

GLEN OAKS CO-OPERATIVE HOMES INC.

PROCEDURES FOR ALL COMMITTEES

The Committees provide the legwork for the Board in order for the Board to make informed decisions. Committees meet to address each particular area of concern. Committees keep the Board up to date on all of their activities and make recommendation to the Board if & when decisions need to be made.

A. MEETINGS

1. Are held at least once a month: At a regular meeting time and place to encourage other members to attend;
 - At least 7 days notice of meeting should be given to each committee member, to the Co-ordinator and to the Board liaison to that Committee, except in the case of an emergency; and
 - Meetings must be held at a time convenient to a majority of the committee members.
2. All meetings are open to all Co-op members, except during discussions of arrears, membership or subsidy applications, personnel matters, complaints against other members, and termination of membership hearings; and
 - Notice of times and places of meetings should be generally available through the newsletter or some other means.
3. The quorum for any meeting is the majority of the committee members approved by the Board.
4. Decisions should be made by vote;
 - Decisions will be recorded in the minutes with what has been decided, who will undertake task and when they'll report back to the committee on the results;
 - Only members officially on a committee may vote;
 - The chairperson of a committee can vote (but should only vote to make or break a tie). In the case of a tied vote, the motion in question fails.

B. OFFICERS

1. Each committee will elect or appoint from among its members after their reaffirmation by the new Board of Directors a:
Chairperson;
Secretary; and a
Assistant Chairperson

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2. Chairperson's responsibilities:

- schedule meetings (in consultation with committee members);
- prepare agendas; and
- generally chair meetings.

The chairperson can participate and vote on all decisions; however, he or she should generally speak only after encouraging all other members to participate.

3. Secretary's responsibilities:

- take minutes;
- type (or hand print) the final copy of minutes;
- make photocopies; and
- distributed to all committee members 10 days prior to the next meeting.

The secretary will maintain an official minute and policy book which must be kept in the Co-op office. If access to the office is difficult, the secretary may wish to keep an additional separate, unofficial record.

4. Assistant Chairperson's responsibilities:

- call to remind members of meetings (1 or 2 days prior to meeting);
- be notified when one is unable to attend meeting - to ensure a quorum;
- seek & orientate new committee members, when the committee requires; and
- fill in for the chairperson where necessary.

C. MINUTES

1. The minutes will record the:

- time, date and place of each meeting;
- committee members and guests present (guests are anyone at the meeting who is not on the committee);
- committee members absent;
- committee members excused;
- person who chaired the meeting;
- person who was the recording secretary; and
- all decisions made, including any explanatory notes.

2. The minutes will include all final decisions taken at a meeting, with movers and seconders of motions regarding decisions. The minutes may also include the rationale for decisions, particularly where they require approval at a higher level. However, do not include detailed account of entire discussion. i.e.:

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2. Cont'd

M/S/C John Doe/Jane Smith; recommendation to the Board that the Co-op purchase the John Deer Riding Lawn Mower from Canadian Tire for \$100.00.

3 quotes were received as follows: XXX
Purchase required to enable members to cut the lawn.

3. At the beginning of each meeting, the previous minutes will be considered, then altered, or approved as is, with the secretary maintaining a signed, approved copy of the minutes, which is then filed in the office in the respective committee book.

D. RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Committee members are appointed for one year, and under normal circumstances are expected to commit themselves to serve for that period.
2. They are expected to attend committee meetings whenever possible and to give prior notice to the assistant chairperson if they are unable to attend.
3. The chairperson, assistant chairperson, secretary, and Board liaison to the committee all have set tasks to be performed between meetings.

Other committee members are expected to perform a fair share of the other committee work, including the overall process of setting goals and ongoing review of the policies and procedures used by the committee.

4. Committee members are expected to participate fully in discussions and then to abide by the decisions taken by their committee. Once a decision is made, it is the decision of the entire committee and should not be discussed outside the meeting.
5. Committee members must not use their positions to get for themselves something that is not equally available to all Co-op members. Generally, they must avoid conflicts of interest.
6. Committee members must respect the confidentiality of information regarding arrears, membership or subsidy applications, personnel matters, complaints against other members, and termination of membership hearings.

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7. A committee member may be removed by the Board, usually on the recommendation from the committee after the committee has discussed the reason for removal with the member. The member has the right to notice and to contest the removal at a Board meeting.

E. COMPOSITION OF COMMITTEES

1. All members are welcome to sit on the committee of their choice.
2. The list of committee members is reaffirmed by the Board of Directors after Annual Elections from a list of volunteers submitted by the existing committees. The Board of Directors should ensure that there is some continuity in membership from year to year.
3. The Board may choose from among the members proposed, based on advice from the committee, who will remain on the committee when they exceed the number needed on any one committee.
4. The Board may wish to consult with a committee where a proposed member seems to it to be in conflict of interest, irresponsible, incompetent or otherwise inappropriate. Though the Board will ultimately rule on membership, the committee shall have adequate opportunity to review the Board's concerns and respond before such a final ruling is made.
5. The Board may also appoint one of its own members to a committee to act as a liaison (not as a watchdog) serving the needs of communication between Board and committee.
6. Through the year vacancies on a committee shall be filled by the committee with advice from the Board.
7. Committees which are determined by the Board of Directors to not be serving in the best interests of the Co-op may be, as a last resort, dissolved and reconstituted by that Board.
8. The strength of the Co-operative movement lies in the collective resources of its membership. It is critical that the composition of the Board of Directors and the various committee truly represents the membership. Therefore, the membership will encourage the participation of women, men, visible minorities, people of all income categories, people with disabilities and aboriginal people in all aspects of the co-operative structure and in particular on the Board and Committee.
9. No two members of the same household can sit on Board, Finance or Membership Committee.