



**BROOKS CO-OPERATIVE HOMES INC.**

2145 Sheridan Park Dr., Ste. 6, Mississauga, Ont. L5K 1C6  
Tel: (905) 823-4777 Email: [office@brookscooperative.ca](mailto:office@brookscooperative.ca)

## **GENERAL COMMITTEE PROCEDURES**

**(document formerly named “Committee Policy” was renamed “General Committee Procedures” as per the consensus of the members at the General Members’ Meeting on September 15, 1999 and as amended at the regular Board of Directors meetings on September 22, 1999 and September 18, 2002)**

1. That committees schedule regular meetings and advertise them in the **monthly calendar** to allow all members the opportunity to attend.
2. That committees prepare and distribute an agenda (**or a photocopied agenda**) to committee members and the liaison, prior to the meeting, to advise members of the items to be discussed at the meeting.
3. That committees take and distribute minutes of their meetings to all committee members and the committee’s liaison. The most recent minutes are to be put in the board file on the wall in the office meeting room and the previous minutes put in the committee’s binder in the office meeting room.
4. That committees contact the liaison if they require advice from the board or require the attendance of the liaison at a committee meeting
5. That the chairperson or another committee member attend a meeting of the Board of Directors meeting at the time allotted for committees, to report items that the committee plans to purchase from their approved budget and/or update the board regarding any special projects or upcoming activities that the committee is planning. That if the committee has nothing to report or request, they advise the liaison or the office prior to the meeting.
6. That committees submit copies of written proposals for board approval to the office on the Thursday before the board meeting so that extra time can be allotted on the agenda and the proposal can be distributed with the agenda for directors to review prior to the board meeting.
7. That committees advertise all special projects that they feel cannot be done solely by members of the committee (preferably a few weeks in advance) to give all members the opportunity to participate.
8. That committees with budgets for refreshments reserve them for special projects that cannot be done by members of the committee alone, as mentioned in #7 above.



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9. That the chairperson or another member of the committee present a report, on behalf of the committee, at the Annual General Members Meeting in June of each year.
10. That committee advises the board, at the board meeting in January, if they plan to spend any surplus money in their budget before the end of the fiscal year at the end of February.
11. (a) That resignations from committee chairpersons be given to a member of the committee and accepted at the next meeting of the committee. The committee then appoints a new chairperson and advises the Board of Directors of the resignation and newly appointed chairperson at the next board meeting.  
  
(b) That committees cannot continue to function if a replacement chairperson is not appointed.
12. That committees submit any *outside* correspondence they receive, verbal or written, to the board for their direction.

**\*Please distribute copies of committee procedures to all committee members.**