



**Constitution and By-Law Committee**  
**Friday, March 12<sup>th</sup>, 2021**  
**Via Teams Meeting**

**MINUTES**

**In Attendance:** C. Lonmo (Chair), H. Delnick, K. Mansfield, A. Trau, N. Bois, J. Lafontaine, A. Picotte, A. Kurikshuk-Nemec, C. Awada, G. Phillips (Ex Officio)

**Staff:** A. Lizotte, J. George, S. Pantalone

**Regrets:** N/A

**1. Call to Order / Roundtable introductions**

Meeting was called to order at 1:30pm by Chair C. Lonmo.

**1.2 Approval of Agenda**

Approval of agenda for the following:

- Revisions of the By-Law 3 ERC (procedures to elections)
- Update the Terms of Reference (review)

*Motion to adopt Agenda – carried unanimously.*

**2. By-Law 3 ERC – Nominations & Elections and Resolutions Committee Report**

Discussion held with regards to amendments to by-law 3, specifically to Nominations & Elections and Resolutions Committee Report and to add a new provision requiring the ERC to report to the NEC at the beginning of each year.

**Action item:** Direction was provided to A. Lizotte to draft amendments for the committee to review and subsequently present to NEC.

**3. Terms of Reference**

Discussion held to update the current Terms of Reference. Decision made to update the following items:

- New meeting date – second Wednesday of every month in the afternoons.
- Regular members (in good standing) are not included. Question as to why they are not included on the sub-committee. Preference for it to be opened to members at CAPE. However, members are not compensated for time off requirements. Could pose a problem. This is typically discussed by the new NEC at its offsite meeting. This was



delayed due to COVID. For this term, all the members of the CBC are NEC members and staff.

- Concerns when people are on committees but have no knowledge on basic by-laws and committees (union, etc.)
- Looking into committee/subcommittee – as the C&BL

**Action item:** Review changes by the whole committee.

*Motion to approve changes to Terms of Reference - carried unanimously.*

**The Constitution and B-Law Committee adjourned at around 3:37 p.m. EDT.**

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*The above minutes are accepted as a true representation of the Constitution and By-Law Committee meeting held on March 12, 2021.*

Chairperson:

Date: