

#### **9.5 VACANCIES ON THE EXECUTIVE**

*If one or more Executive positions become vacant following a local government election, the Executive is authorized to appoint a replacement according to the following process.*

1. *UBCM shall notify local governments of any vacancy on the UBCM Executive and distribute information about the process for appointing a replacement. The Executive shall invite expressions of interest from local government elected officials who wish to fill the vacant position(s).*
2. *An expression of interest must be supported by two elected officials from UBCM member local governments.*
3. *An interested candidate may submit an expression of interest for one position only.*
4. *Expressions of interest shall be forwarded to the Past President, care of the UBCM office. The Past President will prepare a report for the Executive on the materials received.*

**Vancouver Metro Area Representative – List of Eligible Members**

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

## **<sup>1</sup>NOMINATIONS FOR THE 2018/2019 UBCM EXECUTIVE**

We are qualified under the UBCM Bylaws to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Position: (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Mun/RD/First Nation represented: \_\_\_\_\_

Nominated for (*pick one only*): ☐ Director At Large ☐ Vancouver Metro Area Representative

### **NOMINATED BY:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Elected Position: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_ Mun/RD/First Nation: \_\_\_\_\_

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 Bylaws<sup>2</sup>.

### **CANDIDATE:**

Name: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for (*pick one only*): ☐ Director At Large ☐ Vancouver Metro Area Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission Deadline: December 14, 2018**

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

<sup>2</sup> All nominees to 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.