

Policy on organizing committees approved by the CAPE National Office

Last Updated: September 2026

1. Background

- 1.1. CAPE is committed to developing an organizing model of unionism, which requires rank and file members to actively organize their coworkers around issues of common concern.
- 1.2. As such, CAPE National Office will periodically call for CAPE members to form organizing committees in their departments (subject to CAPE National Office approval), to carry out a variety of organizing tasks on a given campaign. For the sake of this policy, “organizing committee” (or OC) refers exclusively to those OCs called for by the National Office to implement an approved national campaign.
- 1.3. This policy sets out obligations regarding the formation and duties of OCs.

2. Formation of organizing committee

- 2.1. After the National Office has approved a national campaign, it will call on members to form organizing committees in their departments or across departments to carry out its implementation.
- 2.2. OCs shall consist of at least three CAPE members in good standing in a given department or grouping of departments– any CAPE member in good standing, including elected or acclaimed local officers, and stewards may propose themselves as organizing committee members. Once members have created a proposed organizing committee list for a given campaign, they should name at least one chair for the proposed committee. At any given time, the chair or co-chairs must be CAPE member(s) in good standing.
- 2.3. Given that some departments have a very small number of CAPE members, it may make sense to form organizing committees across departments. The organizing committee proposal must name the departments the committee will cover and the logic for grouping the departments together. It shall also propose a name for the committee that describes the grouping of departments.
- 2.4. In some instances, it may make sense for existing committees to propose reforming to include smaller departments.
- 2.5. Any member submitting an OC proposal should contact their existing elected local executive(s) where possible for the relevant local or locals and discuss the proposed plan to form an organizing committee. Elected local executives may provide input on proposed membership lists but cannot deny members the right to step forward as committee members. Local executives should strive to respond to OC proposals within one calendar week of having received said proposal, and communicate any existing concerns to the President’s Office.
- 2.6. Following the distribution of a callout by the National Office for OCs to be formed on a given campaign, any local member in good standing may submit an application to the President’s Office with a list (minimum of three CAPE members in good standing) of potential OC members to president@acepcape.ca

- 2.7. This email should include the following information:
 - a. Name of approved national campaign that the OC proposal is for
 - b. First and Last Name of proposed members
 - c. Personal Emails of proposed members
 - d. Proposed chair or co-chairs of organizing committee
 - e. For cross departmental OCs, the proposed list of departments and the rationale for grouping said departments together.
- 2.8. Should more than one OC proposal be submitted for a department or set of departments on a given campaign within a similar timeframe, the President's Office will be responsible for coordinating a proposed resolution with the involvement of proposed OC members, relevant local executives, and CAPE staff.

3. Approval by the National Office

- 3.1. The President's Office will receive proposals for organizing committees and will strive to reach a decision and communicate the decision on given OC proposal within two calendar weeks of receipt.
- 3.2. The President's Office shall not unreasonably deny the approval of an OC. Reasons for denial of an OC proposal may include:
 - a. One or more members of a proposed OC list are not in good standing with CAPE
 - b. The proposed list of departments covered by the OC is not suitable
 - c. Any other substantive privacy, security, or strategic concern (to be communicated to the respective member(s) in a timely fashion)
- 3.3. The President's Office may revoke a OC approval (and suspend any respective privileges granted to non- executive local members prior to revocation) for any of the reasons listed in this Section B, or for violating the duties of OC members listed below.
- 3.4. If the President or designate denies or revokes a OC proposal, the matter can be referred to the National Executive Committee (the NEC) for a final determination at the request of an OC or at the request of the member(s) whose OC proposal is denied or revoked.
- 3.5. The President must report on every decision taken on an OCs approval, denial, and revocation at the following NEC meeting. For denial and revocation of an OC, the report must be in-camera.

4. Duties of the OC members

- 4.1. Approved OC members must:
 - a. Receive organizing training from CAPE National
 - b. sign all relevant forms and abide by the applicable policies prior to receiving access to any organizing infrastructure

- c. Strive to work closely with CAPE National and their respective elected local executive to coordinate campaign implementation, where relevant

4.2. Approved OC members should:

- a. Work to have one-on-one organizing conversations with coworkers about workplace issues using a Structured Organizing (SOC) model that places focus on the coworker's issues.
- b. Regularly update the organizing committee about progress being made on the SOC's
- c. Work to chart their workplaces and identify strategic paths to campaign implementation
- d. Develop scripts and other campaign implementation tools appropriate to their workplace
- e. Carefully track campaign implementation data
- f. Report campaign implementation processes and challenges to the National Office

5. Other Considerations

- 5.1. OCs may include federal public servants who are not members of CAPE, as per CAPE's commitment to solidarity and common front unionism. Non-CAPE members should not take on OC chairing roles and shall not have access to any sensitive CAPE member data, such as the membership lists, but may participate in strategic and tactical planning as well as campaign implementation.