

**Editors' Association of Canada
Association canadienne des réviseurs**

Annual General Meeting Minutes

Zoom
June 26, 2021



**EDITORS
RÉVISEURS
CANADA**

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PRESENT:

NATIONAL EXECUTIVE COUNCIL

Heather Buzila	President
Breanne MacDonald	Vice-President
Caitlin Coote	Secretary
Michelle Waitzman	Treasurer

OTHERS

Gael Spivak	Parliamentarian
Nicole Watkins Campbell	Volunteer Recording Secretary

About 55 members

1. Call to order

Heather Buzila called the meeting to order at 3:32 p.m. and welcomed participants.

2. Parliamentarian

The Parliamentarian was Gael Spivak. President Heather Buzila told the meeting that Editors Canada uses Robert's Rules of Order for the annual general meeting, and the Editors Canada *Rules of Order Guide*. That guide says that meetings are to be conducted according to Robert's Rules of Order, and that other procedures and guidelines may come into play at the AGM.

3. Approval of agenda

MOVED BY Heather Buzila
SECONDED BY Andrew Wetmore

that members approve the agenda.

Carried. 93 % in favour

4. Approval of 2020 draft AGM minutes / Adoption de la version préliminaire du procès-verbal de l'AGA 2020

MOVED BY Heather Buzila
SECONDED BY Vicky Bell

that members approve the 2020 AGM minutes.

Carried. 85 % in favour

5. Approval of the 2020 annual report / Adoption du rapport annuel 2020

MOVED BY Heather Buzila
SECONDED BY Julia Cochrane

that members approve the 2020 annual report.

Carried. 96 % in favour

6. Approval of the 2020 auditor's report / Adoption du rapport d'audit 2020

MOVED BY Michelle Waitzman
SECONDED BY Marie-Christine Payette

that members approve the 2020 auditor's report.

Carried. 83 % in favour

A member asked about the 2021 virtual conference. Since it is part of 2021 financial information, it will be reported on at the 2022 AGM.

The treasurer Michelle Waitzman reported on the financial situation. In 2020, new financial policy and procedures gave everyone a common understanding of how to get things approved.

Editors Canada began using electronic payments in 2020. Young and Associates provide accounting after the retirement of the bookkeeper. Young and Associates specializes in accounting for non-profits. They introduced cloud-based accounting. Editors Canada no longer issues cheques; it now pays people electronically. People are being paid faster, and the association has better records.

Editors Canada also changed the way it funds twigs in 2020. Twigs now have a set budget instead of a share of membership revenue. Unfortunately, 2020 was not a good year to test the new system because they didn't get a chance to do the things twigs usually spend their budgets on. It could be 2022 before the association has a really good idea of how this new system works.

Highlights of 2020: Revenues were down in 2020. The conference was cancelled and other expenses dropped, including travel expenses and meeting room costs. Editors Canada ended up with a \$32,000 surplus. As well, the association received wage and rent subsidies, which helped a great deal, and Editors Canada ended its year with \$100,000 more revenue than expenses. This extra money will be used in part to fund the much-needed website work.



Highlights of 2020 / Faits saillants de 2020

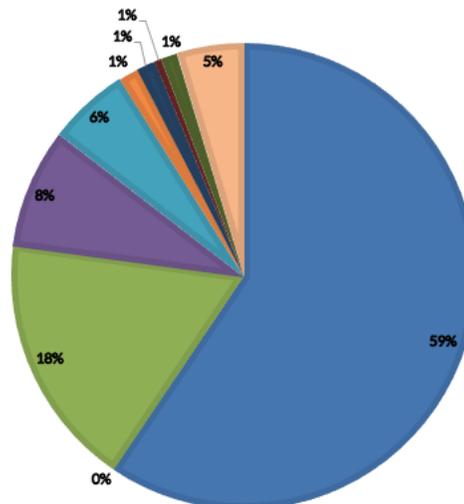
Consolidated Revenue/Expenses / Revenus/dépenses consolidés	2020
Total revenues / Revenus totaux	\$459,907
Total expenses / Dépenses totales	\$427,501
Surplus / Surplus	\$32,406
Surplus with government subsidies / Surplus avec subventions gouvernementales	\$100,358



Highlights of 2020 / Faits saillants de 2020

Revenue / Produits

- Membership fees / Droits d'adhésion
- Conference fees / Cachets de congrès
- Webinars / Webinaires
- Digital product sales / Ventes de produits numériques
- Publications
- Certification
- Interest and other / Intérêts et autres
- Awards / Prix
- Donations / Dons
- Branch and Twig revenues / Revenus des sections et ramifications



The main source of revenues was memberships and webinar fees. The treasurer thanked members for renewing memberships and attending webinars.

