

**Calgary and District Branch  
National Association of Federal Retirees (NAFR)**

**Subject:** Report to Branch Members on proposed revised Branch By-laws

**Summary:** The By-laws of the Calgary and District Branch, NAFR were last updated in 2015. The Branch Board recognized that a review was required and included this activity in its Operations Plan. The changes proposed in the attached revised Branch By-laws have been reviewed by the National Board of Directors (NBOD) and found them to be compliant with NBOD requirements. Branch By-law amendments need to be approved by the Branch Membership.

Areas with noteworthy proposed Branch By-law amendments are:

1. Definitions (Part 1) were updated to reflect the distinction between the National Board and the Branch Board
2. Part 3 - new provisions related to adherence to a Code of Conduct based on the national Code of Conduct. It is recommended that after each Annual General Meeting, all Branch Board members would sign a declaration of commitment to the Code of Conduct (copy attached)
3. Part 5 - clarifies when a Branch Board position is considered to have been vacated and introduces provisions emphasizing that the national NAFR policy on discipline would apply if circumstances arose requiring such action.
4. Part 6 - Nominations and Elections section which confirms that Branch Board positions are elected for two year terms.
5. Part 8 - outlines Branch meetings and makes provisions for virtual meetings and electronic notices of meetings, and provides increased clarity on quorum requirements.
6. Part 9 - an update to the section dealing with financial administration, including an acknowledgement of delegated spending limits set by the National Board.

Approval process:

1. A resolution to approve these amended by-laws will be presented to the membership at the Branch Annual Meeting, scheduled for April 22, 2022
2. It is hoped that these amended Branch By-laws are approved as presented to the Branch membership. However, if further amendments are proposed and presented by the Branch membership at the April 22, 2022 meeting, the Branch Board would seek approval from the membership for these amended Branch By-laws as presented.
3. Any additional amendments would be brought forward to the membership in the form of a resolution to approve amended Branch By-law to a future Branch Annual General Meeting.
4. These further amendments would be undertaken in consultation with NBOD, and these further revised Branch By-laws, once found to be compliant with NBOD requirements, would be presented to the membership at the 2023 Branch Annual General Meeting.

**ATTACHMENTS:**      [Calgary and District \(AB16\) amended Branch By-laws](#)  
[Code of Conduct document](#)  
[Code of Conduct declaration sign-off sheet for Branch Board members](#)