

**Constitution and By-Laws Committee
Minutes of March 30, 2011
CAPE National Office
Boardroom
1:30 p.m.**

Present: M. Zinck (Chair), S. Mullen, A. Picotte, P. Rosen, C. Poirier, C. Danik and D. Martin.

Apologies: S. Pichie.

1. Approval of Agenda

Decision by consensus: to approve the agenda.

2. Approval of Minutes

Decision by consensus: to approve the minutes of the February 23, 2011 meeting.

3. Suspension due to Absenteeism

The By-Law was reviewed and additional amendments were made.

Action: bring back at the April meeting for review, as amended to date.

4. Clause 15 – exclude Constitution and By-Laws

There was consensus to add the following “and refer to Clause 16.2 of the Constitution for the By-Law process” at the end of the sentence.

Action: send to NEC for approval in April

5. Composition of NEC

This item was moved to the NEC Strategic planning meeting scheduled in April.

6. Membership on Committees and sub-committees

There was a discussion on

- the minimum and maximum number of members
- should this be a policy or a By-Law
- what is the optimal number of members as it varies from one to another
- quorum has been an issue on some committees which delays the committee to function effectively

Further discussion required again in April.

7. Process for NEC to submit resolutions

There was a discussion on the process for the NEC to submit resolutions to the Elections and Resolutions Committee.

- Does ERC have authority over NEC
- What is ERC's role

Further discussion is required again in April.

8. NEC Policy on filling vacancies

Decision by consensus: This issue should be discussed at the NEC first.

9. Full-time Vice-Presidents positions

Decision by consensus: This issue should be discussed at the NEC first.

10. Findings/recommendations from legal counsel in regards to review of the Constitution and By-Laws

Tabled. (C Poirier/C Danik)

11. Date of next meeting

The next meeting is scheduled for April 27, 2011.

Items for next agenda

- Policy to review Constitution and By-Laws on a regular cycle.
- Amend clause 15 in the Constitution to exclude Constitution and By-Law amendments
- Membership on Committees and sub-committees
- Process for NEC to submit resolutions

12. Adjournment

The meeting adjourned at 3:30 p.m.