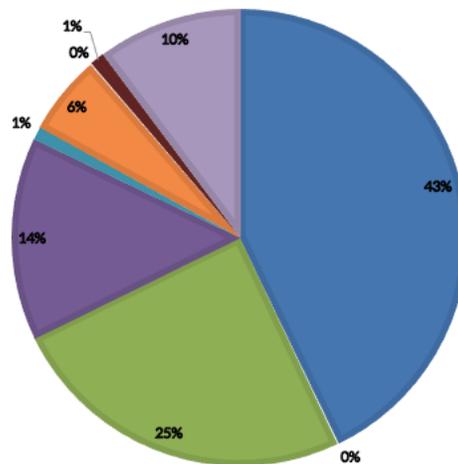
In 2020, Editors Canada spent more on staff than anything else, which is fairly typical. Legal fees seem high because our interim Executive Director's pay came out of professional fees, rather than staffing.



Highlights of 2020 / Faits saillants de 2020

Expenses / Charges

- Staffing / Dotation en personnel
- Conference / Congrès
- Professional fees / Honoraires professionnels
- Administration
- Travel and other event / Frais de déplacement et charges d'événements
- Rent / Loyer
- Printing and design / Imprimerie et conception
- Awards / Prix
- Branch and Twig expenses / Dépenses des sections et ramifications



Branches and twigs have always been part of accounting for the association's central office. Last year Editors Canada began including twigs in the audit. In detailed financial information attached to the annual report, a line called "internally restricted for branches" shows the money that was sitting in all of the branches' bank accounts. It's money that isn't in the national bank account.

Comments included kudos on Editors Canada's financially successful year.

7. Motion: That we revise the Confidentiality section of the Honorary Life Membership Procedures / Que nous révisions la section «

Confidentialité » des Procédures d'attribution du statut de membre honoraire à vie

MOVED BY Caitlin Coote

SECONDED BY Elizabeth McLaughlin

that members revise the Confidentiality section of the Honourary Life Membership Procedures.

Carried. 90 % in favour

A member asked why this motion was introduced. The response was that there was concern that if a nominee knew in advance of the nominations, the committee would feel pressured to approve their nomination.

8. Motion: That we make the outlined revisions (called resolutions) to the Affiliate Procedures/ Que nous fassions les révisions décrites (appelées résolutions) aux Procédures d'affiliation

MOVED BY Gael Spivak

SECONDED BY Greg Ioannou

that members approve the outlined revisions, called resolutions, to the Affiliate Procedures.

Carried. 80 % in favour

9. Motion: That we make the outlined revisions (called resolutions) to the Branch and Twig Policy / Que nous fassions les révisions décrites (appelées résolutions) à la Politique des sections et des ramifications

MOVED BY Gael Spivak

SECONDED BY Julia Cochrane

that members approve the outlined revisions, called resolutions, to the Branch and Twig Policy.

Carried. 86 % In favour

10. Motion: That we make the outlined revisions (called resolutions) to the Branch and Twig Procedures / Que nous fassions les révisions

décrites (appelées résolutions) aux Procédures des sections et des ramifications

MOVED BY Gael Spivak

SECONDED BY Anne Louise Mahoney

that members approve the outlined revisions, called resolutions, to the Branch and Twig Procedures.

Carried. 88 % In favour

11. Motion: That we make the outlined revisions (called resolutions) to the Confidentiality Policy / Que nous fassions les révisions décrites (appelées résolutions) à la Politique de confidentialité

MOVED BY Gael Spivak

SECONDED BY Karen MacDonald

that members approve the outlined revisions, called resolutions, to the Confidentiality Policy.

Carried. 90 % In favour

12. Motion: That we make the outlined revisions (called resolutions) to the Confidentiality Procedures / Que nous fassions les révisions décrites (appelées résolutions) aux Procédures de confidentialité

MOVED BY Gael Spivak

SECONDED BY Nancy Foran

that members approve the outlined revisions, called resolutions, to the Confidentiality Procedures.

