



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

# NOTIFICATION TO NATIONAL OFFICE

## – EXECUTIVE APPOINTMENTS OF NEC CHAIR & SECRETARY –

### Instructions

- To be completed by current Branch Executive. Indicate the contact information of Chair and Secretary appointed to the Nominations Elections Committee (NEC).
- Email (reps@ciu-sdi.ca) or fax (613.723.7895) a copy of this form to the CIU N.O. by August 30, 2017**, so that the relevant information may be posted on the CIU website.

### NEC Chair & Secretary

<b>Chair</b>	<b>Name</b>	_____
	<b>Home mailing addr.</b>	_____
	<b>Home email</b>	_____
	<b>Telephone numbers</b>	Home: _____ Work: _____
	<b>PSAC I.D. number</b>	_____

<b>Secretary</b>	<b>Name</b>	_____
	<b>Home mailing addr.</b>	_____
	<b>Home email</b>	_____
	<b>Telephone numbers</b>	Home: _____ Work: _____
	<b>PSAC I.D. number</b>	_____

**Branch Rule 12, Section 16, Sub-sections (a) and (b), prescribe that:**

*The outgoing Branch Executive shall:*

(a) *Appoint a Chair and a Secretary for the NEC, no later than one month before the opening date of the CIU National Convention.*

(b) *Immediately after appointing a Chair and a Secretary of the NEC, advise the CIU National President as to the names, addresses, and telephone numbers or other pertinent contact information such as e-mails of the appointees.*

**Branch Rule 12, Section 19, prescribes that:**

(1) *The Chair, Secretary, and Returning Officers, shall constitute the NEC.*

(2) *The Branch Secretary shall advise the CIU National Office of the names, contact information and addresses of the NEC Chair and Secretary, appointed by the Branch Executive in keeping with Section 16 of this Rule, no later than three weeks prior to closing date of the CIU National Convention.*

Date received at the CIU National Office [YYYY-MM-DD]: \_\_\_\_\_