

POLICY M5

CAPE – Language Policy

Objective

1. The objective of the policy is to support rights and entitlements defined in CAPE's Constitution and Bylaws on the matter of language.

Authorities

2. The Language Policy is established in accordance with CAPE's Constitution; more specifically in accordance with the Preamble, Section 4, Section 33, Bylaw 2.1, Bylaw 3.6 and Bylaw 3.35.
3. Appendix A contains a copy of the Minutes recording the decision to establish the policy.
4. Appendix B contains a copy of the above-mentioned Sections of the Constitution and Paragraphs of the Bylaws.

Responsibilities

5. CAPE
 - a) will promote actively and regularly the use of both French and English;
 - b) review every three years its practices and written authorities in order to ensure that they are in conformity with language rights and entitlements as defined in CAPE's Constitution, Bylaws, Policies and operational procedures;
 - c) will provide members in a timely manner with information pertaining to their rights and entitlements as defined in CAPE's Constitution, Bylaws, Policies and operational procedures;
 - d) will require the submission of an annual report to the National Executive Committee from Locals and Management on matters relevant to CAPE's internal practices as they relate to language rights and entitlements;
 - e) will set-up and manage a complaint process to receive complaints specific to language rights as defined in CAPE's Constitution, Bylaws, Policies and operational procedures.
6. CAPE's elected and appointed officers

- a) will support and promote actively the use of both French and English within CAPE, according to the rights and entitlements defined in CAPE's Constitution, Bylaws, Policies and operational procedures.

7. A CAPE member

- a) will support and promote actively the use of both French and English within CAPE, according to the rights and entitlements defined in CAPE's Constitution, Bylaws, Policies and operational procedures.

Complaint Process

- 8. The National Executive Committee will receive, investigate and determine corrective action further to language complaints filed against alleged misapplication of CAPE's Constitution, Bylaws and Policies on matters related to language;
- 9. The National President will receive, investigate and determine corrective action further to language complaints filed against alleged misapplications of CAPE's operational procedures;
- 10. The National Executive Committee may delegate the responsibility of receiving and investigating a complaint to the National President;
- 11. The National President may delegate the responsibility of receiving and investigating a complaint to a member of CAPE's management;
- 12. A language complaint will not be investigated if the matter is being investigated under a different redress process.

Review

- 13. The Language Policy will be reviewed every three (3) years. The review as well as the review described in Paragraph 5 (b) of the policy is to occur within the first year of a new National Executive Committee mandate.

Effective Date

- 14. January 31, 2020

POLICY M5; LANGUAGE

APPENDIX A

- **Meeting of CAPE's National Executive Committee, January 31, 2020:**
 - Approved Minutes, item 4.5, page 5:
 - The Language Policy was circulated in October and presented to the NEC for final approval. There were no additional comments raised.
 - Motion to approve the Language Policy as presented Moved by: N. Bois Seconded by: G. Kopytko
 - Recorded Vote: In Favour: (16) J. Akins, O. Alarie, C. Awada, N. Bois H. Delnick, N. Giannakoulis, G. Kopytko, J. Lafontaine, C. Lonmo, K. Mansfield, A. Nemeč, A. Picotte, S. Rehman, M. Stiermann, A. Trau, E. Venditti Abstention: (1) G. Phillips
 - Carried Unanimously

POLICY M5: LANGUAGE POLICY

APPENDIX B

Phrases directly relevant to the language policy are in italic.

Constitution, Preamble

We the membership have formed this Association to enhance the profile and increase the visibility of our knowledge-based professional work. We shall respect the autonomy of individual groups with regards to collective bargaining. We shall maintain a high level of services, in a financially efficient manner. We shall respect democratic principles. *We shall ensure that our Association is a fully bilingual organization, both in services provided to its members and in its major bodies.* We shall speak with one voice while recognizing the specific character of each individual group.

Constitution, Section 4 (Official Languages)

4.1 The Association shall communicate with an individual member in the official language of the member's choice.

4.2 All meetings of the National Executive Committee, Local Leadership Council, Presidents' Council and all general-membership meetings of the Association shall provide interpretation services. A meeting of a bargaining unit to discuss a tentative agreement shall provide interpretation services. All documents for such meetings shall be in both official languages.

4.3 A local may request from the national office interpretation services for a meeting, as well as the production of agenda and notices in both official languages.

4.4 The Association fosters the use of both official languages in the operations of its National Office.

Constitution, Section 33 (Rules of Order)

33.1 All meetings of the Association shall be governed by the bilingual rules of procedures set out in the By-Laws.

Bylaw 3 (Elections and Resolutions), Paragraph 3.6

The nomination form may be provided in print or electronically and accompanied by two pages (8 1/2 x 11) of text using Arial 12 point font or equivalent in which the candidate may provide a biography, his/her reason for running, contact information and a website address. *If the candidate does not provide the required documents in both official languages, the Association shall have the presentation document translated.* The candidate shall be allowed five (5) working days to review the translation produced by the Association.

Bylaw 3 (Elections and Resolutions), Paragraph 3.35

All resolutions shall be submitted by two (2) Regular or Pending members. Authors of the resolutions shall clearly indicate their name, their home department, bargaining unit and a telephone number where they can be reached during regular working hours, and sign their submission. The resolutions and accompanying remarks shall not exceed a one page (8 1/2 x 11) text using Arial 12 point font or equivalent. The text shall not refer to any list nor mention individuals or locals who are in support of the resolution. *If the authors of the resolution do not provide the document in both official languages, the Association shall have the document translated.* The authors shall be granted 5 working days to review the translation produced by the Association.