

**Constitution and By-Laws Committee Minutes**  
**May 8, 2013**  
**CAPE National Office**  
**Boardroom**  
**5:30 p.m.**

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

**Apologies:** C. Danik.

1. Approval of Agenda

**Motion:** It was moved by S. Mullen, seconded by L. Haméon, that the agenda be approved. **Carried unanimously.**

2. Approval of minutes from previous meeting

**Motion:** It was moved by L. Haméon, seconded by S. Gagnon, that the minutes be approved. **Carried unanimously.**

3. Solemn declaration for committee members

Final amendments were made to the declaration.

**Action:** Send to NEC for approval.

4. Draft By-Law for electronic voting process

This item was deferred.

5. Framework for Local By-Laws

Work continued on the reviewing of the Framework.

6. Timing of presenting resolutions to members

Member resolutions

- Elections and Resolutions Committee receives and reviews
- Meet with the authors of the resolution – if necessary
- Authors must provide a private email address – if none provided this must be noted on the resolution
- Resolution gets posted and members submit comments to author(s)

NEC resolutions

- What timeline – is it the same as member resolutions
- How are members able to discuss these resolutions

- Who do they submit comments to?

#### Possible solutions

- Set up a section for resolutions on the discussion platform
- Ensure that there is a reference on the home page
- All resolutions should be posted at the same time
- A deadline date to submit comments would be required

**Action:** S. Mullen will draft something for the next meeting.

#### 7. Resolutions with monetary implications

Discussion revolved around the options submit and the procedure on how to deal with resolutions that have monetary implications.

- Timing – allow Finance committee and members time to provide input
- How will this impact the staffs workload
- How much time to allow for comments
- Process would need to be done again if resolution was amended
- Finance Committee would then have to reassess amended motion.
- Could be a lengthy process

Consensus for option # 2.

**Action:** S. Mullen will draft something for the next meeting.

#### 8. Policy on input to the NEC

Consensus that registration and a summary of discussion are taken at both Council meetings and general meetings and that this will require staff to be present.

#### 9. Issues pending

- a) Article 19 – Removal from office – **deferred** until next fiscal year
- b) Review of Constitution and By-Laws by legal counsel – **deferred** for an unspecified period

#### 10. Adjournment

The meeting adjourned at 8:05 p.m.