Carried. 90 % In favour

13. Motion: That we make the outlined revisions (called resolutions) to the Consultation Policy / Que nous fassions les révisions décrites (appelées résolutions) à la Politique de consultation

MOVED BY Gael Spivak

SECONDED BY JJ Wilson

that members approve the outlined revisions, called resolutions, to the Consultation Policy.

Carried. 90 % in favour

14. Motion: That we make the outlined revisions (called resolutions) to the Membership Procedures / Que nous faisons les révisions décrites (appelées résolutions) aux Procédures d'adhésion

MOVED BY Gael Spivak

SECONDED BY Suzanne Aubin

That members approve the outlined revisions, called resolutions, to the Membership Procedures.

Carried. 92 % in favour

15. Motions from the floor / Motions sans avis

There were no motions from the floor.

16. Appointments and elections / Nominations et élections

MOVED BY Heather Buzila

SECONDED BY Andrew Wetmore

that members approve Hogg, Shain and Scheck as auditors for 2021.

Carried. 89 % in favour

A member raised a concern that two motions appeared to contradict each other. They will email Gael Spivak for clarification. If the two actually contradict each other, the motions will have to be raised again in the 2022 AGM because members have already voted on and passed the motions.

Nominations committee chair Gael Spivak gave some background on the nominations this year. First, members vote nominees as directors and NEC votes them into positions. Every year the committee invites members to nominate others or themselves to NEC director positions. The notifications are sent by email and social media and the Executive Director notifies branch and twig leaders that it is time to nominate NEC directors. This year, the committee directly contacted 50 nominees. The chair thanked the committee for their hard work, the people who agreed to stand for nomination, and those who were invited but weren't able to participate on the NEC for this year.

Candidates for National Executive Council for two years are:

- Maria Frank (Editors Edmonton)
- Błażej Szpakowicz (Editors BC)
- Kaitlin Littlechild (Editors Atlantic)
- Arija Berzitis (Editors Toronto)
- Marcia Allyn Luke (Editors Toronto)

- Leah Morrigan (Editors Toronto)

The committee chair asked for nominations from the floor.

The members listed above were acclaimed as NEC directors. There is still an opening on National Executive Council.

Elected at the 2020 AGM for two years are:

- Suzanne Bowness (Editors Toronto)
- Heather Buzila (Editors Edmonton)
- Anne Godlewski (Editors Kitchener-Waterloo-Guelph)
- Breanne MacDonald (Editors Hamilton-Halton)

Editors Canada thanks the following outgoing members of the National Executive Council for their time and dedication:

- Anne Brennan
- Caitlin Coote
- Janice Dyer
- Greg Ioannou
- Patricia MacDonald
- Berna Ozunal
- Gael Spivak
- Michelle Waitzman

National committee chairs and national positions

The members named below are nominees. The new National Executive Council will vote on them at its first meeting.

Committee/Position	Name
Awards	Zofia Laubitz (Editors Québec)
Career Builder	Sue Archer (Editors Kitchener-Waterloo Guelph) Lynne Melcombe (Editors British Columbia)

Certification	Vicky Bell (Editors Ottawa-Gatineau) Jaime Miller (Editors Calgary)
Comité Agrément/Principes	vacant
Communications and marketing	Jillian Reiten (Editors Edmonton)
Conference	TBD
Conference adviser	Breanne MacDonald (Editors Hamilton-Halton)
The Editors' Weekly	Lucy Payette (Editors Manitoba)
Equity, diversity and inclusion adviser	Adebe DeRango-Adem (Editors Toronto)
Facebook group moderator	Joanne Haskins (Editors Toronto) Lenore Hietkamp (Editors BC)
Francophone adviser / Conseillère francophone :	Sylvie Collin (Réviseurs Québec)
List monitor	Nancy Wills (Editors Kingston)
Mediator	Jane Kidner (Editors Toronto)
Member services	Kathryn Willms (Editors Toronto)
Mentorship	Risha Gotlieb (Editors Toronto)
Publications	Paula Chiarcos (Editors KWG) Jona Rhica Mejico (Editors Toronto)
Standards committee	Berna Ozunal (Editors Toronto)
Student relations	Becky Noelle (Editors Calgary)
Training and development	Miriam Bergert (Editors Toronto) Greg Ioannou (Editors Toronto)
Volunteer management	Monica Laane-Fralick (Editors Kingston)
Task forces / Groupes de travail	
Equity, diversity and inclusion task force	Fazeela Jiwa (Editors Atlantic)
Insurance task force	Jenny Davies (Editors Saskatchewan)
Honorary life membership evaluation committee	
Person	Replace in what year
Nancy Flight	2023

