

Constitution and By-Laws Committee Minutes
March 6, 2013
CAPE National Office
Boardroom
5:30 p.m.

Present: S. Mullen (Chair), S. Gagnon, N. Giannakoulis, L. Haméon, A. Kurikshuk-Nemec, A. Picotte, D. Petriu, C. Poirier, D. Martin.

Apologies: T. Bujaczek, C. Danik.

1. Approval of Agenda

S. Mullen requested to add "Budget timeline as item 3 a)".

Motion: It was moved by S. Mullen, seconded by S. Gagnon, that the agenda be approved, as amended.
Motion carried unanimously.

2. Approval of Previous Minutes

Motion: It was moved by C. Poirier, seconded by L. Haméon, that the minutes be approved. **Motion carried unanimously.**

3. By-Election process to fill vacant NEC positions

Final amendments were made and this can now be sent to the NEC for approval.

Action: D. Martin will incorporate the amendments and send to the NEC.

3 a) Budget timeline

The Committee was provided with amendments on clauses 22.5, 29.4 and 30.1 to review as the NEC had approved changes to the Budget process which required the amendments be done in the Constitution.

There was a concern raised with respect to the amendment of clause 30.1, which moves the MBM to March and that it should not be amended as moving it will not ensure a more forward-looking approach.

S. Mullen stated that nothing stops the Association from having an additional meeting in the fall if necessary.

Motion: It was moved by S. Mullen, seconded by A. Picotte, that the amendments be approved.

In favour = 7, Opposed = 0, Abstention = 1. **Motion carried.**

4. a) Update on the review of Local By-Laws

The HRSDC Local has requested that the Committee hold its review of their By-Laws as they are currently being amended.

The review of the other Local By-Laws proceeding.

5. Draft provision that Locals with 500 members must have By-Laws

D. Martin provided the statistics on the number of members per Local.

- It was suggested that the number be set at 200.
- Would it not be best to make amendments to the Framework for Local By-Laws document and provide these to the Locals? It would be less work for the Locals and they would be able to amend the Framework according to the needs of their local.
- Ensure that the Framework include a requirement for an effective date

There was a **consensus** to review the Framework at the next meeting.

6. Draft By-Laws for electronic voting process

This item was **deferred**.

7. Process for becoming a steward

The Committee reviewed the application form and amendments were made.

Action: D. Martin will incorporate the changes and send to the NEC for approval.

8. Items for future

a) Review of Constitution and By-Laws by legal counsel.

This is **deferred** for an unspecified period.

b) Solemn declaration - does this also apply to members of committees and sub-committees?

Yes, this applies to all standing and sub-committee members also.

S. Mullen will provide a draft policy on this matter for the next meeting.

c) Timing of voting on By-Law and Constitution amendments – in the future should we provide rationale/explanation of the amendments and should we allow for a question and answer period prior to voting?

S. Mullen will provide a Pros/Cons sheet for the next meeting.

d) Resolutions from outside of NEC with monetary issues – how should these resolutions be dealt with – should the Finance Committee review first? Should there be a special levy to support it?

S. Mullen will provide a Pros/Cons sheet for the next meeting.

e) Article 19 – Removal from office

This is **deferred** until next fiscal year.

9. Adjournment

Motion: It was moved by C. Poirier that the meeting adjourns at 7:06 p.m.