

## **BY-LAW 2 - EXECUTIVE MANAGEMENT**

### **GENERAL**

1. The CMPA shall be administered by an Executive Committee, which will include Regional Directors, and may include Unit Representatives. Members of the Executive Committee must be members in good standing of the CMPA. Executive Committee positions will be reconfirmed by vote at a biennial annual general meeting of the CMPA.

### **EXECUTIVE COMMITTEE**

2. The Executive Committee shall consist of:

- President, selected by the CFPM or elected by the CMPA membership, a voting member;
- the immediate Past President, (ex officio) a voting member;
- Vice-President, nominated by the CFPM and approved by the President, a voting member;
- Secretary, elected by the CMPA membership, a voting member;
- Treasurer, elected by the CMPA membership, a voting member;
- Director of Membership, elected by the CMPA membership, a voting member;
- Director of Communications, elected by the CMPA membership, a voting member;
- Director Marketing and Sponsorship, elected by the CMPA membership, a voting member;
- Director History and Heritage, elected by the CMPA membership, a voting member.
- Director Retirement and Departure Benefits, elected by the CMPA membership, a voting member;
- Manager Kit Shop, elected by the CMPA membership, a voting member;
- Branch Advisor (ex officio), a voting member;
- Branch CWO (ex officio), a voting member;



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K1G 1A0

## **ADVISORY COMMITTEES TO THE CMPA**

3. The CMPA Executive may form such committees as it may deem necessary to assist, advise/or carry out the objectives of the CMPA. Such committees may be re-appointed as required. The Executive Committee may appoint other non-voting members to the Executive Committee from time to time by name or as ex-officio.

## **QUORUM**

4. A quorum for a National Executive Committee meeting shall consist of the President or Vice-President and three other members, one of whom shall be the Treasurer or Secretary. Meetings shall be held at least quarterly. Minutes of meetings will be distributed to all Executive members and posted on the CMPA web site. Meetings shall be run in accordance with the standard rules of parliamentary procedure (Robert's Rules of Order). All CMPA Executive Meetings are open to all members of the CMPA.

## **ROUTINE MANAGEMENT MILESTONES**

5. The Executive Committee shall create and maintain a Strategic Plan listing major management planning milestones for the calendar year, as a guide to effective association management. The Executive Committee will ensure objectives are achieved in accordance with the planning milestones contained herein.

## **ANNUAL GENERAL MEETING**

6. The Executive Committee shall produce an Annual Report covering all aspects of their operations throughout the year for presentation to the Annual General Meeting. Reports shall be based on the calendar year (1 January to 31 December). The Annual Report shall provide a clear overview of Association activities during the reporting period. Reports will be distributed through the Association leadership in the same manner as described for the minutes of executive meetings. Reports may also be made available to the membership through Association sponsored publications.

## **EXECUTIVE COMMITTEE TERMS OF REFERENCE**

Annex A	President (Chief Executive Officer) and Vice President
Annex B	Secretary
Annex C	Treasurer
Annex D	Director Membership
Annex E	Director Marketing and Sponsorship
Annex F	Director Communications
Annex G	Director History and Heritage



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Annex H	Director, Retirement and Departure Benefits
Annex I	Manager MP Kit shop,
Annex J	Audit Committee