



September 9, 2016

Dear Association Officer,

**RE: 2016/2017 TERM
NOTICE OF APPOINTMENT OF YOUR REPRESENTATIVE TO
THE CANADIAN NATIONAL EXHIBITION ASSOCIATION MEMBERSHIP**

The CNEA 2016 AGM

The Annual General Meeting of the Canadian National Exhibition Association (CNEA) is coming up:

- Venue: Liberty Grand / Centennial Room
- Location: Exhibition Place
- Date: Thursday, October 27, 2016
- Time: 10:30 a.m. (**light lunch served after the AGM*)

Last year your organization appointed a representative to the CNE Association to be a part of our membership.

Board of Directors

Each member, appointed by organizations like yours, of the CNEA is eligible to nominate or be nominated as a Director of the CNEA Board of Directors (except those in the Municipal Section as indicated in CNEA By-Laws Section 7.1 who are automatically appointed).

Benefits

As an Association of the CNE membership, your representative can help shape the future of the CNE and ensure it continues to be a successful event and organization!

Your member is able to:

- provide feedback on the CNE event
- run as a Director on the CNEA Board
- join one of various CNEA committees
- or choose to simply be a member and attend the two annual meetings.

CNEA Members' Credentials

As well, your appointment to the CNEA may receive two 18 day admission tickets to the CNE during their term as your Association representative (dependent on annual approval by the CNEA Board of Directors).

CNEA Members' Booth

As an Association member your organization is able to sign up to showcase your organization free of charge during the 2017 Canadian National Exhibition fair at the CNEA Membership booth, (the booth is dependent on sufficient demand by members).

Annual Meetings & Members Attendance

There are two general meetings a year for members - the Annual Financial Meeting, usually hosted in May, and the Annual General Meeting, usually hosted in October.

The CNEA By-Laws Article VI, Section 6.6 states:

*Every organization's representative appointed by an association, society or other body is expected to attend in person the Annual Meeting, Financial Meeting, and any Special Meeting of the Association. If **an organization's representative fails to attend at least one-half of the meetings over a two-year period**, the place of such Member may be deemed vacant, and the association, society or other body must submit a letter of explanation to the Corporate Secretary for consideration by the Executive Committee who will determine whether the association, society or other body be advised that existing representative remain on the CNEA or be requested to appoint a new representative.*

Completing the Attached Form

I would ask that you indicate on the enclosed form the name of the CNEA representative appointed by your organization.

* **NEW** – We would request that you submit a short bio or resume to accompany the appointment form for the new or reappointed member.

The term of this appointment, in accordance with the CNEA by-laws, will commence on the date of the Annual Meeting (October 27, 2016).

The form must be signed by an officer of your association and not the representative. If the officer of your association and the representative are the same person, please ensure someone else from your association signs the form.

CNEA By-Laws Article V, Section 5

Notice of Appointment

*Notice of the appointment of representatives by the associations, societies, and other bodies appointing Members to the Association, **signed by an officer of such body, who is not the proposed representative**, shall be given to the Association forthwith after the appointment is made and such Members shall hold office from the time the appointment is received by the Corporate Secretary or stated to be effective until their successors are appointed unless the power of an association, society or other body to appoint a Member pursuant to Section 5(12) of the Act has been cancelled by the Board.*

Please have the Notice of Appointment form certified by the proper authority and return it to my attention, not later than **Friday, September 30th**, so that we may notify your representative of the Annual Meeting and have them sign their appointment form.

In the event that no appointment will be made prior to September 30th, a communication to my office would be appreciated to **continue your current representative** on our membership **or to communicate that your organization opts not to appoint any representative at this time** on the CNEA membership.

Sarah Fink
Corporate Secretary & Government Relations Manager
Encl.