

PARTICIPATION POLICY

Participation is a personal right and responsibility. Members who join the co-op are informed at the information session of the Bylaw concerning participation. Members are given the right to choose a committee that best suits them and their lifestyle. Members may change committees and are encouraged to do so. Members who participate feel a part of the community and a part of the co-op experience.

The reason for this policy is to outline steps in procedure for the enforcement of the Bylaw. Only the Board of Directors has the ability to enforce the bylaw . The Bylaw requires the co-operation of the committees in order for members to fulfil their requirement of two hours participation per month.

In the case where committees do not meet monthly but rather bi-monthly members would still be satisfying 1/2 of their portion of the by-law. If a committee is not functioning or has a limited amount of work available the members are still fulfilling their requirement. The Board of Directors recognises that at times there may not be enough work for every member to do 2 hours. Also the Board realizes that there may be times when members are unable, due to medical or employment reasons , to fulfil the minimum requirement. At the same time members are not limited to the minimum and may participate exceeding the two hours.

In the event that a committee chair or member delegated to record participation information, has a member or members who are not attending meetings or participating the steps should be as follows:

1. Chairperson or delegated member should request that the matter be brought to the attention of the committee and be discussed at the meeting. The decision to send a letter to the members should be a committee decision and not the responsibility of one person. The minutes of the meeting should reflect the decision. (sometimes a discussion may reveal a reason that the member has not been active)
2. Once the decision has been made to send a letter to the member it should be decided at the meeting what to say in the letter. The letter should be of a friendly and inviting nature. The letter should ask for a response before the next meeting and should be on the agenda for the next meeting to discuss termination from the committee.
3. If the member declines to answer the letter or no one has been able to contact

the member, their name should be put forward to the Committee Liaison Officer on the Board of Directors.

4. The Committee Liaison Officer will investigate the problem by, speaking to the member, drafting a letter to be sent to the member and having board approval for the letter. (the letter should state the bylaw, and been reflected in the minutes)

REPORTING PARTICIPATION:

Each Committee is given a record of participation form to fill in once a month. These forms should be done prior to the Board meeting. The records are not part of the board package and only the Committee Liaison sees them. If the committee liaison feels it is necessary to bring to the attention of the board a member or members who are failing to participate each month he/she may do so, based on the information contained in the form, or upon written complaint from the committee.

The chairperson may choose to fill out these forms or delegate this to another person on the committee. This person is only to record participation as they are informed. It is up to the member of the committee to take responsibility for their own participation. When a member has done some work they should phone the member recording the participation or leave a note for them. The recording member should not have to hunt down people and inquire if they had fulfilled their requirement. This may also be recorded at the committee meeting. On the agenda it could be noted members report their participation for the past month. Along with the report to the Board would be included the record of participation.

Past by the Committee (yes () no Date: June 12/95.

Past by the Board (yes () no Date: July 4/95