Maureen Nicholson	2023
Cathy McPhalen	2022
Marie-Christine Payette	2022
Heather Ebbs (term is done)	2021
Joanna Odrowaz (term is done)	2021
NEW: Lesley Cameron	2024
NEW: Jonathan Paterson	2024

17. President's Awards / Prix de la présidence

Adriana Paradiso (Editors / Réviseurs Toronto)	Lina Scarpellini (Editors / Réviseurs Québec)
Agnès André (Editors / Réviseurs Québec)	Magalie Allard (Editors / Réviseurs Québec)
Anna Williams (Editors / Réviseurs Edmonton)	Marie-Christine Payette (Editors / Réviseurs Québec)
Annette Gingrich (Editors / Réviseurs BC)	Marilyn Boake (Editors / Réviseurs Calgary)
Becky Heaman (Editors / Réviseurs BC)	Myriam Gagnon (Editors / Réviseurs Québec)
Becky Noelle (Editors / Réviseurs Calgary)	Natalia Iwanek (Editors / Réviseurs Toronto)
Carmen Siu (Editors / Réviseurs Toronto)	Nicola Aquino (Editors / Réviseurs Atlantic)
Charlene Deck (Editors / Réviseurs Calgary)	Paul Neuviale (Editors / Réviseurs Toronto)
Ellen Keeble (Editors / Réviseurs Toronto)	Robin Larin (Editors / Réviseurs Hamilton-Halton)
Lenore Hietkamp (Editors / Réviseurs BC)	Sophie Pallotta (Editors / Réviseurs Québec)

Lee d'Anjou Volunteer of the Year Award / Prix Lee-d'Anjou – Bénévole de l'année

Nancy Foran was nominated for her work with organizing and coordinating the translation group.

Heather Buzila thanked all volunteers for their work.

18. Certification / Certification

Editors Canada thanks the Certification committee for its work in creating and maintaining a world-class certification process. Editors Canada celebrates 15 years of certifying editors. Director of Professional Standards Berna Ozunal thanked the committee members for their hard work.

2020 Certified Stylistic Editors

- Robyn So
- Lindsey Hritzuk

2020 Certified Professional Editor (CPE)

- Lindsey Hritzuk

19. Other business / Divers (5:25)

There was no other business. Heather Buzila thanked Caitlin for running polls and Gael Spivak and Michelle Waitzman for speaking and office staff for running things behind the scenes.

20. Adjournment /Clôture

MOVED BY Greg Ioannou
SECONDED BY Gael Spivak

that the meeting be adjourned.

Carried. 96 % in favour

Appendix A – Agenda

1. Call to order / Ouverture
2. Parliamentarian / Assesseur-conseil: Gael Spivak
3. Approval of agenda / Adoption de l'ordre du jour
4. Approval of 2020 draft AGM minutes / Adoption de la version préliminaire du procès-verbal de l'AGA 2020
5. Approval of the 2020 annual report / Adoption du rapport annuel 2020
6. Approval of the 2020 auditor's report / Adoption du rapport d'audit 2020
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8. Motion: That we make the outlined revisions (called resolutions) to the *Affiliate Procedures*/ Que nous fassions les révisions décrites (appelées résolutions) aux Procédures d'affiliation
9. Motion: That we make the outlined revisions (called resolutions) to the *Branch and Twig Policy* / Que nous fassions les révisions décrites (appelées résolutions) à la *Politique des sections et des ramifications*
10. Motion: That we make the outlined revisions (called resolutions) to the *Branch and Twig Procedures* / Que nous fassions les révisions décrites (appelées résolutions) aux *Procédures des sections et des ramifications*
11. Motion: That we make the outlined revisions (called resolutions) to the *Confidentiality Policy* / Que nous fassions les révisions décrites (appelées résolutions) à la *Politique de confidentialité*
12. Motion: That we make the outlined revisions (called resolutions) to the *Confidentiality Procedures* / Que nous fassions les révisions décrites (appelées résolutions) aux *Procédures de confidentialité*
13. Motion: That we make the outlined revisions (called resolutions) to the *Consultation Policy* / Que nous fassions les révisions décrites (appelées résolutions) à la *Politique de consultation*
14. Motion: That we make the outlined revisions (called resolutions) to the *Membership Procedures* / Que nous fassions les révisions décrites (appelées résolutions) aux *Procédures d'adhésion*
15. Motions from the floor / Motions sans avis

16. Appointments and elections / Nominations et élections

17. President's Awards / Prix de la présidence

18. Certification / Certification

19. Other business / Divers

20. Adjournment / Clôture

Appendix B – Motion Details/Background

Motion 1: I move that we make the following revisions (called resolutions) to the *Affiliate Procedures*

Resolution 1.1

I move that we add criteria for proof of student status to the student affiliate section of the *Affiliate Procedures*.

Add this text:

“Students must provide proof of student status. This can be any document showing the name of the educational institution, their name and a date (including the year), such as

- a tuition receipt,
- program registration,
- a signed letter or email from a professor, or
- an unofficial transcript.”

Supporting statement:

Without these criteria written in a procedure, the office often has to ask the national executive council for guidance.

(Note to Gael: if this passes, also ask the office to make any needed changes to the website.)

Resolution 1.2

I move that we add text to the *Affiliate Procedures* on who is eligible for student affiliate status.

Add this text.

“For the purposes of deciding who is eligible to be a student affiliate, students are defined as anyone enrolled part-time in an editing or editing-related post-secondary program or in full-time post-secondary studies in any discipline. Editors Canada will also allow the student affiliate status for anyone applying for it within three months of completing one of these programs.

“People who are working and taking supplementary courses for professional development do not qualify as students.”

Supporting statement:

Without these criteria written in a procedure, the office often has to ask the national executive council for guidance. There have been endless discussions about it. This will help the office interpret eligibility.

Adding the three months after completion of a program will bring us new people who would not normally join an association. Some Editors Canada members who are teachers have noted that their students don't even think to join a professional association until they finish their program. They're short of money after finishing school, so bringing them in then, and giving them the chance to be affiliates, will help us to increase membership over the long term.

Resolution 1.3

I move that we remove this text from the *Affiliate Procedures*. It appears in 8 spots in the procedure document.

“Affiliates receive a free subscription to *Active Voice / La Voix active*.”

Supporting statement:

The association is no longer publishing *Active Voice/ La Voix active*.

Resolution 1.4

I move that we remove this text about publications from the *Affiliate Procedures*.

“Affiliate student status includes access to the following member benefits: ...member discounts on publications”

Supporting statement:

The national executive council is likely going to change how it sets up discounts for publications, as a better business model. This is from a lengthy NEC discussion in 2020. “Moving forward, it wouldn't be a bad thing to have a set policy that association-developed publications be priced according to development costs (as per real world publishing) and members pay that price (or slightly lower), and non-members pay a premium price.”

Resolution 1.5

I move that we update this section of the *Affiliate Procedures* by removing some of the outdated benefits of being a student affiliate:

“Affiliate student status includes access to the following member benefits:

- free subscription to *Active Voice / La Voix active*
- member discounts on seminars, courses, conference
- member discounts on publications
- free attendance at branch/twig meetings
- ODE listing, if purchased (such a listing will indicate affiliate student status)”

And replace it with this:

“Affiliate student status includes access to all the same benefits as members, with the following exceptions.

“Voting and elected positions

- Student affiliates cannot vote in branch and national level elections.
- Student affiliates cannot hold elected positions of directors or branch executive members as described in the bylaw.

“Services

Student affiliates do not have access to the following services:

- use of an @editors.ca email address
- access to insurance packages
- access to the Editors Canada mediator

“Student affiliates have access to the following services with restrictions:

- A listing in the directory, if purchased, must indicate affiliate student status.”

Supporting statement:

Student affiliate benefits change from time to time. Because changes to this procedure require a motion going to members and a member vote at a national annual general meeting, it’s more efficient to just refer to the discount generically.

