



**Date:** November 3, 2010

**Memo To:** CAPE Membership

**From:** Claude Poirier, President

**Subject: Annual General Meeting (AGM)**

The Annual General Meeting will be held from 6:00 p.m. – 8:30 p.m. at the Marriott Hotel, 100 Kent Street, Ottawa (ON) on Thursday, November 25, 2010.

The documents enclosed listed below are for the AGM:

1. [Official Notice and Agenda](#)
2. [Memo from Constitution and By-Laws Committee](#)
3. [Proposed By-Law Amendments](#)
4. [Proposed Constitutional Amendments](#)
5. [By-Law and Constitutional Amendments Regarding a Solemn Declaration](#)
6. [Call for Volunteers to Various Sub-Committees](#)
7. Voting Procedures
8. Ballot # 1 - By-Law # 3 Amendments
9. Ballot # 2 - By-Laws # 4, # 5 and New By-Law # 10 Amendments
10. Ballot # 3 - Constitutional Amendments
11. Ballot # 4 - By-Law and Constitutional Amendments package regarding a Solemn Declaration
12. Voter registration card, ballot envelope and a postage paid business reply envelope