**BY-LAW VI - ETFO ANNUAL MEETING**

6.1 Delegates to the Annual Meeting (AM) shall be elected at the OCEOTA Annual General Meeting in accordance with Article VIII 8.1 (e).

6.2 The number of delegates to the Annual meeting is determined by ETFO. >created 2014

6.3 With Executive approval***,*** up to an equal number of Alternates may be named in order of the number of votes received. >revised 2010

6.4 One position on the ETFO AM delegation will be reserved for a non-executive member who has never attended the ETFO AM. >created 2014

6.5 Candidates not successful as Delegate or Alternate will, in order of the number of votes received, go on a waiting list to replace any Delegate or Alternate who subsequently withdraws from the Delegation.

6.6 The Delegation Chair will be appointed by the President and approved by Executive.

6.7 The delegation Chair will survey the delegation re mode of travel, room arrangements and allergies and provide that information to the President within one week of the AGM. >created 2016

6.8 Any delegate who learns they will not be available for the whole five (5) days, Sunday to Thursday, will inform the President immediately so that appropriate action can be taken. >created 2016

**POLICY**

**C. Expenses** **:**It is OCEOTA Policy that delegates and alternates in the ETFO Annual Meeting Delegation will be reimbursed for approved expenses incurred while performing OCEOTA business.