



DUTIES OF THE DISTRICT EXECUTIVE

- To determine its local governance policies, which shall not conflict with the By-law 2018-1 and Policies of RTOERO.
- To hold at least one district meeting a year of the general membership which shall be the Annual Meeting of the district.
- To determine the number for quorum for executive meetings at the first executive meeting of the year.
- To elect at a meeting of the district, or appoint by the executive, two Corporate Members who, at RTOERO's expense, will represent the district at Annual and Special Meetings and Forums that are called by the Chair of the Board of Directors:
 - a) The district shall be entitled to appoint or elect two Corporate Members. An individual must be a member in RTOERO as described in section 1.01 (a) to (f) of the Policies in order to be eligible to be elected or appointed as a Corporate Member by the district. Each year by June 30 the district president shall provide written notification to the Chief Executive Officer of RTOERO of the Corporate Members elected or appointed by the district;
 - b) Corporate Members shall have a term of one year ending on June 30 each year. The Corporate Members shall be eligible for unlimited re-appointment or re-election by a district;
 - c) The executive may remove and replace a Corporate Member. The removal or replacement shall be effective upon the district president providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO; and,
 - d) If at any time the district has fewer than two Corporate Members, then the district may appoint or elect an individual to fill the balance of the Corporate Member's term ending on June 30. The district president shall provide written notice to the Chief Executive Officer of RTOERO of such election or appointment.

- To send up to two district alternates to Annual and Special Meetings and Forums at the district's expense:
 - a) The district may name up to two district alternates who must be members of RTOERO in the district as described in section 1.01 (a) to (f) of the Policies. Each year by June 30 the district president shall provide written notification to the Chief Executive Officer of RTOERO of the names of the alternates;
 - b) The district alternates shall have a term in such positions for one year ending on June 30 each year. A district alternate shall be eligible for unlimited re-appointment or re-election; and,
 - c) The executive may remove and replace a district alternate. The removal or replacement shall be effective upon the district providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO.
- To inform the Board of Directors if the district intends to form a unit (within the district). The allocation formula for a unit shall be determined by the district:
 - a) The Executive shall notify and seek approval from the Board of Directors of RTOERO of its intention to form a unit (within the district). There shall be a minimum of four members on each unit executive, one of whom shall represent the unit on the district executive. The district shall determine financial assistance for units; and,
 - b) The executive shall initiate the dissolution of any unit(s) within its district and shall seek approval from the Board of Directors of RTOERO of dissolution of a unit. Upon receipt of the approval, the district executive shall bring the resolution to dissolve any unit(s) to a general meeting of the district. A vote of two-thirds majority of district members attending the general meeting is required to dissolve the unit(s) and upon dissolution the unit assets shall become district assets.
- To establish standing and special committees, to appoint their chairs, to ratify their terms of reference, and to require a financial statement from a committee chair whose committee is receiving or spending money on behalf of the district.
- To approve the annual district budget.
- To approve the annual District Financial Statement and to send it to the Chief Executive Officer and the Chief Financial Officer of RTOERO.
- To send to the Board of Directors of RTOERO resolutions in accordance with By-Law 2018-1, Section 4.06 which states:

A Corporate Member may propose that the Directors introduce a resolution on any matter relevant at an Annual or Special Meeting by providing a detailed written description of the resolution approved by the district executive or General Membership signed by the Corporate Member and the district president and sent to the CEO of RTOERO at least ninety (90) days in advance of an Annual Meeting or Special Meeting. The Directors shall introduce such resolutions at the next Annual Meeting unless the resolution:

- (a) is to enforce a personal claim or redress a personal grievance against RTOERO or its directors, officers, members or debt obligation holders;
 - (b) does not relate in a significant way to the activities or affairs of RTOERO;
 - (c) is substantially similar to a resolution before the Annual Meeting in the past two years;
 - (d) abuses rights conferred by this section to secure publicity; or
 - (e) contravenes the Canada Not-for-profit Corporations Act (CNCA).
- To review the names of district candidates presented by the Awards Committee for consideration as recipients of RTOERO awards.
 - To select the project to be submitted to the RTOERO Community Grants and Scholarships Committee for its consideration.