I did not refer to the directory as the Online Directory of Editors or the ODE because the name may change when a website update is done. Calling something an online version is awfully quaint in 2021.

Resolution 1.6

I move that we expand this text in the *Affiliate Procedures* to allow student affiliates into more leadership roles:

“Affiliate students are also allowed to volunteer for the association, a benefit that is not permitted to other affiliates.”

Add this text.

“including in leadership positions in branches and twigs, and national committees, except for where prohibited by the Editors Canada bylaw.”

Supporting statement:

There is no reason to keep student affiliates from leadership roles. They have good ideas, they care about the association, and they can keep Editors Canada vibrant with new ideas. And many of our student affiliates are coming to editing as a second or third career (so they do have plenty of experience that could benefit the association). The bylaw says that only members can hold the positions of branch chair, treasurer, secretary and marketing/public relations.

Note that other affiliates include associations, organizations and employers, as per the *Affiliate Policy*. Student affiliates are the only affiliates who may volunteer.

Motion 2: I move that we make the following revisions (called resolutions) to the *Branch and Twig Policy*

Resolution 2.1

I move that we remove the term “twig coordinators” from the *Branch and Twig Policy* and refer to them as “twig co-chairs.” The term “twig coordinators” occurs several times in the document.

Supporting statement:

It will make communications easier. Right now, we have to write and say, “branch chairs and twig coordinators.” Using “branch and twig chairs” would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one “chair” and one “coordinator.” The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Resolution 2.2

I move that we update this section of the *Branch and Twig Policy*.

“Branch officers, who are appointed under section 6.01(f) of Bylaw No. 1 (2014), submit quarterly and annual financial reports to the national executive council on behalf of their branches.”

By changing it to this:

“Branch officers, who are appointed under section 6.01(f) of Bylaw No. 1 (2014), must submit the following:

- reports and financial reports as required by the national executive council (NEC)
- annual financial reports to the NEC.”

Supporting statement:

The national executive council does not require quarterly reports anymore. Updating the text to be more flexible will mean that the number of reports required can change if needed.

Motion 3: I move that we make the following revisions (called resolutions) to the *Branch and Twig Procedures*

Resolution 3.1

I move that we remove the term “twig coordinators” from the *Branch and Twig Procedures* and refer to them as “twig co-chairs” in the *Branch and Twig Procedures*. The term “twig coordinators” occurs several times in the document.

Supporting statement:

It will make communications easier. Right now, we have to write and say “branch chairs and twig coordinators.” Using “branch and twig chairs” would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one “chair” and one “coordinator.” The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Resolution 3.2

I move that we expand the qualifications for twig coordinators in each place it appears in the *Branch and Twig Procedures*, to allow student affiliates into more leadership roles.

We can change this text

“The coordinators must be members of the association”

to this

“The twig chairs must be members or student affiliates of the association.”

Supporting statement:

There is no reason to keep student affiliates from leadership roles. They have good ideas, they care about the association, and they can keep Editors Canada vibrant with new ideas. And many of our student affiliates are coming to editing as a second or third career (so they do have plenty of experience that could benefit the association). This change will not affect core branch executive roles because the bylaw says that only members can hold the positions of branch chair, treasurer, secretary and marketing/public relations.

Resolution 3.3

I move that we update this section of the *Branch and Twig Procedures*.

“Through the regional directors of branches and twigs, each branch and twig must submit

- a quarterly report of its activities, including a financial report, to the national executive council, and
- an annual report to the membership to be included in the annual report of the association.”

By changing it to this:

“Through the regional directors of branches and twigs, each branch and twig must submit

- reports and financial reports as required by the national executive council (NEC)
- annual financial reports to the NEC.”

Supporting statement:

The national executive council does not require quarterly reports anymore. Updating the text to be more flexible will mean that the number of reports required can change if needed.

Resolution 3.4

I move that we update this section of the *Branch and Twig Procedures* by

- changing “EAC” to “Editors Canada members or student affiliates”
- removing “or by default to the parent branch.”

“When a branch or twig is dissolved, each of its members chooses which other branch or twig to join. After all debts (if any) are paid, the money follows the EAC members in good standing to whatever branch or twig they choose, or by default to the parent branch.”

Supporting statement:

These changes will update inaccurate text in the procedure.

