

Annual General Meeting Policy

Every year our co-op sends representatives to the Annual General Meeting of the Co-operative Housing Federation of Canada.

The AGM takes place during a 3-day conference which is held in a different Canadian city each year.

Approximately 800 co-op members and staff attend the event each year.

Our **Annual General Meeting Policy** sets out the rules for selecting participants to attend the conference on our behalf, and what we expect from those people upon their return.



Kawartha Village Co-operative Homes Inc.

ANNUAL GENERAL MEETING POLICY

Kawartha Village Co-operative Homes Incorporated is a member of the Co-operative Housing Federation of Canada (CHF), a national association of non-profit housing co-operatives. Each member of CHF is entitled to appoint one CHF delegate who becomes a liaison between the national organization and the member co-op. The delegate discusses issues at your co-op, attends regional meetings of CHF delegates, and attends the Annual General Meeting (AGM).

The AGM is convened in late May / early June in a different city each year so all regions of the country have an opportunity to host the event periodically. At the AGM, CHF Board members are elected, policy is set and program and spending priorities are established. This affords the member Co-ops an opportunity to define and control the direction of CHF, and finance part of the services through their annual dues.

The following guidelines will outline the format to be used when the co-op participates in the AGM.

PARTICIPATION

Subject to budgetary considerations, the co-op will endeavour to send three members each year, their status to be : delegate, alternate and observer.

The AGM offers many workshops and seminars designed specifically to assist co-op staff in performing their duties. It is recommended that the co-op Co-ordinator attend each AGM if possible.

SELECTION

An announcement will be forwarded to all members of the co-op each January, outlining the expectations of participants at the AGM, the expenses covered by the co-op, an explanation of the procedure to follow if they wish to be considered and the selection procedure the co-op will follow.

All members of the co-op are eligible to apply for one of the available positions by submitting a letter to the Board of Directors outlining why they think they should be chosen to attend.

The Board will review all of the submissions and make a selection based on the following criteria :

- Budgetary constraints
- The member's record of participation in co-op activities
- Whether the member is in good standing
- The member's reasons for wanting to attend
- The member's willingness to meet all of the expectations, including the sharing of information with the membership upon their return
- The member's performance at other AGMs (if applicable)

In addition to reviewing the written submissions, the Board may choose to interview applicants.

EXPECTATIONS

The following will be expected of each selected participant:

- Attendance at regional meetings prior to the AGM
- Full review of all material provided by CHF prior to the AGM to ensure participants are informed
- Participation in workshops and business meetings at the AGM
- Provide a written report on each workshop and business meeting attended, and give a verbal report at a GMM within 6 months after the AGM

EXPENSES

The co-op will cover the following expenses :

- Conference registration fees including extracurricular events such as, but not limited to : the "Thursday Night Social", the co-op bus tour, Networking Lunch, etc.

- If participants are within driving distance of an AGM, it is recommended they use one vehicle and the co-op will pay the owner .55/km to cover expenses. If none of the participants have access to a reliable vehicle, the co-op will pay for one rental car to be used for all participants
- Parking costs
- Economy class air or train fare (depending on location of AGM)
- Transportation costs, such as a bus or taxi to and from airports or train stations. Participants are expected to share transportation vehicles as much as possible
- Meals (which are not covered in the registration fees) at a rate of \$85.00/day
- Accommodation costs, however rooms are to be shared, if possible

ORIGINAL POLICY APPROVED:

1ST Amendment

2ND Amendment

3RD Amendment

4TH Amendment

5TH Amendment

APPROVED BY THE BOARD OF DIRECTORS

POLICY APPROVED BY THE GENERAL MEMBERS'

March 10, 1986

April 13, 1988

March 1, 1989

April 11, 1990

September 14, 1994

October 20, 2004

November 17, 2004

December 8, 2004

Changes Recommended by the Policy Review Committee : January 2, 2013

Board approved changes : January 8, 2013

Changes confirmed by the Membership : January 23, 2013