

5.C Branch Executive

5.C.1 The Branch Executive shall :

- a. make appointments to fill vacancies in its membership until the next AGM of Branch BC05, where the position shall be filled by Election ;
- b. appoint a Nominating Committee at least 120 days before the Branch AGM. Its duties will be detailed by the President ; and
- c. meet at least six (6) times annually at the call of the President or as identified in the annual “Target Dates”, to approve Branch Budgets, Financial forecasts, Target dates, Meeting dates & venues, Reports, Delegates, Committee members, and other specified event/functions (usually before and after Branch meetings).

5.C.2 A Branch Executive meeting may be conducted by telephonic, electronic or other means of communication that permits adequate communication among Executive members. A member participating thus shall be recorded as “present” in the minutes.

5.C.3 Members of the Branch Executive with specific responsibilities shall submit reports at all meetings at the call of the President.

5.C.4 Minutes will be kept of each meeting and be accessible to Branch members.

5.C.5 In order to conduct business, a Branch Executive meeting shall require a quorum of 50% of its members then in office.

5.C.6 Any Executive member that has missed six consecutive regularly scheduled Branch Executive meetings shall be deemed to have vacated his/her position.

5.C.7 Branch ad hoc committees may be established as seen fit by the Branch President.

5.C.8 All members of the Branch Executive and Branch Committees shall be subject to Policies stated in Appendices 2 and 3; and they shall be governed by the Association’s and Branch’s Code of Conduct in Appendix 7.