- EAC is no longer the short form of the association’s legal name.
- This rule would apply to student affiliates, but they were not included in the original.
- There is no such thing as a parent branch. It is not a term that occurs in any other association documents except for this one. Members and student affiliates choose what branch or twig they want to belong to when they join the association (and they can change that when they renew or at any other time).

Motion 4: I move that we make the following revisions (called resolutions) to the *Confidentiality Policy*

Resolution 4.1

I move that we remove this line from the *Confidentiality Policy*:

“personal information as defined in the federal Personal Information Protection and Electronic Documents Act”

And replace it with this:

“personal information as defined in the Editors Canada privacy policy and guidelines.”

Supporting statement:

As a not-for-profit corporation, Editors Canada is not bound by that federal legislation or by provincial privacy laws, so we should not be referring to the legislation in our governance documents. Note that the new *Privacy Policy* and *Privacy Guidelines* follow the same privacy principles as found in the legislation.

Resolution 4.2

I move that we remove this line from the *Confidentiality Policy*:

“Editors Canada will comply with all relevant provisions of the Personal Information Protection and Electronic Documents Act with respect to collecting, using, storing and disposing of confidential information.”

And replace it with this:

“Editors Canada will follow the privacy principles defined in its *Privacy Policy* and *Privacy Guidelines* when collecting, using, storing and disposing of confidential information.”

Supporting statement:

As a not-for-profit corporation, Editors Canada is not bound by that federal legislation or by provincial privacy laws, so we should not be referring to the legislation in our governance documents

Motion 5: I move that we make the following revisions (called resolutions) to the *Confidentiality Procedures*

Resolution 5.1

I move that in the *Confidentiality Procedures*, we change all references of “twig coordinators” to “twig co-chairs.”

Supporting statement:

It will make communications easier. Right now, we have to write and say, “branch chairs and twig coordinators.” Using “branch and twig chairs” would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one “chair” and one “coordinator.” The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Resolution 5.2

I move that in the *Confidentiality Procedures*, we change this “at” to “by”:

Change this text: “NEC *in camera* minutes are securely stored **at** the national office, separate from regular meeting minutes”

To this: “NEC *in camera* minutes are securely stored **by** the national office, separate from regular meeting minutes”

Supporting statement:

The *in camera* minutes are not physically stored at the office; they are stored electronically, by the office.

Motion 6: I move that we make the following revisions (called resolutions) to the *Consultation Policy*

Resolution 6.1

I move that in the *Consultation Policy* we change all references of “twig coordinators” to “twig co-chairs.”

Supporting statement:

It will make communications easier. Right now, we have to write and say, “branch chairs and twig coordinators.” Using “branch and twig chairs” would be so much easier for everyone. And there is no reason to distinguish between the roles by calling one “chair” and one “coordinator.” The main difference in their roles is that the branches manage their bank accounts while twigs have the office to do that. But even then, the branch treasurers do most of that work, not the branch chairs.

Motion 7: I move that we make the following revisions (called resolutions) to the *Membership Procedures*

Resolution 7.1

I move that we update this section of the *Membership Procedures* to remove this text:
“(Replacing Rules and Regulations No. 3: Membership Categories in the Association, October 2006)”

Supporting statement:

It no longer matters that this procedure document replaced something from 15 years ago.

Resolution 7.2

I move that we update this section of the *Membership Procedures* to add twig-level votes to the second bullet.

Rights of membership include the following:

- free or discounted attendance at member meetings
- voting (in branch-level or national-level votes)

Supporting statement:

The right of members to vote on twig-level votes in their own twigs should be added to this list to protect those member rights. Members of a twig should not have fewer rights than members of a branch.

Resolution 7.3

I move that we update this section of the *Membership Procedures* by remove the various benefits of membership:

“Benefits of membership include the following (additional fees may apply):...” [it goes on to list several benefits, many of which are no longer applicable.]

And replace it with “Membership provides access to various services, benefits and discounts, as listed on the Editors Canada website.”

<https://www.editors.ca/join/benefits-membership>

(The link can be updated without a member vote.)

Supporting statement:

Member benefits change from time to time. Because changes to this procedure require a motion going to members and a member vote at a national annual general meeting, it's more efficient to just refer to these benefits generically. The URL can be updated if it changes, without going to a member vote.