

## 1.1.3 Branch Councillors

Version: December 2020

### TERMS OF REFERENCE

<b>Chapter:</b>	Governance		
<b>Position Type:</b>	Branch Councillors	<b>Member Term:</b>	3 Years, (maximum of 2 consecutive 3 year terms)
<b>Approved by:</b>	Provincial Council	<b>Effective Date:</b>	December 9, 2020
<b>Enforced by:</b>	Provincial Council	<b>Approval Date:</b>	December 9, 2020
		<b>Replaces Version:</b>	July 27, 2016

### TYPE

1. The branch councillors are voting members of Council, elected by their respective branch members or appointed by Provincial Council in accordance with section 11 of The Act. Ideally branch councillors will have prior experience with branch activities and understand the functions of the Institute. ([Administrative Bylaw #20](#))

### TERM

2. 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. ([Administrative Bylaw #25](#)).
3. After service for two consecutive terms, the branch councillor shall not be eligible for re-election or re-appointment until one year has lapsed. ([Administrative Bylaw #26](#)).

### ELIGIBILITY

4. Any member standing for election to a position of Branch Councillor shall, in the year of nomination and for the two prior years must meet the qualifications as outlined in [Administrative Bylaw #21](#).
5. Be a resident of Saskatchewan ([The Agrologists Act, Section. 8 \(3\)](#)).

### PROVINCIAL COUNCIL OVERVIEW

6. The SIA Provincial Council is responsible for the overall governance and strategic and professional direction of the Institute, as stipulated by *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 Executive Director/Registrar.

## BRANCH OVERVIEW

7. Provincial Council includes a representative elected or appointed from each branch. The branch councillors' mandate and responsibility is to serve the needs of council and the Institute. The Provincial Office coordinates branch activities to support the operations of the Institute. Branches are not independent entities, but an essential part of the operational functions of the Institute. Branches provide annual work plans and budgets to the provincial office. The office provides financial and administrative support, and branches report on an annual basis.

## RESPONSIBILITIES OF COUNCILLORS

8. Provide strategic guidance and support to the SIA as a whole. While branch councillors are elected or appointed from their branch, their primary responsibility and accountability is to the Provincial Council and to the profession.
9. Act in concert with others on council and support council in speaking with "one voice". It is each councillor's responsibility to fully engage in discussion and debate at the council table. However, it is also their responsibility to hold details of the debate in confidence and to accept and report on the final decisions of council to the members at the branches, regardless of whether their personal opinion and/or position may differ from the majority. (refer to Confidentiality Agreement, #2.3.4)
10. Ensure any public comments related to SIA or its operations are made by the Institute's appointed spokesperson, the President of Council or the Executive Director/Registrar, as per policy # 3.7, Spokesperson & Media requests.
11. Participate actively on council including attending all Provincial Council meetings and committee meetings. Council meets four to six occasions each year. Committee meetings are in addition to this. Business may be conducted by email and virtual conference (phone and video conferencing).
12. Act as a communication conduit between the branches and council by:
  - Attending local Branch Executive meetings,
  - Ensuring major council programs, activities, and issues are communicated to branches; and branch perspectives are communicated to council,
  - Reporting actions taken or proposed by council on issues important to the membership,
  - Providing an annual council report for branch records and presenting a summary of council's priorities, activities, and results at the Branch Annual General Meeting, and
  - Facilitating the identification and nomination of Branch members for Honours and Awards.

## TRAVEL & EXPENSES

13. Commit to volunteering approximately 8-10 days a year to the Institute. As this role requires a certain time commitment to travel and attend meetings, the branch councillor must have strong employer and family support.
14. Elected members of the council are entitled to reimbursement for expenses based on provincial government rates. (*The Agrologists Act, Section 8 (4)*); (*Administrative Bylaw #29*).

## NOMINATION PROCESS

15. The Executive Director/Registrar notifies the branches on or before February 15 of the upcoming branch councillor vacancies.

16. Each branch is responsible for the election or nomination of its branch councillor and to ensure the nominee is willing to stand and they agree to undertake the responsibilities as outlined in the Terms of Reference for the position. ([Administrative Bylaw #20](#)).
17. The following information must be obtained from the nominee:
  - Nomination form along with five supporting signatures of members in good standing, and
  - Recent digital photo of the nominee.
18. The branch reports the name of the new branch councillor to the Executive Director/Registrar within one week of a branch AGM.
19. In the event a councillor elected by a branch resigns or vacates their position on council, it is the responsibility of the remaining members of council to appoint another member to fill the vacancy as per section 11 of The Act, until the expiry of the term of office of the council member who ceased to be a member of the council. This process would typically involve consultation with the branch from which the vacancy occurred.
20. A councillor must resign their position as branch councillor if elected or appointed to the position of President or President-Elect. ([Administrative Bylaw #20.4](#)).

## BRANCH COUNCILLOR NOMINATION FORM

**Note:** This form is available on the SIA website at <https://sia.sk.ca/provincial-council/>.

Submit the following to [info@sia.sk.ca](mailto:info@sia.sk.ca) within one (1) week of the branch AGM:

- Nomination Form
- Five supportive signatures from registered agrologists 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 (approximately 200 words) from the nominee on why they are interested in serving on the Provincial Council.

## BRANCH COUNCILLOR NOMINATION FORM

### NOMINEE BIOGRAPHY

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

### SUPPORTIVE SIGNATURES

The following undersigned Saskatchewan Institute of Agrologists registered agrologists 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 Registered Agrologist*

\_\_\_\_\_  
*Signature of Registered Agrologist*

\_\_\_\_\_  
*Name of Registered Agrologist*

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*Name of Registered Agrologist*

\_\_\_\_\_  
*Signature of Registered Agrologist*

### NOMINEE ACCEPTANCE OF NOMINATION

I accept this nomination to the position of Branch Councillor.

\_\_\_\_\_  
*Name of Registered Agrologist*

\_\_\_\_\_  
*Signature of Registered Agrologist*