



**Constitution and By-Laws Committee**  
**Wednesday, June 9<sup>th</sup>, 2021**  
**Via Teams Meeting**

**MINUTES**

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

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

**Regrets:** N/A

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

Meeting was called to order at 2:30pm by interim Chair A. Kurikshuk-Nemec.

*\*At this time, CAPE's Statement on Harassment was read aloud. J. George was identified as the Anti-Harassment resource person for the meeting and concerns should be directed to her attention via email.*

*\*N. Bois and A. Picotte need to leave early.*

**1.2 Approval of Agenda**

Approval of agenda for the following:

- Anti-harassment statement
- Approval of the agenda
- Approval of the minutes from the previous meeting
- President's position requirements
- President's compensation
- Special processes during lockdown periods (handwritten signatures, attendance, etc.)
- Steward training (in the By-Laws)
- Policy on inclusivity
- Ad hoc meeting

*Motion to adopt Agenda by N. Bois, seconded by J. Lafontaine – carried unanimously.*



## 2. Review and adoption minutes (May 12, 2021)

No changes.

**Action item:** Approved. Send to translation. S. Pantalone to add to all upcoming agenda's Review of CLBC Projects.

*Motion moved by H. Delnick, seconded by A. Trau to accept the minutes dated April 13 - carried unanimously.*

## 3. President's position requirements

A follow-up discussion took place regarding the Doodle poll that was sent out to the NEC members with the 3 options stated from the previous meeting regarding the President's contract. Results of poll have not been shared yet. The HR Committee will be discussing this item at their first committee meeting before the June NEC meeting at the end of the month. C. Lonmo would like to get the HR Committee to provide a brief note to get in touch with A. Lizotte, J. George and C. Lonmo so they know what the direction is regarding this agenda item.

**Action item:** Item tabled. Awaiting the guidance of the HR Committee and recording of the Doodle poll - C. Lonmo to follow-up. C. Lonmo to bring the issue of the role and responsibilities of the President as an item at the next NEC meeting for a decision.

## 4. President's compensation

A discussion took place regarding the review of information shared relating to how other unions structure their President's compensation. A discussion was held if changes should be made to the Constitution and By-Laws regarding the President's compensation and if CAPE should adopt a similar model to what some other unions are doing, i.e. have a third-party review and recommend the remuneration in order to depoliticize the issue and have the employment contract posted on the CAPE website prior to the commencement of a Presidential election cycle. The suggested amendments presented to the Constitution and By-laws would be based on a hybrid between the PIPSC and AMAPCEO models. A separate issue was raised by a committee member regarding the power of the President to interpret the Constitution.

**Action item:** The Committee requested clarity regarding the role of the HR Sub-Committee versus the CBLC in relation to the work performed by the third party compensation specialist and the drafting of the employment contract. A. Lizotte to provide an opinion. Furthermore, A. Lizotte and/or J. George to look into what other organizations, similarly situated, do with regard to the role of interpreting the Constitution.



*Motion to recommend to the NEC changes to President's compensation based on the hybrid between the PIPSC and AMAPCEO models - carried unanimously.*

**5. Special processes during lockdown periods (handwritten signatures, attendance, etc).**

A. Lizotte shared an overview of the information around handwritten signatures and attendance with regards to what other organizations are doing with those special processes during the pandemic. A review was provided of the Constitution and By-Laws to identify where there was a requirement for either handwritten signatures or in-person attendance. There are numerous requirements for hand-written signatures. A temporary measure was suggested to allow for e-signatures managed via the National Office to ensure authentication.

**Action item:** A. Lizotte to draft a temporary policy enabling e-signatures. The draft policy to be reviewed and approved by the CBLC. C. Lonmo to bring to the NEC a recommendation for its approval.

*Motion to approve the introduction of special measures during periods of lockdown - carried unanimously.*

*\*At this time, N.Bois and A. Picotte leave meeting for another engagement.*

**6. Steward Training (in the By-Laws)**

A discussion was held regarding whether Steward training should be mandatory. All agreed that training should be mandatory and stated in the By-Laws.

**Action item:** A. Lizotte to draft an amendment to the By-laws making Steward training mandatory. The draft amendment to be reviewed and approved by the CBLC. C. Lonmo to bring to the NEC a recommendation for its approval.

*Motion to approve making Steward Training mandatory (in the By-Laws) - carried unanimously.*

**7. Policy Inclusivity**

A discussion was held regarding whether there are direct and in-direct obstacles that prevent member participation. Looking at reviewing the Constitution and By-Laws from a perspective of looking at inclusivity and open participation. A. Lizotte recommended an expert provide advice.

**Action item:** A. Lizotte to look into finding a specialized resource to assist in this review and report back to the CBLC.



**8. Ad hoc meeting**

A discussion was held regarding whether special meetings should be held during the summer. All agreed that unless an urgent matter is raised, no meeting will be scheduled for the summer and the Committee will resume in September 2021.

*Action item:* No action item required.

**The Constitution and By-Law Committee meeting adjourned at around 4:29 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 June 9<sup>th</sup>, 2021.*

Chairperson:

Date: