

Co-operative Housing: More Than a Home

“Emphasize to board members, particularly the board chair, the necessity for boards to police themselves, and for the board to intervene in cases of rogue behavior.”



Focus On Leadership

Committee Charges

It is Called Cooperative Living.

You Enjoy Living, and Your Home Cooperates.

Leadership Series Handbook

Cooperative Committee Meeting

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Committee: _____

Date of Meeting _____

Number of members Present _____

Names _____

Business Conducted :

To be done at next meeting:

Next meeting date: _____

Filed By: _____

PLAYGROUNDS COMMITTEE

Statement of purpose:

Playgrounds committee helps the board meet its maintenance responsibilities. This committee studies and reports on the maintenance and general condition of playgrounds and recommends rules for the use of playgrounds and equipment.

Charges

Helps regulate the use, modifications, and/or acquisitions of cooperative play ground and recreation property.

1. Periodically review and recommend short, mid, and long term improvements and upgrading of the playground equipment.
2. Works with Resident Manager to initiate and/or evaluate preventive maintenance programs.
3. Recommends policies concerning playgrounds and recreational areas.
4. Prepare articles for the news letter.
5. Give monthly reports to the Board of Directors.
6. Prepare an annual budget for the committees needs.

Board Liaison

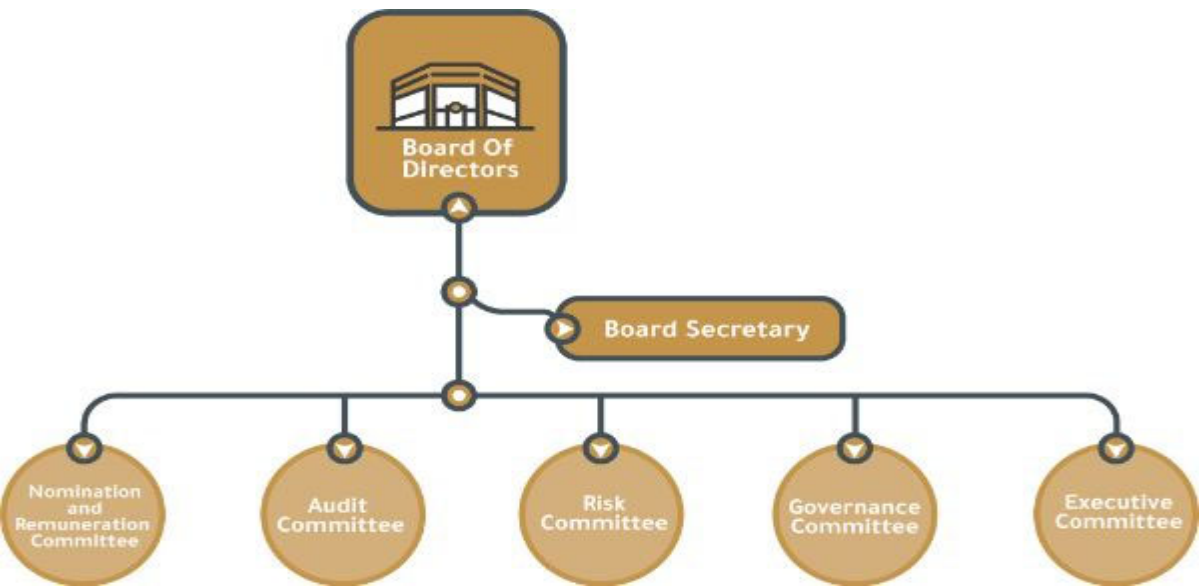
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Committee Chair

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Committee Members

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Cooperative Committee

An ordinary committee consists of one or more persons elected or appointed by (or by the direction of) the assembly or society to consider, investigate, recommend, or take action on certain matters or subjects. Unlike a board, a committee is not considered to be a form of assembly,

Two Types of Ordinary Committees

- Standing Committees: handle certain classes of business assigned to them and report to the society. They continue to exist and members serve for a term corresponding to that of the officers.
- Special Committees (ad hoc, select, or task force): are formed for a specific purpose and exist only until that task is completed. They are automatically dissolved when their final report is made to the assembly.

Full Assembly Committees

- Committee of the Whole: the assembly discusses a subject with the freedom of an ordinary committee.
- Quasi Committee of the Whole: the assembly considers a subject as if in committee of the whole.
- Informal Consideration: the assembly considers a subject informally

Creating an Ordinary Committee

An ordinary committee is created to perform a service. Its scope is limited to its assignment. When a committee is appointed "with power," this means with power to take all the steps necessary to carry out its instructions. If "full power" is given, the committee may act for the society in a specific case.

- Standing committees are created by the assembly and usually are included in the bylaws. When the bylaws provide that the president shall appoint all committees, this does not mean that the president may create standing committees. It only authorizes the president to name the persons to serve on the committees.
- Special committees (ad hoc, select, or task force) are created by the assembly or board as they are needed. The committee can be created by a motion to:
 - refer a pending question to a special committee.
 - create a committee for a specific task.

Full Assembly Committees

- Committee of the whole is created by a motion of the assembly that the pending question be considered in committee of the whole.
- Quasi committee of the whole is created by a motion of the assembly that the pending question be considered as if in committee of the whole.
- Informal consideration is created by a motion of the assembly that the pending question be considered informally.

- g. The reasons for disapproval will:
 - I. Be stated in the letter to the applicant. (Per HUD regulation)
 - II. Not be given to any person outside the Committee except in the case of Appeal to the Board. In those cases, the reasons will be given to the Board in closed session.
 - III. Be filed in a confidential file for future reference by the Board of Directors.
- h. If additional information is needed regarding the applicant before the Committee can come to a decision, the Membership chair will so note on a Coversheet form and attach it to the application folder before returning it to the Sales Office.
- i. To insure confidentiality of information, all Committee interview documents will be kept in a locked file case. The case will be stored in the Sales Office. Persons having access to the file will be designated by the Board of Directors.
- j. It is reasonable to assume some disapproved applicants will desire to appeal the decision of the Committee. It is also reasonable to assume that Committee members will not remember all the particulars of each and every applicant interviewed. The information gathered will be summarized on the following documents and held in the Committee file for future reference.
 - I. The Membership Chair report on the applicant.
 - II. A copy of the Coversheet. This form will list the names of all Committee members present at the interview. Additional notes relative-to the applicant may be added on the bottom of this form.

Board Liaison
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Committee Chair
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Committee Members



MEMBERSHIP SELECTION COMMITTEE

Statement of purpose:

The Membership Selection Committee is formed to review all applicants for the co-op membership, and to recommend to the Board acceptance or denial of that membership request.

Charges

1. Processing applications for membership in the Cooperative:
 - a. The Committee shall weigh each applicant against the Standard for Cooperative Membership as determined and furnished by the Board of Directors. All reasons for approving or disapproving an applicant will be consistent with all Regulatory Documents, as well as all Federal, State, and City laws and/or ordinances. This list of Standards will be kept strictly confidential and will set the standards for membership in the Cooperative.
 - b. The Committee shall recommend to the Board for approval a set of Standard Interview Questions to be asked to all applicants for membership in the Cooperative.
 - c. The Committee shall review all applications for membership in the Cooperative after it has been fully processed by the Sales Office and prior to any personal interview with the applicant.
 - d. The Committee will interview each applicant (insist on the entire family) for membership in the Cooperative. Each family will be interviewed in closed session. All questions shall be worded in such a way as to induce the applicant to answer with a full sentence, rather than with a "yes" or "no".
 - e. At the end of the interview, the family will be informed that they will be notified by letter of the decision reached by the Committee, and then dismissed. The Committee will then, in closed session, discuss and evaluate the information received. It will then approve or disapprove the applicant.
 - f. The Membership chair will make proper note of the decision on the Membership Committee Cover Sheet for transmittal to the Sales Office. The office staff will prepare a Letter of Acceptance or Rejection and mail it to the applicant as soon as possible.

