



January 24th, 2013

TO: BOARD OF DIRECTORS  
BRANCH SECRETARY OR FACILITY STEWARDS

**Triennial National Convention**  
**Submission of By-law Amendments and Branch/Facility Resolutions**

In preparation for the 2013 National Convention, all Branch/Facility office holders should carefully review the provisions of the [By-laws and the CATCA Policy Manual](#) dealing with Convention procedures. At this time, you are reminded specifically of the procedures and deadlines for submitting proposed By-law Amendments and Branch/Facility Resolutions.

**By-law Amendments** - By-laws 21.1 – 21.7 (Section II of the Policy Manual) detail the action required by Branches/Facilities and must be strictly adhered to. It should be noted that proposed By-law Amendments:

- require approval of 2/3 of the members voting at a Branch/Facility meeting, or a Branch/Facility referendum ballot which receives in favour 75% of the votes cast (By-laws 21.1 and 21.2), or approval of 2/3 of the Board members voting at a Board Meeting (By-law 21.6);
- are submitted to the National Office by the Branch Chairman/Facility Steward;
- **must be accompanied by a copy of the minutes** of the meeting at which they are passed, or the results of the referendum vote, certified by the Branch Chairman and the Branch Secretary or by the Facility Steward, as the case may be;
- **must be postmarked no later than February 25<sup>nd</sup>, 2013** for CATCA 2013;
- may be amended by the Convention delegates if at least two-thirds (2/3) are in favour of the amendment and the Branch proposing the amendment agrees, as required by By-law 21.5;
- may not be proposed as a resolution from the Convention floor;
- will be presented to the delegates in their original form and on the form designed by the National Executive, as proper for incorporation in the By-laws.

**NOTE:**

**These By-Law Amendments should only propose changes to our CURRENT By-laws.**

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**Branch/Facility Resolutions** - The procedures for submitting Branch/Facility Resolutions are set out in Section III, para. 11.8 of the Policy Manual. Although provision is made for submitting resolutions to the National Secretary Treasurer/alternate within 24 hours of the opening of the Convention, Branch Chairmen/Facility Stewards are urged to try to have them all in the National Office 60 days in advance so that the membership as a whole will be aware of all subjects to be put before the Convention Delegates.

Attached are the forms recommended for use by Branches/Facilities in submitting convention [resolutions and By-law amendments](#).

Doug Best  
Executive Vice President