



The CBWC is governed through our own Assembly Approved Bylaws, Bourinot's Rules of Order, and the Canada Not for Profit Corporations Act (CNPCA). The information below has been gathered from the CNPCA so that members know the process for submitting a motion.

Notice of Meeting:

The formal notice of meeting is required to be distributed to all members 21-35 days before the date of the meeting if by telephonic or electronic means, or 21-60 days if via hard copy. The full text of all formal motions and resolutions is required to be included in this distribution.

How & When to Submit a Motion:

Members may submit the text of a motion which will be included in the notice of the meeting. To include a motion, a member must have submitted the motion to the CBWC President or CBWC Board Secretary by 90 to 150 days before the anniversary of the previous annual meeting of members. (for 2022, motions must be received and date stamped at president@cbwc.ca between noon Sunday, December 26, 2021 and noon Friday, February 25, 2022). The text of the motion may start with "We, the board/leadership of (name of your church), move that (state your motion)....".

Amendments on the floor of Assembly are not addressed in the CNPCA but are addressed in the CBWC bylaws.

Amendments to motions may be made during the Assembly when the relevant motion is on the table (having been moved and seconded). Amendments made may not undo the intent of the main motion; that requires a new motion. If an amendment is moved and seconded, the main motion is put aside for the moment, and discussion occurs around the amendment only. If the vote on the amendment carries, the main motion is immediately changed, discussed, and then is voted on.

All motions require a simple majority vote (50% +1), with the exception of a motion to change the by-laws, which requires a two-thirds majority.

Refusal of Motion | Notice of Refusal:

A corporation is not required to comply with including the text of a motion if any of the listed scenarios on page 74 are involved. See page 74 in CNPCA document link below.

Referenced Documents:

[CNPCA updated to February 15, 2021](#)

[CNPCA Regulations updated to February 15, 2021](#)

Disclaimer: In the event that there is a discrepancy between what is stated in this document and Bourinot's Rules of Order (BRO) and/or the Canada Not for Profit Agreement (CNPA), the BRO and CNPA will be followed.