

**Summary of Discussion  
Constitution and By-Laws Committee  
November 30, 2011  
CAPE National Office  
Boardroom  
2:00 p.m.**

**Present:** M. Zinck (Chair), P. Rosen, C. Poirier, C. Danik, J. Ouellette and D. Martin.

**Apologies:** S. Mullen, A. Picotte.

Due to no quorum the committee reviewed and continued to amend the documents that were being worked on.

**1 Approval of Agenda**

No additions.

**2 Approval of Minutes**

Tabled.

**3 Matters Arising**

**3 a) Development of a removal process**

Delete the preamble – not required.

Change the words “as per” to “pursuant to” - do not make reference to a specific By-Law number in the Constitution.

Review French version for consistent wording.

**3 b) Review mechanism to establish an investigation when a complaint is received at CAPE**

- State where the members of the Complaints Review Committee (CRC) will be selected from.
- Add a sentence that a CRC member must recuse themselves if there is a conflict of interest
- Add that the CRC must determine if the complaint is covered under the discipline by-law or if it is frivolous or vexatious

Make amendments and bring back in January.

3 c) Filling NEC vacancies – Article 19

Send to NEC for approval.

**4 New Business**

None

**5 Issues tabled for January 2012**

5 b) Review of Constitution and By-Laws by legal counsel

1. Start this after the strategic planning committee has completed its work.
2. Have a discussion at the November meeting and then invite Raija Pulkkinen to discuss what elements to review in the Constitution and By-Laws in January.

**Adjournment**

The meeting adjourned at 3:30 p.m.