

Annual Representative Assembly Committee

Frame of Reference

1. General Directive

In order to enable teachers to speak with a common voice on matters of professional interest, the ARA Committee reviews Association Policy and prepares delegates for the Annual Representative Assembly.

2. Membership

The membership of the committee shall be:

- 2.1 Five members at large elected by CSR
- 2.2 President of Calgary Public Teachers
- 2.3 One additional Executive member appointed by the Executive Committee
- 2.4 One District Representative (non-voting)
- 2.5 Executive Staff Officer (non-voting)
- 2.6 Recording secretary (non-voting)

3. Elections

- 3.1 Three members at large shall be elected in even years and two members at large shall be elected in odd years.
- 3.2 The Chair shall be elected, for a one-year term, by and from within the committee prior to June 30 each year.

4. Tenure

- 4.1 Executive members for term of office
- 4.2 District Representative – one-year term
- 4.3 Members at large – two-year term

5. Duties and Responsibilities

- 5.1 At the initial meeting of the new school year the committee shall review the Frame of Reference.
- 5.2 Attend the Annual Representative Assembly as delegates of Local 38, ATA.
- 5.3 Maintain a full complement of Local Association delegates to ARA.
- 5.4 Recommend annually to Executive and Council of School Representatives a list of Local Association delegates to ARA based upon criteria established in Local Association policy.

- 5.5 Plan and coordinate an orientation program for Local Association delegates to ensure an informed and knowledgeable representation from the Local Association.
- 5.6 Plan and coordinate delegates' meetings as required to review ARA materials (electoral ballots, ARA resolutions, Budget, position papers, etc).
- 5.7 Coordinate Local Association delegates for presentation and response to resolutions at ARA.
- 5.8 Solicit and receive ARA resolutions from the membership of the Local Association and to submit ARA resolutions to Executive Committee for recommendation and to Council for approval.
- 5.9 Review Association policy and make recommendations to the Executive Committee and Council.
- 5.10 Review and make recommendations to ARA delegates regarding ARA resolutions and the proposed ARA Budget.
- 5.11 Work jointly with the Hospitality Committee in promoting a sense of collegiality among Local Association delegates.
- 5.12 Establish delegate expenses on an annual basis.

6. **Meetings**

- 6.1 Regular meeting dates shall be set by the Chair in collaboration with all committee members.
- 6.2 Additional meetings may be called at the discretion of the Chair or Executive Committee.
- 6.3 Should a member miss three meetings within one school year without reasonable cause, a motion to declare the position open for election shall be placed on the agenda of the meeting following the third absence.

7. **Quorum**

Quorum shall be five voting members.

Ratified by CSR - 1986 April 16.
Ratified with Amendments by CSR - 1987 June 10.
Ratified with Amendments by CSR - 1989 May 10.
Ratified with Amendments by CSR - 1991 November 13.
Ratified with Amendments by CSR - 1994 January 12.
Ratified with Amendments by CSR - 2007 March 7.
Ratified with Amendments by CSR - 2012 February 1.
Ratified with Amendments by CSR - 2016 November 2.
Ratified with Amendments by CSR - 2020 March 4.

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