

Canadian Association for Baptist Freedoms (CABF)
Constitution and Governance Committee
Special Project to Update the CABF Governance Structure
Meeting with CABF Council on January 8, 2025

Resolution #1: Terms of Reference for the Special Project Team of the Constitution and Governance Committee (The Special Project Team)

WHEREAS:

- 1) The Special Project Team was established by unanimous motion of the CABF Council at its November 13, 2024, meeting, and
- 2) Draft Terms of Reference for the Special Project Team were presented to the CABF Council at its December 11, 2024, meeting and discussed at that meeting;

THEREFORE:

BE IT RESOLVED THAT:

The Terms of Reference for the Special Project Team shall be:

**Terms of Reference for the Special Project Team
of the Constitution and Governance Committee**

1. For the purposes of this Special Project, the Constitution and Governance Committee will add persons from the council, committees and membership who are interested in contributing to the project (the Special Project Team).
2. The Special Project Team will report to the Chair of the Constitution and Governance Committee and to the Council.
3. In undertaking its work, the Special Project Team will keep in mind the Objectives of the Association as defined in the Memorandum of Association and the Vision, Mission, Values, Strategic Priorities and Key Initiatives outlined in the 2019 Strategic Plan—Framework document.
4. The Special Project Team will identify issues and opportunities with regard to the CABF structure and governance to ensure that the Association is provided with a governance model that meets current and future needs.
5. The Special Project Team will consult broadly with the membership to obtain additional input.
6. The Special Project Team will identify potential strategies for resolving each issue and/or improving each process or developing each opportunity.

7. The Special Project Team will meet with the CABF Council once each month (Second Wednesday at 1:00 pm via Zoom) to report on progress, discuss strategies and options for resolution or improvement, and prioritize further work. The December 11, 2024, meeting will be restricted to discussion of this one topic, and the January 8, 2024, meeting will be a regular Council meeting with this project as a major agenda item. Meetings in subsequent months will alternate between one topic agendas and regular Council meetings.
8. From time to time, in consultation with Council, the Special Project Team will communicate with the membership. Periodic updates and opportunities for input will also be placed on the CABF Website.
9. As a conclusion is reached for each issue or opportunity, in consultation with the Officers, Executive, Council or Committees as appropriate, the Special Project Team will draft resolutions regarding potential amendments to By-Law #2 or updates to the Policy and Procedures Manual for consideration by Council.
10. Time is of the essence for this project. New issues are becoming evident as the membership grows, both in numbers and geographic distribution. This will result in work on some issues proceeding quickly, while not waiting for all issues to be resolved before moving forward. Items which can be acted upon without amending By-Law #2, such as changes to the Policy and Procedures Manual or items within the purview of Council will be acted upon as soon as approved by Council.
11. When Council is satisfied that the project is substantially complete, the Special Project Team will prepare a Special Resolution to amend By-Law #2 and a briefing package and to prepare the membership for the vote, which will occur at a General or Special Meeting of the Members.