

True Peace Toronto
Care-Taking Committee (CTC) Bylaws
Last revision: June 8, 2009

1. **Name.** The name of the committee will be the Care Taking Committee (CTC), which is the name of the equivalent group at Plum Village.
2. **Sangha.** The “Sangha” here means the U of T meditation group, any weekday practice group, and the Sunday practice group.
3. **Order of Interbeing (OI).** The Order of Interbeing members leading the Sangha are Ghan Chee, David Frank, and Paul Baranowski.
4. **Authority of the CTC.** We are a wisdom tradition and that as such we look to those with a deeper practice to guide the Sangha. It was agreed that the authority of the CTC flows from the OI.
5. **Purpose & Structure of CTC.**
The purpose of the CTC is:
 1. To provide an environment to allow volunteers to help with the Sangha in a coordinated fashion.
 2. To bring transparency and accountability to the decision making of Sangha.
 3. To manage the affairs of the Sangha, including coordinating the meditation sessions, finance, outreach, information technology, events, legal and administrative, and administrative relations with external parties.
6. **Composition of the CTC.**
 1. Anyone wishing to be a voting member of the CTC must:
 - i. have attended Sangha meditation sessions for at least one year and have attended at least 24 meditation sessions; and
 - ii. have attended at least two consecutive CTC meetings as a non-voting member; and
 - iii. must have a working understanding of our wisdom tradition; and
 - iv. be approved by the majority of the OI and the voting members of the CTC.
 2. Loosing voting privileges. A person loses their voting privileges when they:
 1. Announce to the members of the CTC they are resigning, either through email or in person.
 2. Are away from the CTC for more than three consecutive meetings or three months, whichever is greater.

3. **Regaining voting privileges.** To regain voting privileges after they have been lost, a person must:
 1. have attended at least two consecutive CTC meetings as a non-voting member; and
 2. be re-approved by the majority of the OI and the voting members of the CTC.
 4. Anyone who has attended at least one meditation session may attend and participate in any of the CTC meetings without a vote.
7. **Meetings.** Each meeting should have a chairperson and a secretary to take minutes. No meeting can proceed without these two positions.
8. **Quorum.** It was agreed that Quorum for a meeting is 50% of the CTC members rounded down, plus one person. E.g. if there are 6 members of the CTC total, then quorum for a meeting is 4; if there are 3 members of the CTC, then quorum is 2.
9. **Decision Making.**
 1. All decisions of the CTC will be subject to the approval of the OI. Meeting minutes, once approved by the CTC, will be circulated to the OI or its representative, who will have an opportunity to review and accept or reject any decisions made.
 2. The CTC will seek to make decisions by consensus following a period of discussion of the issue of an adequate length as determined by the chair. Consensus does not require that everyone agrees with the decision, but rather that those who don't are willing to go along with it, recognizing that there can be differences of opinion but without any conflict.
 3. If there has been an adequate amount of discussion and it does not appear consensus will be possible, the chair of the CTC meeting may call a vote, which will be a simple majority vote.
10. **Publishing of Minutes.** Meeting minutes will first be circulated to the CTC to ensure they accurately reflect what took place at the meeting. A deadline is given to the members of the CTC (typically one week) in order to give their feedback of the minutes. Once approved by the CTC, they will be sent to the OI for review and approval. A deadline is also given to the OI for their review (typically one week). Once approved, they will be circulated to the Sangha via the email list. When the minutes are sent to the email list, there should also be an invitation and a method listed as to how others may attend the meetings.
11. **Email Communication.** Email communication between meetings should be limited to urgent time-sensitive items related to specific tasks. Comments and discussions should be kept within the CTC meetings.
12. **Feedback.** Sangha members shall be kept informed about the CTC and how to participate and give feedback. This can be done for example by putting information on the web site, through email reminders, by providing a handout at meditation sessions, or by announcing it at meditation sessions.
13. **Mindful speech.** Participants in the CTC are asked to observe the following practices during the meetings (Taken from the Mindfulness Bell #51):

1. Each member's ideas and comments are a gift to the Sangha. We will practice to listen without judging and should first identify the gift offered before considering its usefulness.
2. We will practice to express ourselves clearly and as briefly as possible. Talking over people, interrupting speakers, and rushing to speak as others pause are some ways that limit others' ability to speak.
3. Repeating point that we already made, speaking for long periods, and making comments that are dealing with multiple issues at once, can be intimidating and overwhelming. We will practice to make every effort to present simply and briefly.
4. We will practice to be careful before we represent the views of others who are not present.
5. The Mindfulness Trainings present many opportunities to practice during meetings:
 1. "Aware of the suffering created by attachment to views and wrong perceptions, we are determined to avoid being narrow-minded and bound to present views."
 2. "We shall learn and practice non-attachment from views in order to be open to others' insights and experiences."
 3. "Aware that lack of communication always brings separation and suffering, we are committed to training ourselves in the practice of compassionate listening and loving speech."
 4. "Aware that words can create suffering or happiness, we are committed to learning ways to speak truthfully and constructively, using only words that inspire hope and confidence."
6. We will practice speaking with candor and gentleness to safeguard the Sangha.