



# - Charter -

## Delegate Assembly Planning Taskforce

### Mission statement or statement of purpose

Delegate Assembly is an annual event whereby hundreds of MAPE members come together to make governance decisions for the union. According to Article IV section 1 of the MAPE Constitution, all sovereign powers of MAPE shall be vested in the Delegate Assembly, when in session. Its powers include, but are not limited to, the authority to establish MAPE policies, approve budgets, levy dues, amend the governing documents, and adopt procedures for statewide, regional and local officer elections.

Because of the size and scope of the annual Delegate Assembly, the Delegate Assembly Planning Taskforce is necessary to ensure a smooth event.

### Committee membership

The Delegate Assembly Planning Taskforce shall have a minimum of five members and a maximum of ten members. The Delegate Assembly Planning Taskforce is open to non-Board members.

Any member, regardless of elected or appointed office held, can volunteer to serve on the Delegate Assembly Planning Taskforce. The President will appoint members of the Delegate Assembly Planning Taskforce and each will serve throughout the entirety of the need for this taskforce, at which point the taskforce will be dissolved. The members of the Delegate Assembly Planning Taskforce will choose one member to serve as co-Chair and the MAPE Business Manager will also serve as co-Chair. The President may fill vacancies on the Delegate Assembly Planning Taskforce and may remove a member from the Delegate Assembly Planning Taskforce at any time without cause.

### Authority

The Delegate Assembly Planning Taskforce has no expressed or implied power or authority.

### Responsibilities

The Delegate Assembly Planning Taskforce is responsible for all logistics of the Delegate Assembly, including the day-of agenda.

The Delegate Assembly Planning Taskforce will report its activities to the Board of Directors at least on a monthly basis.

## Meetings

The Delegate Assembly Planning Taskforce will meet at least monthly and more often as needed. A majority of the Delegate Assembly Planning Taskforce members shall constitute a quorum. The co-Chairs will keep a copy of the meeting minutes and forward a copy to the Board Secretary. The co-Chairs may invite any Director, Officer, staff member, expert, or other advisor who is not a member of the Delegate Assembly Planning Taskforce to attend, but these individuals have no voting power.

The Delegate Assembly Planning Taskforce will review its charter as necessary and recommend any proposed changes to the Board of Directors for review.

This charter was written by NAME and approved by the Board of Directors on MONTH XX, 20XX. This charter was last updated on MONTH XX, 20XX.

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Board President

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Board Secretary