

Governance Sub-Committee Meeting

Friday March 21st, 2025

12pm

Via MS TEAMS

Record of Decisions

Via Teams: A. Yeo (Chair/Vice-President EC/LoP/OPBO), F-A. Roux, M. Larcher, M. Hawco (Volunteer)

Regrets: N. Prier (President), C. Hill

Staff via Teams: J. George (General Counsel and Director of Policy), K. Khouri (Legal Counsel), R. Beaulé (Executive Director), F. Raposo (IM and IT Advisor), J. Courty (Local Liaison Officer), S. Newman (Administrative Assistant)

Staff regrets: J. Hutt (Senior Advisor to the President)

1. Opening of the meeting
 - Meeting was officially called to order at 12:04pm. Quorum was reached. K. Khouri reads the CAPE Statement on Harassment. K. Khouri accepts the role of Anti-harassment Resource Person for the meeting.
2. Approval of Agenda

- A. Yeo moves to include a review of the Travel Policy at item #4. Be it resolved that the amended March 21st, 2025, agenda was approved unanimously.
3. Approval of Record of Decisions from January 17th, 2025, and February 21st, 2025
- Be it resolved that the January 17th, 2025, and February 21st, 2025, Record of Decisions were approved unanimously.
4. Travel policy
- A. Yeo mentions an issue that a member from the Finance committee raised about the appropriateness of using business class or first-class travel accommodations for CAPE member purposes.
 - A. Yeo suggests waiting for the next NEC meeting to discuss the travel policy further.
 - K. Khouri introduces a new template for policies to ensure consistency in format and appearance.
 - A. Yeo agrees with the template and suggests offline discussions with K. Khouri to finalize it.
 - M. Larcher and F-A. Roux discuss the need for a gender-inclusive writing guide and the potential crossover with the policy template.
 - A. Yeo plans to update the policy template and ensure it aligns with CAPE's writing style guide.
5. CAPE Framework for Local Bylaws (Annie)
- A. Yeo shares the CAPE Framework for Local Bylaws and discusses its purpose as a template or default set of bylaws.

- M. Larcher expresses opposition to the idea of imposing default bylaws on local chapters, arguing for local autonomy.
- J. George and M. Hawco support the idea of a default template to provide consistency and support for smaller local chapters.
- A. Yeo proposes definitions for local leadership, local executive, and stewards, emphasizing the distinction between elected and appointed positions.
- The sub-committee discusses the potential political implications and the need for consistency in how territorial acknowledgements are conducted.
- The sub-committee also agrees to focus on the CAPE anti-harassment statement as mandatory for all meetings.

M. Hawco and R. Beaulé leave the meeting.

- A. Yeo discusses the need to define "member in good standing" and suggests consulting the Constitution and Bylaws subcommittee.
- J. George and K. Khouri agree that the definition should be included in the document and possibly in the Constitution and Bylaws.
- F. Raposo and J. Courty discuss the technical aspects of managing new positions in the CAPE's database and the need for standardization.

6. Policy progress report back

7. Closing of meeting

- The sub-committee agrees to address the definitions of inactive local and local expenses in the next meeting.

The meeting was adjourned at 1:20pm.

The above record of decisions is accepted as a true representation of the Governance Sub-Committee meeting held on March 21st, 2025.