



Constitution and By-Laws Committee
Wednesday, October 19th, 2022
2:30pm-5pm
Via Teams Meeting

MINUTES

In Attendance: C. Lonmo (Chair), H. Delnick, G. Phillips (President), K. Mansfield, A. Trau, J. Lafontaine, A. Picotte

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

Regrets: J. Ouellette, C. Awada

1. Call to Order / Roundtable introductions

Meeting was called to order at 2:30pm by Chair C. Lonmo.

**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 September 13th, 2022
- Review of all matters (Material/Changes put forward prior AGM)
- Absences Policy (Bylaw 14)
- Bylaws & Constitution related to voting
- Preliminary item: Bylaw 5
- Preliminary item: NEC size
- Preliminary item: Local fund transfer Bylaw
- Roundtable

A. Trau requests that we speak about Bylaw 5. G. Phillips requests we speak about NEC size. Review of local fund transfer Bylaw.



A. Picotte moves to approve the amended Agenda, seconded by A. Trau. Agenda approved unanimously.

In favour = 7 Against = 0 Abstention = 0 **Carried**

3. Review and approval of the minutes from September 13, 2022

A. Picotte moves to approve the minutes of September 13, 2022, seconded by J. Lafontaine.

In favour = 4 Against = 0 Abstention = 3 **Carried**

4. Review of all matters (Material/Changes put forward prior AGM)

J. George presents a list of resolutions for the 2022 AGM:

- New Bylaw 16 adopted by the NEC
- Bylaw 3 (3.7)
- Amendment to change the fiscal year to a calendar year (Jan 1st- Dec 31st)
- Amendment to Bylaw 15 to correct errors

Action item: No action item required.

5. Absences Policy (Bylaw 14)

A brief presentation of the Bylaw 14's amendments were read to the committee. Bylaw for both NEC and NEC sub-committee were formalized.

- Members who leave the committee should no longer be contacted by CAPE
- Member who is on long term leave should not count as quorum
- List of solutions for reasons of leave to be presented to the NEC.

A. Trau leaves the call.

Action item: No action item required.

6. Bylaws & Constitution related to voting

C. Lonmo presents the voting provisions document.

Action item: No action item required.



7. Bylaw 5 (Preliminary item)

To set up a menu of Bylaw 5 for the January 2023 CBLC meeting.

Action item: No action item required

8. NEC size

Following suggestions were presented by the committee members:

- There should be a cap of NEC members
- Consider a second tier of people being voted on (second level of consultation)
- Limit number of terms members can sit on the NEC

Action item: No action item required

9. Local fund transfer Bylaw

Deferred to November 2022 CBLC meeting.

10. 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 3:45pm. EDT.

The above minutes are accepted as a true representation of the Constitution and By-Law Committee meeting held on October 19th, 2022.

Chairperson:

Date: