



BROOKS CO-OPERATIVE HOMES INC.

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Membership Committee Policy

A policy dealing with the application of new members, and the committee of members who deals with these applications.

Passed by Membership Committee on
the 12 day of February, 2020.

Passed by the board of directors on
the 19 day of February, 2020.

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Membership Committee

1. Purpose of the policy

To ensure the co-op has in place an equitable and consistent process for applying member selection criteria, managing waiting lists in concert with office staff, and allocating units.

2. Source of authority:

- Committee members are approved by the board.
- The committee is accountable to the board.
- The committee reports to the board and the general membership at general meetings as needed.
- Committee members may be removed by the board.

3. Committee Composition

- Committee size: minimum of four, maximum of 10% of membership.
- Term of office for Chair: one year, no greater than a continuous period of four years.
- Chair: the members of the committee elect the chair annually.
- Members of the committee are not restricted in their term of membership.
- Quorum: three committee members.
- A member will be able to vote on committee matters after having attended at least two meetings in advance.
- Members missing three meetings in a row without sending regrets will no longer be on the committee.
- Committees and Committee Chairs are encouraged to co-operate with other committees and Chairs and share their information and minutes of their meetings within PIPEDA guidelines.

4. Duties and responsibilities

- Applications.
 - Recruit, receive and maintain applications for membership in co-operation with staff.
 - Applicant, external and internal lists.
- Maintain, monitor, and manage an applicant list in co-operation with staff.
- Orientation and interviews.
- Conduct interviews as necessary.
- Review interview results and recommend applicants to the board.
- Make sure new members receive a proper introduction to the co-op.
- Make recommendations for revisions or new policies.
- Provide training for membership committee members. Comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) in the member selection process and the collecting, processing, storing and disposing of member selection materials.
- Keep confidential all applicants' and members' personal information, except where that information is required by a committee member, the board or other committees to carry out their responsibilities.
- Each committee member will sign a confidentiality agreement

CERTIFIED to be a true copy of a Policy passed by the board of directors at a meeting held on the 19 day of February, 2020

c/sSecretary