

## Branch Councillor of the Provincial Council

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Version: January 1, 2013

### TYPE

The **Branch Councillors** are voting members of Council, elected by their respective branches.

### TERM (Administrative Bylaw III, S.7 & 8)

A **Branch Councillor** serves in this role for up to two consecutive terms of three years each, unless specifically appointed for a shorter period to fill a vacancy.

After service for two consecutive terms, the Branch Councillor shall not be eligible for re-election or re-appointment until one year has lapsed.

### ELIGIBILITY (Administrative Bylaw III, S.3)

Any member standing for election to a position of **Branch Councillor** shall, in the year of nomination and for the two prior years:

- Be in good standing as a member of the Institute.
- Not have been convicted of a criminal offence or under investigation for an alleged offence
- Not be an un-discharged bankrupt.
- Not be under investigation for, or have any record of discipline for, misconduct or incompetence in accordance with the Act.
- Be a resident of Saskatchewan. (*Agrologists Act, 1994, S. 8(3)*)

## PROVINCIAL COUNCIL OVERVIEW

The **SIA Provincial Council** is responsible for the overall governance and strategic and professional direction of the Institute, within guidelines of the *Agrologists Act* and the Administrative and Regulatory Bylaws. It establishes priorities, has oversight of SIA's activities and oversees budgets. It is focused on strategic issues and provides guidance to the President, President-Elect and Senior Management.

## RESPONSIBILITIES

### Specific Responsibilities

The **Branch Councillor** represents their respective branch and together with other councillors provides direction to the Institute. This role involves some travelling (approximately 8 days a year) for meetings. As this role requires a certain time commitment to travel and attend meetings, the **Branch Councillor** must have strong employer and family support.

- Attend local Branch Executive Meetings, Provincial Council Meetings and other Council Committee meetings as required.
- Ensuring that major Council issues are communicated to Branches and major Branch issues are communicated to Council.
- Effectively reporting actions taken or proposed by Council on all important issues to Branch following Council Meetings.
- Provide an annual Council report for Branch records and present a summary at the Branch

- Annual General Meeting.
- Facilitating the nomination of Branch members who should be reviewed for Honours and Awards.

### General Responsibilities

The Provincial Council, its committees and working groups meet throughout the year. Members of the Provincial Council are expected to make themselves available, to fulfil Council responsibilities which include the requirement to meet on four to six occasions each year. Business may be conducted by email and virtual conference (phone and video conferencing).

Elected members of the Council are entitled to reimbursement for expenses based on provincial government rates. (Administrative Bylaw III, S.11)

### NOMINATION PROCESS (Administrative Bylaw III, S.2)

- Executive Director & Registrar to notify branch on or before February 15 of the upcoming Branch Councillor vacancies.
- Each Branch is responsible for the election of its Branch Councillor.
- Ensure the nominee is willing to stand.
- Obtain the following:
  - Nomination form along with five supporting signatures of members in good standing
  - Recent digital photo of the nominee
- Branch to report the name of the new Branch Councillor to the Executive Director & Registrar before May 1
- In the event that a councillor elected by a Branch resigns or vacates his or her position on Council that position shall be filled as outlined in the Act. (*Agrologists Act, 1994, c.A-16.1, s.11.*)
  - When a vacancy occurs in the elected membership of the council, the remaining members of the council may appoint another member to fill the vacancy until the earlier of:
    - The expiry of the term of office of the council member who ceased to be a member of the council; or
    - The date on which a member is elected to fill the vacancy in accordance with this Act and the bylaws.
- A councillor must resign his or her position as Branch Councillor if elected or appointed to the position of President or President-Elect.

## BRANCH COUNCILLOR NOMINATION FORM

Please submit the following to \_\_\_\_\_ by \_\_\_\_\_:

Nomination Form

Five Supportive Signatures from Members in Good Standing

Digital Photo of Nominee

**BRANCH:** \_\_\_\_\_

### NOMINEE INFORMATION

**Name:** \_\_\_\_\_  
*Last Name* *First Name* *Maiden Name*

**Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Home #:** \_\_\_\_\_ **Business #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### NOMINEE STATEMENT

Provide a brief statement from the nominee on why he/she is interested in serving on the Provincial Council. (Approximately 200 words)

## BRANCH COUNCILLOR NOMINATION FORM

### NOMINEE BIOGRAPHY

Provide a brief biography from the nominee, including education and career accomplishments.  
(Approximately 100 words)

### SUPPORTIVE SIGNATURES

The following undersigned Saskatchewan Institute of Agrologists members in good standing nominate the above nominee for the position of Branch Councillor with the Provincial Council of the Saskatchewan Institute of Agrologists.

\_\_\_\_\_  
*Name of Member*

\_\_\_\_\_  
*Signature of Member*

\_\_\_\_\_  
*Name of Member*

\_\_\_\_\_  
*Signature of Member*

\_\_\_\_\_  
*Name of Member*

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*Signature of Member*

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*Name of Member*

\_\_\_\_\_  
*Signature of Member*

\_\_\_\_\_  
*Name of Member*

\_\_\_\_\_  
*Signature of Member*

### NOMINEE ACCEPTANCE OF NOMINATION

I accept this nomination to the position of Branch Councillor.

\_\_\_\_\_  
*Name of Member*

\_\_\_\_\_  
*Signature of Member*