

COMMITTEE POLICY AND PROCEDURES

Purpose: To establish uniform committee functioning and to ensure all committees are operating effectively

Committee Structure

- I. To ensure each committee is operating successfully, each committee shall propose committee policies, procedures and a job description for their committee, to the Board of Directors which, in turn, will forward policy proposals to the members for approval.
2. Policies shall include composition of committee, specific duties if assigned, responsibilities of committee members, conflict of interest and confidentiality (if applicable).

Election of a Committee Chairperson

3. For the fair election of a committee Chairperson, a quorum of members must be present for an election to take place. Elections are to take place annually in May, with the exception of the Membership Committee. Proper notification of the meetings date and time must have been given to all committee members. A majority vote of the member is required for the appointment to be given. A Committee Chairperson may be removed by a majority vote of the committee members, provided proper procedures are followed.

Notification of Committee Meetings

4. Each committee member shall be given the dates and times of all meetings in advance. The committee Chairperson will give notice of the dates and times of committee meetings in the newsletter each month, record the dates and times of meetings on office bulletin board. A final reminder, written or verbal, shall be given not less than 3 days prior to the meeting.
5. If a committee member is unable to attend the scheduled meeting, it is that members responsibility to send regrets to the chairperson before the meeting.

Committee Meetings

6. An agenda should be prepared in advance of the meeting.

Procedure

- (a) Agenda: The committee should review the agenda and agree on any changes, additions or deletions.
 - (b) Minutes: The minutes of the previous meeting should be reviewed and adopted. If the minutes of the previous meeting were not available, this should be noted. If a meeting was cancelled after a notice was sent out, this should also be noted.
 - (c) Business Arising for the Minutes: Any items noted in the minutes of the previous meeting, which required follow up action, should be reported and unresolved issues should be discussed.
 - (d) New Business: All additional items for information, discussion, or decision should be listed.
 - (e) Next Meeting: The date, time and place of the next meeting agreed to. Committee Chairperson shall notify absent committee members.
7. Minutes are to be taken by a committee member at each meeting using the procedures outlined below. A copy of meeting minutes is to be submitted to the Committee Co-ordinator(s) after it has been adopted by the committee.

Procedure

- (a) Record the date and time the meeting was called to order.
- (b) Record members present, absent, absent with regrets
- (c) Adoption of previous minutes.
- (d) Record all pertinent business arising from the meeting.
- (e) Include all voting.
- (f) Voting must be recorded noting who made the motion, who seconded the motion and the number of members that vote for or against a motion including any abstentions.
- (g) Record the time the meeting was adjourned.

Participation Records

7. It is the responsibility of the committee member to ensure that hours of participation are recorded by the Chairperson of the appropriate committee. Each member is to submit a copy of their hours at the end of each month in writing.

Resigning from a Committee

8. Notice of resignation will be given to the Committee Chairperson in writing if a member chooses to leave the committee and join another.

Conduct of Committee Members

9. In order for each committee to be productive and run smoothly, members must maintain a degree of professionalism.
 - (a) A degree of formality will make meetings run more smoothly and quickly. Committee members should respect the position of the chairperson, encourage orderly conduct of meetings and save gossip for personal time.
 - (b) Power to make decisions belongs to the group as a whole, not to any one individual. Collective responsibility holds for good and bad decisions.
 - (c) Committee members should not discuss disputed actions or decisions with co-op members outside of the committee.
 - (d) Personal data or information on co-op members or prospective members must be held strictly confidential. This would generally apply to the Membership Committee.
 - (e) Problems and decision - making should be approached with an open, creative mind, free of any personal bias.

This policy was recommended by the Board of Directors at the Board meeting held on March 5, 1996, and approved at a Meeting of the Members held on March 26, 1996.