

AGM Policy

Policy for the selection of representatives to attend the Co-operative Housing Federation of Canada's (CHF) Annual General Meeting (AGM).

Peterborough Co-operative Homes is a member of the Co-operative Housing Federation of Canada, a national association of housing co-operatives and resource groups.

CHF holds its AGM in May or June of each year in a different city so that all regions of the country have an opportunity to host the event. At the AGM, Board members of CHF are elected, policy is set, and program and spending priorities are established. This meeting is designed so that member co-ops have the ability to control the direction of CHF.

Each member co-op of CHF is entitled to:

- appoint one voting Delegate, who becomes a liaison between CHF and the member co-op
- appoint an Alternate, who will act on behalf of the Delegate if the Delegate is unable to fulfil his role
- appoint one or more Observers, which may include staff, to watch and learn the process

I - Representation

The following procedure will be used in order to ensure that members participating in the AGM are well informed about:

- the issues that will be under consideration at the AGM business meeting, "resolutions"
 - the rules of order, and guidelines to be used at the AGM
1. Subject to budgetary considerations, the co-op may send three members to the AGM each year. Their status will be: Delegate, Alternate and Observer.
 2. As the AGM offers many workshops and seminars designed specifically to assist co-op staff in performing their duties, the co-op's Co-ordinator will attend each AGM, subject to budgetary considerations.

II - Selection Process

All members in good standing with the co-operative are eligible to attend the AGM. The following outlines the process to be followed in selecting the members who will attend.

1. An announcement will be forwarded to all members of the co-op outlining:
 - what is expected of participants before, during and after attending the AGM
 - the expenses to be covered by the co-op
 - the application and selection process the co-op will use to determine who will attend

2. The Board will interview the applicants and will make a final decision about who will represent us at the conference. Some of the facts the Board will consider when choosing the participants will include:
 - (a) the reasons why the member wishes to attend the AGM and whether or not these reasons are compatible with the co-op's objectives
 - (b) the member's record of involvement in the co-op
 - (c) the member's willingness and ability to fulfil the requirements of the assignment

After the selection of participants has been made, the Board will assign Delegate, Alternate and Observer status .

III - Requirements

Each selected participant will be required to fulfil the following:

1. Attend the regional meeting to discuss the "resolutions" prior to attending the AGM.
2. Report back to the Board, time permitting, regarding the resolutions prior to attending the AGM.
3. Fully review the material provided by CHFC prior to attending the AGM to ensure that they are well informed.
4. Attend the AGM workshops and business meeting.
5. Provide a written report on each workshop attended and the business meeting to the members of the co-op at the first GMM following the conference.
6. In consultation with the Board of Directors, formulate mini workshops and information sessions based on the workshops attended at the AGM if appropriate.

IV - Expenses

The co-op will pay for the basic expenses of the AGM. These expenses will include the following:

1. Registration fees.
2. Economy class air or train fare, depending on distance to be travelled.
3. If participants are within driving distance (500 km) the participants will share a vehicle and the co-op will pay the owner of the vehicle for mileage at the co-op's current rate. If none of the participants have access to a reliable vehicle, the co-op will pay for one rental car for the use of the participants. Parking costs will also be paid for the participants.
4. Transportation costs such as a bus or taxi to and from the airport / train station. Participants are expected to share transportation vehicles whenever possible.

5. Accommodation. Rooms are to be shared whenever possible.

6. Meals not included with the registration package. The meal allowance will be as follows:

Breakfast \$15.00 Lunch \$25.00 Dinner \$25.00 Coffee/Snacks \$15.00 = \$ 80.00

Approved by the Board of Directors: November 4, 1996

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