



**Constitution and By-Laws Committee**  
**Tuesday, September 13<sup>th</sup>, 2022**  
**2:30pm-5pm**  
**Via Teams Meeting**

**MINUTES**

**In Attendance:** C. Lonmo (Chair), K. Mansfield, C. Awada, A. Picotte, J. Lafontaine (Arrived at 3pm)

**Staff:** J. Ouellette, J. George, K. Khouri, S. Cousineau

**Regrets:** A. Trau, H. Delnick, G. Phillips (President)

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

Meeting was called to order at 3:00pm by Chair C. Lonmo.

*Quorum was not reached until 3pm.*

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

**2. Approval of Agenda**

Agenda proposed:

- Anti-harassment statement
- Approval of the agenda
- Approval of the minutes from the previous meeting May 10<sup>th</sup> and June 14<sup>th</sup>, 2022
- Fiscal Year End shift
- Absences Policy (Bylaw 14)
- Proposed Bylaw 15
- Roundtable

C. Awada moves to approve the Agenda, seconded by A. Picotte. Agenda approved unanimously.



### 3. Review and approval of the minutes from May 10 and June 14, 2022

C. Awada moves to approve the minutes of May 10, 2022, seconded by A. Picotte.

In favour = 4 Against = 0 Abstention = 1 **Carried**

C. Awada moves to approve the minutes of June 14, 2022, seconded by K. Mansfield.

In favour = 4 Against = 0 Abstention = 1 **Carried**

### 4. Fiscal Year End shift

*Motion to recommend a proposal of amendment to the NEC, moved by A. Picotte, seconded by C. Awada.*

*Action item:* No action item required.

### 5. Absences Policy (Bylaw 14)

*Deferred to October 2022 CBLC meeting.*

*Action item:* No action item required.

### 6. Proposed Bylaw 15

There is a language inconsistency between the French and English Bylaw 15. K. Khouri suggests correcting both English and French version to refer to the correct section. Changes to Bylaw 15 to be resolved at a later date.

*Action item:* J. George to look into the issues.

### 7. Roundtable

No items were brought up.

Motion to adjourn meeting by C. Lonmo.

*Action item:* No action item required.



**The Constitution and By-Law Committee meeting adjourned at around 3:35pm. EDT.**

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*The above minutes are accepted as a true representation of the Constitution and By-Law Committee meeting held on September 13<sup>th</sup>, 2022.*

Chairperson:

Date: