

**Constitution and By-Laws Committee
Minutes of December 8, 2010
CAPE National Office
Boardroom
9:30 a.m.**

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

Apologies: A. Picotte.

1. Approval of Agenda

Decision by consensus: to approve the agenda._

2. Approval of Minutes

Decision by consensus: to approve the minutes of the November 4, 2010 meeting.

3. Locals Discretionary Spending Authority Policy

It was agreed to delete the word “discretionary” throughout the policy.

Add under “Reporting” the following paragraph - Upon written request, by a member the National Office shall provide a year to date financial report exclusively for that member’s Local.

- **Send to NEC for approval in January**

4. By-Law X.XX – Suspension due to Absenteeism

Send to legal counsel for an opinion/review.

- Bring back for final review at the January meeting.

5. Policy for NEC and sub-committees to conduct an email vote

The policy was reviewed and minor corrections were made.

- **Send to NEC for approval in January**

6. Constitutional amendment - Duties and responsibilities of members of the NEC

The following amendments were made;

- 11.1 Attend ~~each monthly~~ all meetings of the NEC.
- 11.2 Attend the Annual General Meeting, any Special General Meetings, Local Leadership Meetings and Membership Budget Meetings. ~~and In-Camera meetings of the NEC.~~

- Send to NEC for approval in January

7. Process for NEC to submit resolutions to the ERC.

This is tabled until the January meeting.

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

Tabled until January meeting (C Poirier/C Danik)

9. Establish a sub-committee to review NEC composition

- Need to draft Terms of Reference for the sub-committee
- This is a heavy/time consuming task
- This will distract the work current work of the Constitution and By-Laws Committee
- Requires involvement from the membership

10. Date of next meeting

The next meeting is scheduled for January 26, 2011.

11. Adjournment

The meeting adjourned at 11:00 a.m.