Governance Sub-Committee Meeting.

Friday January 23, 2026.

12pm Eastern Time.

Via TEAMS

Record of Decisions.

Via TEAMS: Felix-Antoine Roux (TR Director), Annie Yeo (Chair)

Regrets: Carrie Hill (EC Group Director), Julie Courty (Local Liaison Officer and Events Coordinator), Natalina Conner (Paralegal).

CAPE Staff: Francis Raposo (IM and IT Advisor), Khristian Khouri (Legal Counsel), Jennifer George (Legal Counsel), Clarisse Habarugira (Executive Assistant to the President), Joelle Franche (Administrative Assistant).

1.Opening of the meeting.

The meeting was called to order at 12:05pm, quorum was reached. Khristian Khouri accepted the role as the anti harassment resource person.

2.Approval of Agenda

The agenda was approved as presented.

3. Approval of the record of decision from September 2025.

The record of decisions from September 2025 were approved as presented.

4. CAPE Framework for Local Bylaws.

Legal confirmed that a draft template for local bylaws is in progress and is expected to be presented to the governance subcommittee at the next meeting for review and proposed amendments. Legal also indicated an intention to develop a one-page guideline; to be included as an appendix, which locals may use as a flexible template to adapt and amend for their own bylaws.

5. Virtual Voting Policy.

The committee discussed the electronic voting in two stages, beginning with a call for objections followed by the vote. The electronic voting policy had previously been approved by the NEC and will be reviewed with Legal to ensure it reflects current voting practices, including virtual meetings. Clarisse will circulate the policy.

Legal also confirmed that work is underway on a streamlined and flexible template for local bylaws, intended to provide broad guidance that locals can adapt as needed. A draft framework will be shared with the committee at an upcoming meeting.

6. Travel and Family Care Policy.

The committee discussed several policies that have not yet undergone formal review. A fees and reimbursements policy has been updated to reflect current market rates and is posted on the website, but broader policy review has stalled following earlier Finance input. It was agreed that Legal will identify outstanding policies requiring review, circulate them in order of priority, and share a centralized policy tracker with subcommittees and staff to ensure consistency and avoid duplicate or conflicting versions.

The electronic voting policy was discussed, including challenges locating it and the fact that it was implemented without prior Legal review. The committee agreed the policy requires review and clarification to reflect current electronic voting practices and norms. A related virtual meetings policy, also not reviewed by Legal, will be examined alongside the electronic voting policy to ensure alignment.

Legal will circulate the electronic voting policy to the committee, and policy reviews will proceed in priority order.

7. Closing of the meeting.

The meeting was adjourned at 12:32pm.

The above record of decisions is accepted as a true representation of the Governance Sub-Committee meeting held on January 23, 2026.