



GUIDELINES FOR COMMITTEES

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING GUIDELINES FOR COMMITTEES WERE ADOPTED AS POLICY OF SHAMROCK CO-OPERATIVE HOMES INC.:

Date passed by the Board of Directors: October 24, 1990

Date confirmed by the Members: _____

ACCOUNTABILITY:

1. Each committee of the Co-op is accountable to the General Members through their elected representatives, the Board of Directors.
2. Approval of the Board is required in order to establish a committee of the Co-op.
3. Regular reports to the Board and Members will be expected of all committees.

TYPES OF COMMITTEES:

1. Standing committees are permanent committees which have been given a mandate by the Board of Directors to perform specific functions which contribute to the social and operational well-being of the Co-op. Standing committees operate from year to year.
2. Ad hoc committees are formed for a special, short-term purpose. They are disbanded when that purpose has been served.

PARTICIPATION ON COMMITTEES:

1. The General Manager shall be an ex-officio member of all committees.
2. It is hoped that every member will be able to participate with enthusiasm in the activities of at least one committee.

COMMITTEE MEETINGS:

1. All committees are encouraged to operate by consensus. To do so, it may be necessary to delay an action until a compromise can be found which all the participants can support. This way of doing the work of the committee shows respect for the opinions of all the participants.
2. Problem-solving and decision-making are easier to do when meetings are orderly and well-mannered. Setting a time limit for meetings encourages participants to stick to the business of the Agenda.
3. To encourage participation, date time, and agenda of all committee meetings are to be publicized to the full Membership.
4. Minutes of decisions and recommendations should be circulated to all participants, the General Manager, and the Board of Directors.
5. All committee Members have a responsibility to welcome new arrivals, share information, and encourage their continued participation.
6. All committees are to establish a regular time, place, and frequency for meetings.