

AMCTO Municipal Elections Project Team Terms of Reference

1. Purpose

The Project Team will support AMCTO to produce, in a cost effective manner, results of significant value to AMCTO members, advancing AMCTO's:

Vision: The leading organization in fostering and sustaining municipal excellence and its

Mission: To provide leadership and service to the municipal profession through continuous learning opportunities, member support and recognition and legislative advocacy.

The Project Team, in particular will:

1. Identify adjustments required to existing and proposed government policies and legislation to improve the effective administration of municipal elections in Ontario, and make recommendations to the Legislative Committee about positions and strategies that AMCTO should take in advocating for such adjustments.
2. Develop recommendations to AMCTO Legislative Services about information and communications to advance administration of municipal elections.
3. Develop recommendations to the Professional Development Committee for education and training to advance administration of municipal elections.

2. Composition and Term

- 2.1. The Project Team (with the exception of the Legislative Committee representative) will be appointed by the AMCTO Board of Directors following a public call for applications in the month of January of every other year, starting in January 2011. The Board of Directors may reject nominations that it considers to be inconsistent with the purpose of the Project Team.
- 2.2. The Team, as far as is practical, will reflect the diversity of the AMCTO membership in terms of:
 - 2.2.1. municipal size, type and area of the province;
 - 2.2.2. officer level (executive, management, professional);
 - 2.2.3. career level (new professionals, mid career members and seasoned veterans).
- 2.3. As far as is practical, nominations will include at least two Project Team members who will serve from one term to the next. Nominees may serve up to three consecutive two year terms.



- 2.4. The Project Team will consist of up to ten individuals from the municipal sector with experience in administering municipal elections.
- 2.5. The Project Team may include both AMCTO members and non-members, but a majority will be AMCTO members.
- 2.6. One member will be appointed by AMCTO's Legislative Committee as a Legislative Committee representative.
- 2.7. Members will serve for two years from March 1st to March 1st subject to any Project Team vacancy provisions which the AMCTO Board of Directors may establish.
- 2.8. Quorum shall be a simple majority of members.
- 2.10. The Project Team may invite guests or individuals with specialized expertise or responsibility or influence over aspects of municipal elections administration, including in the various municipal voting or vote counting methods to participate in its discussions as it considers appropriate.

3. Mode of Operation

- 3.1. The Project Team will make decisions by consensus.
- 3.2. Members of the Project Team will not be bound by Project Team recommendations when formulating recommendations within their own municipality.
- 3.3. The Project Team will appoint a chair from among its members, who will be responsible for agenda approval and facilitating meetings.
- 3.4. The Project Team may appoint a vice-chair.
- 3.5. Meeting frequency will be determined based upon the number and urgency of matters to be considered by the Project Team.
- 3.6. The Project Team will, to the extent practical, meet by teleconference or other electronic means, mindful of encouraging Project Team member participation and promoting good stewardship of environmental and fiscal resources.
- 3.7. Meeting agendas and related materials will be circulated electronically to Project Team members one week in advance of the meeting date.
- 3.8. The Project Team may establish smaller working groups from time to time to address a specific issue or to perform a specific task.
- 3.9. Support for Project Team meetings will be provided by the AMCTO office.

4. Reporting and Accountability

- 4.1. The Project Team will report to the Legislative Committee and by April 1st each year, provide an annual work plan to AMCTO for review by the Professional Development Committee and Legislative Committee.
- 4.2. In developing their work plan, the Project Team will:
 - 4.2.1. set priorities within and across its three purposes, informed by:

- AMCTO members' needs
- consideration of how widespread the interest and benefit is of the various activities – activities that are confined to resolving an issue for a few municipalities, rather than a sector wide issue, will be dealt with through means other than the Project Team's work
- what alternatives (beyond AMCTO action) are available to achieve the ends.

4.2.2 be clear about their deliverables in terms of:

- outcome expected
- timing
- resource draw (volunteer and staff time and dollar expenditures)
- lead responsibility.

- 4.3. The Project Team Chair will meet in the fall of each year with the Legislative Committee to review progress on its work plan and discuss any adjustments or supports required.
- 4.4. In its decision-making the Project Team will consider the suitability, feasibility and acceptability of proposals before them.
- 4.5. Legislative and policy recommendations from the Project Team will be considered by the Legislative Committee before going to the Board.
- 4.6. Education and training recommendations from the Project Team will be considered by the Professional Development Committee before going to the Board.
- 4.7. Information and communications recommendations from the Project Team will be dealt with by the Director of Legislative Services and Government Relations. If recommendations can not be accommodated within existing resources, then the Director will seek Executive Director, and if necessary, Board approval.
- 4.8. Only Project Team members may exercise Project Team functions. The Project Team may not delegate functions, other than administrative matters, to non-Project Team members.
- 4.9. Project Team members may represent AMCTO on other non-AMCTO bodies with the consent of the AMCTO Board.

5. Other:

All relevant AMCTO corporate policies, including those for vacancies, expense reimbursement and volunteer code of conduct, will apply to the Project Team.

6. Transitional Matters:

The term of the Project Team appointed in 2008 is continued until February 2011. Until that time, only the following provisions of these Terms of Reference will apply to the Project Team: Sections 1, 2.6, 2.8, 3, 4.4 to 4.9 and 5.