

**Constitution and By-Laws Committee Minutes**  
**February 13, 2013**  
**CAPE National Office**  
**Boardroom**  
**5:30 p.m.**

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

**Apologies:** T. Bujaczek, D. Petriu, C. Danik.

**1. Approval of Agenda**

S. Mullen requested to add "Update from NEC as item 2 a)".

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

**2. Approval of Previous Minutes**

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

In favour = 6, Opposed = 0, Abstention = 1. **Motion carried.**

**2 a) Update from NEC**

Voting process at Local Leadership Council meetings

The NEC has chosen Option 2 - one vote per Local for voting purposes at Local Leadership meetings. The NEC has decided that a policy is required for establishing the administrative procedure.

Selection of Stewards where there is no Local

The NEC has decided that a policy is required for this matter.

**3. By-Election process to fill vacant NEC positions**

D. Martin provided the Committee with the costs to hold an electronic vote, which is less than \$800 if the vote has a single question being submitted to the membership.

The proposed amendments to the Constitution were reviewed and some amendments were made.

**Action:** D. Martin to incorporate the changes and return the document for the next meeting.

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

The review of the Local By-Laws should be completed for the next meeting.

#### **4. b) Draft provision that Locals with 500 members must have By-Laws**

There was concern raised on whether the required number of members is sufficient. How many Locals would be affected by this and maybe we should lower the number to 100 or more members.

It was **agreed** to change the word “may” to “must” in the second last sentence of the proposed clause.

It was asked what the membership count was per Local and how many Locals this would affect.

**Action:** D. Martin will report back at the next meeting.

#### **5. Draft By-Laws for electronic voting process**

This item was **deferred**.

#### **6. Article 19 – Removal from office**

It was agreed to wait until the next fiscal year to invite legal counsel to discuss their opinion that they provided on this matter. Item has been **deferred**.

#### **7. Process for becoming a steward**

The Committee reviewed a draft application form and amendments were made.

**Action:** D. Martin will incorporate the changes and return the form for review at the next meeting.

#### **8. Amendment to Clause 15.4**

Send to NEC for approval.

#### **9. Items for future**

S. Mullen asked the Committee members to start thinking about the issues below.

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

**b)** 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?

**c)** 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?

#### **10. Review of Constitution and By-Laws by legal counsel**

This item is **deferred**.

#### **11. Adjournment**

The meeting adjourned at 7:25 p.m.