



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

# NOTIFICATION TO NATIONAL OFFICE

## – EXECUTIVE APPOINTMENTS OF NEC CHAIR & SECRETARY –

### Instructions

1. To be completed by current Branch Executive. Indicate the contact information of Chair and Secretary appointed to the Nominations Elections Committee (NEC).
2. **Email (elections@ciu-sdi.ca) to the CIU N.O.** 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 17, 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) *As soon as possible after appointing a Chair and a Secretary of the NEC, and no later than three (3) weeks prior to the closing date of the CIU National Convention, advise the CIU National President of the names, addresses, and telephone numbers or other pertinent contact information such as e-mail addresses of the appointees.*

**Branch Rule 12, Section 20, prescribes that:**  
 (1) *The Chair, Secretary, and Returning Officers, shall constitute the NEC.*  
 (2) *As soon as possible after appointing any Returning Officer to the NEC, the NEC Chair or Secretary shall advise the CIU National President of the names, addresses and telephone numbers or other pertinent contact information such as email addresses of the appointees.*

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