



Constitution and By-Laws Committee
Tuesday, November 15th, 2022
2:30pm-5pm
Via Teams Meeting

MINUTES

In Attendance: C. Lonmo (Chair), G. Phillips (President), C. Awada, K. Mansfield, A. Trau

Staff: J. George, S. Cousineau

Regrets: J. Ouellette, K. Khouri, H. Delnick, J. Lafontaine, A. Picotte

1. Call to Order / Roundtable introductions

Meeting was called to order at 2:36pm by Chair C. Lonmo.

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

J. George joins the call at 2:40pm.

2. Approval of Agenda

Agenda proposed:

- Anti-harassment statement
- Approval of the agenda
- Approval of the minutes from the previous meeting October 19th, 2022
- Local fund transfer
- Bylaw Absences Policy (Bylaw 14)
- Voting report
- Roundtable

3. Review and approval of the minutes from October 19, 2022

To be reviewed and approved next meeting. (January 2023)

4. Local fund transfer

Locals receiving funds and not having to submit receipts in order to obtain rebate.



Following suggestions were brought up:

- There should be a limit of how much the local can hold
- We should confirm and formalize a process/procedure
- Make a reference to a policy. Should go to the NEC for approval
- A proper budget and a bank cap should be presented

Brief modification of bylaw by implementing a policy. Bylaw and policy to be brought to the NEC for approval.

5. Bylaw Absences Policy (Bylaw 14)

The process to be used if a member from the NEC or a sub-committee is repeatedly absent. A menu of options, from informal to formal, that allows the chair to implement actions and procedures towards the member.

Action item: No action item required.

6. Voting report

- If this is accepted, where would we change in the bylaws?
- What changes would need to be made to implement this?
- Identify all the areas in the bylaw where changes need to be made.
- Create a list of the sections needing to be changed.
- Does the NEC want us to move towards a ranked voting system?
- To go to the NEC with document that highlights the areas to be changed if we move towards ranked choice voting method.

Action item: J. George to reach out to Rachel regarding the subject.

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 3:53pm. EDT.

The above minutes are accepted as a true representation of the Constitution and By-Law Committee meeting held on November 15th, 2022.

Chairperson:

Date: