

IPEd Branch By-laws, Committee roles, and Constitution: items relevant to branch AGM

Branch By-laws

10. Branch Committee elections

a. A Branch Committee must ensure that each election is conducted in accordance with these By-laws and the timetable in the IPEd General Meeting Policy.

b. The Committee shall appoint a returning officer who shall call, by written notice to all eligible Members, for nominations for election to the Branch Committee. All nominations must be received by the returning officer by the date determined by the Committee such that there is time to give notice of the nominees to Branch members and distribute the ballot paper and proxy forms.

c. Financial Voting Members are eligible to be nominated for election to the Branch Committee. Provided that a majority of the Branch Committee are Voting Members, the Branch Committee may invite financial Non-voting members to join the Committee.

d. If the number of nominations for Branch Committee membership is such that a ballot is unnecessary, the Members so nominated shall be declared at the Branch Annual General Meeting to have been elected unopposed.

e. If the number of nominations for Branch Committee exceeds the number of vacancies, the returning officer shall conduct an election.

f. Where an election for vacancies on a Branch Committee is required, the returning officer shall provide to each Member eligible to vote the names of each nominee and a proxy form, to be executed and used according to the Constitution.

g. The voting in the election may be done by means determined by the Committee or in person at a Branch general meeting in accordance with the Constitution.

h. Members will be given 14 days within which to cast their votes if by post or electronic means from the date on which the election was declared open for voting and any votes received after this period shall be invalid and shall not be counted.

i. The returning officer shall conduct, or shall ensure the conduct, of a count of all votes that have been received in accordance with By-law B.10h and at the Branch General Meeting.

j. The returning officer shall declare the number of nominees with the highest numbers of votes, corresponding to the number of vacancies, elected to the positions available on the Branch Committee at the Branch Annual General Meeting.

11. Branch Committee term of office

- a. The Branch Committee members holding office on the date that these By-laws are adopted by IPEd continue in office until the next Branch Annual General Meeting and retire at that meeting, but otherwise continue on the terms and conditions set out in these By-laws.
- b. Elected members of a Branch Committee take office from the date of the Branch AGM for a term of one year.
- c. All members of a Branch Committee are eligible to stand for re-election at the end of their term, but the President may not hold office for more than three consecutive terms.
- d. A position on a Branch Committee immediately becomes vacant if a member:
 - (i) ceases to be attached to the Branch, or
 - (ii) is absent from three consecutive meetings of the Branch Committee without reasonable excuse or the prior consent of the Branch Committee, or
 - (iii) becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health, or
 - (iv) resigns by notice in writing to the Branch President, or
 - (v) is removed by a resolution of the Branch Committee in accordance with By-law B.13.
- e. Where a vacancy occurs on a Branch Committee for any reason as defined in B.11d, the Branch Committee shall appoint an eligible Member to fill the position for the remainder of the term of the vacating person by:
 - (i) inviting expressions of interest from interested Members; and
 - (ii) electing the new Branch Committee member from among those who submit an expression of interest.

12. Branch office bearers

- a. The elected Branch Committee members shall elect one of their number as Branch President, and allocate other Committee roles and responsibilities among themselves by agreement or vote.

b. Each Branch Committee is entitled to appoint an IPEd Councillor, an Alternate Councillor and an Accreditation Board Delegate, and these officers shall be ex officio voting members of the Branch Committee.

c. Committee members may hold more than one office.

d. The duties of a Branch President are to:

- (i) oversee the conduct of meetings of the Branch
- (ii) preside as chair at general meetings of the Branch and of the Branch Committee
- (iii) advocate on behalf of IPEd in the region
- (iv) ensure reports are completed for the IPEd Council on behalf of the Branch Committee and in accordance with the IPEd Meeting Calendar
- (v) ensure a process whereby the Branch Committee receives full and appropriate information regarding Council directions determined at Council meetings.

13. Removal of Branch office bearers and Branch Committee members

a. The Branch Committee may:

- (i) by a resolution approved by of 75% of the Branch Committee, rounded down to the nearest next integer
- (iii) suspend or remove from office any member of the Branch Committee for conduct or action which is determined by the Branch Committee to be prejudicial to the general interests of IPEd, the Branch, its Members or of the editing profession, so as to render it undesirable in the opinion of the Branch Committee that such person continue to hold office.

Branch committee roles

Considering the responsibilities listed above, **branch committee roles must include:**

- branch president

and can include:

- branch vice-president (or other committee member to deputise for the president as needed)
- minutes secretary. Branch committee responsibilities and roles

Officers responsible for:

- budget development and branch approval of expenses
- communication (website and newsletter)
- planning and running events
- running freelance activities
- professional development (training and mentoring).

The size, roles and structure of branches committees is expected to vary widely, depending on the size of the branch membership and the availability of volunteers. Individual branch committee members can serve in multiple roles, depending on the branch activity program. Some roles, such as communication and events, will involve multiple committee members.

A branch executive committee can appoint other branch members to subcommittees to assist executive committee officers in their portfolios. This helps to keep the executive committee to a reasonable, efficient size.

In addition, any branch can employ a contract administrative officer to assist with documentation, record keeping and general support. Editing newsletters and technical website management may also be contracted if warranted.

Constitution

11.4 Branch nomination of Councillors

Each Branch is entitled to nominate one person to be appointed to the Council, provided in each case that:

- (a) the nominating Branch supplies a brief résumé of the nominated person, outlining their skills and experience relevant to the position
- (b) the nomination is in the form of a written resolution from the nominating Branch
- (c) the nominated person signs a consent to act as Councillor in writing, undertaking to IPEd to act in the best interests of IPEd as a whole and not in the interests of any particular Branch, Member or group of Members
- (d) the appointment, the résumé and the consent referred to in this rule are each delivered to the Secretary not less than six weeks before the holding of the Annual General Meeting.

11.5 Process for appointment

(a) The Council shall by written notice cause to be circulated a list of the nominated Councillors with the notice convening the Annual General Meeting.

(b) At the Annual General Meeting, any person duly nominated by a Branch in accordance with rule 11.4 shall be duly appointed as a Councillor.

11.6 Vacancies

(a) If any casual Councillor vacancy occurs in the Council for any reason, that vacancy must be filled within three calendar months (or such period as the Council may otherwise resolve) by an appointee of the Branch which appointed the Councillor whose position is now vacant. The person filling the vacancy shall hold office until the end of the term of the Councillor whose position was vacant.

(b) ... *[continues but not particularly relevant to branch AGM]*

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The rules governing Branch operations and management are defined in the Branch By-laws. In overview:

(a) Each Branch is managed by a Branch Committee, which is an IPEd Committee delegated by Council to manage Branch operations.

(b) Branch Committees shall be elected by the Members of the Branch, in accordance with the Branch By-laws.

(c) In accordance with rules 11.4 and 13.3 each Branch Committee shall be entitled to appoint a Councillor and an Alternate Councillor.

(d) Each Branch shall also be entitled to appoint an Accreditation Board delegate.

(e) Branch Committees shall report regularly to the Council according to the Branch By-laws.

(f) If the Council decides to establish sub-branches, the rules and policy governing sub-branch management and operation shall be defined in the Branch By-laws.