

The following information is intended to provide an explanation of the structure of the Annual National Forum of Surveyors Associations facilitated by CCLS and the role of the attendees. It is included for the information of all those either participating in or observing this meeting.

This Annual Forum is a multi-day face-to-face discussion of the national agenda and common issues of the surveying profession with representatives of all of the surveyors' associations in Canada. It incorporates the traditional aspects of a CCLS annual meeting with a focus on moving forward with priority national initiatives. The forum will focusing on the implementation of Professional Surveyors Canada and include a review of all the current national action items.

CCLS Directors' Meetings take place at regular intervals throughout the year. In recent years, one face-to-face meeting has been held each year in conjunction with the annual meeting of one of the Member Associations. In 2007 and 2009 second face-to-face working sessions were held. Teleconference meetings have taken place at six to eight week intervals. The Directors, one from each member association, form the Board of Directors of CCLS which is the main decision making body of the organization.

The by-laws outline specific functions for the annual Board of Directors and Members' meeting and this Forum includes both.

At the **Annual Members' meeting**, elections of the President and Vice President take place. The 'new' Board is then constituted and a Directors' meeting, with the 'new' Board and Executive, is then convened. The first agenda item of this portion of the meeting is the appointment of the remaining officers, namely the Secretary, Treasurer, and Past President.

The **Presiding** officer of CCLS Directors' and Members' meetings is the President of the CCLS, as specified in the bylaws. In the President's absence, the Vice President will preside. The current President of the CCLS is Denis Blais. Sel took office in April 2009 and will begin his second term at this meeting. Although the President serves a term of approximately one year, running from one annual meeting until the next, the last several Presidents have served two consecutive terms. This run of double terms has occurred through a variety of circumstances and has been acknowledged as beneficial to the continuity of the CCLS Executive. A conscious decision not to officially institute a two-year term was made by the Board at the 2002 annual meeting in order not to limit the participation of executive candidates who would be reluctant to commit to the longer term, and to allow for flexibility needed to accommodate the annual meeting dates, which 'float' throughout the calendar year.

The **Recording Secretary** for the meetings is the Executive Director of the CCLS, Sarah Cornett. Sarah has been with the CCLS since September 1997 when she served as both the CCLS Executive Director and the AOLS Deputy Registrar out of the AOLS offices in Scarborough. Sarah set up and moved to the Ottawa office of the CCLS in November of 2000 taking on the Executive Director role full time, and moved to St. Albert AB in July 2007. The CCLS also has a part-time Executive Assistant, Ria van der Veen, who has been working with Sarah since July 2003 and remains in the Ottawa office which is currently in space shared with ACLS.

The **Directors** of the CCLS are appointed by their association and provide the communications link between CCLS and the member association. **Members** of CCLS are the self-governing licensing bodies for the profession of land surveying in Canada. All of the jurisdictions in Canada are represented. The role of the Director is two sided in that the Director brings the perspective of their own association to the CCLS Board table and also brings the national perspective from CCLS to their association.

The **Member Representative** carries the member association's official proxy at Members' meetings while the Director is the person appointed by the member association to serve on the Board of Directors and to manage the "property, business and affairs" of CCLS. According to present practice, the Member Representative and the Director are one and the same person and Members' meetings are held in conjunction with Directors' meetings. The distinction is set out in the by-laws of CCLS.

The **Executive** is officially the Executive and Finance Committee of the Board of Directors and is made up of the President, Vice-President, Past President, Secretary and Treasurer. These individuals are also defined as the Officers of CCLS. Currently, one individual, Kent Campbell, serves as both Secretary and Treasurer. The Secretary and Treasurer are the only positions on the Executive that must be appointed from among the Directors according to by-law. Kent is the Director for the Association of Ontario Surveyors. The President, Vice-President, and Past President do not have a vote at the Board table unless they are also Directors. This structure maintains a system of one vote per Member Association. Currently, Vice-President Norm Coté is also Director for the Association of New Brunswick Land Surveyors.

The **Nominees** at the meeting have been nominated to executive positions by the CCLS Nominating Committee. In accordance with the CCLS by-laws, the President and Vice-President are elected by the Board at the annual Members meeting and the Secretary-Treasurer and Past President are appointed at the Directors' meeting immediately following the annual Members meeting. At this meeting the current Executive will begin their second consecutive terms in office. Denis Blais has been nominated as President, Norm Coté has been nominated as Vice-President, and Kent Campbell has been nominated as Secretary Treasurer.

Observers are representatives of organizations that are officially recognized as affiliated or related organizations. Currently, CCLS recognizes the National Society of Professional Surveyors (NSPS) from the USA and the Canadian Institute of Geomatics (CIG). Each member association may also appoint an Observer to the meeting. Traditionally the Association Presidents are invited to play this role or send an alternate. Each Observer may participate fully in the discussions at the discretion of the Chair but does not have a vote.