Composition of Committees

- Committees that are empowered to act should be small and consist only of those in favor of the action to be carried out.
- Committees for deliberation or investigation should be larger and represent all points of view in the organization.
- A committee usually has an uneven number of members.
- Any member of a society, unless personally concerned in the question to be considered by the committee, is eligible to appointment.
- The president of a society is often made a member of every committee, except the nominating committee, if the bylaws contain the clause, "The president shall be ex-officio a member of all committees except the nominating committee." The president has all of the rights and privileges of other committee members. Since the president does not have the obligation to attend, he is not counted in the quorum.

Selecting a Chairman and Members

Standing committees.

The bylaws of every organization should provide for the manner of appointing standing committees, designating the number of members for each, and defining the committee's duties. It is customary for the newly elected president of a society to appoint all the standing committee chairmen and members, subject to approval of the executive board. This authority must be stated in the bylaws.

Special committees.

Chairmen and members may be appointed by the president, if this authority is included in the bylaws. Otherwise, they are decided by the assembly as part of the motion creating the special committee.

EXAMPLES - SPECIAL COMMITTEES:

"I move that the pending question be referred to a special committee of three to be appointed by the chair and instructed to investigate and report with a recommendation at the next meeting."

"I move that the pending question be referred to a special committee composed of Violet Rose as chairman, Gwen White, and Sam Green-and that the committee be instructed to investigate and report with a recommendation at the next meeting."

Revised lists the following methods to appoint a committee:

- a. Election by ballot principally applies to important standing committees having extensive powers. A majority vote is necessary to elect.
- b. Nominations from the floor with voice vote election is a common method of appointing members to committees when the assembly wishes to reserve the selection to itself without requiring secrecy in the voting.
- c. Nominations by the chair (with confirmation by voice vote of the assembly) is used when the assembly wishes to take advantage of the chair's knowledge and judgment as to suitable appointees, but wishes to have veto power.
- d. Appointment by the chair is usually the best method in large assemblies. It is the ordinary procedure in many smaller societies as well. The power to make the appointments must be provided for in the bylaws. This should exclude the nominating committee and all disciplinary committees.
- e. Appointment by adoption of a motion naming members of a committee is the method used in the case of special committees when the rules or particular conditions do not dictate the use of another procedure. The names of the proposed committee members can be included in the motion and the motion can also specify the committee chairman.

- The appointing power has the authority to designate the chairman and to fill vacancies.
- When the chair appoints a committee, no vote is taken on the appointees, but the chair must announce the names of the committee members to the assembly, naming the chairman of the committee first. Until such announcement is made, the committee cannot act. Delay in appointment must be authorized by the assembly and the names must then be announced at the next meeting and recorded in the minutes.
- If the committee is named by a power other than the chair, the body that elects the committee members has the power to designate the chairman. If a chairman is not so designated, the committee has the right to elect its own chairman. In the latter case, the first named member calls the committee together and acts as temporary chairman until the committee elects a chairman.

ORIENTATION COMMITTEE

Statement of purpose:

The Orientation Committee acquaints new members with all the policies and regulations of the co-op. It familiarizes new members with various committees, welcomes their participation, and describes the location of neighboring schools, churches, shopping centers, etc. In short, it tries to make new members feel at home.

Charges

1. The Orientation Committee acquaints applicants and new members with all the policies and regulations of the co-op.
2. Familiarizes new members with various committees and welcomes their participation.
3. Reviews, analyzes and makes recommendations to the Board on attracting new members.
4. Prepare articles for the news letter.
5. Give monthly reports to the Board of Directors.
6. Prepare an annual budget for the committees needs.

Board Liaison

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Committee Chair

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Committee Members



NEWSLETTER / WEB PAGE COMMITTEE

Statement of purpose:

The Newsletter / Web Committee helps the board communicate with the members by editing and producing a co-op newsletter and Web page.

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Charges

1. Produce periodical or regular news letters.
2. Communicates the happenings taking place in the Cooperative.
3. Up date the Web Page.
4. Give monthly reports to the Board of Directors.
5. Prepare an annual budget for the committees needs.

Board Liaison

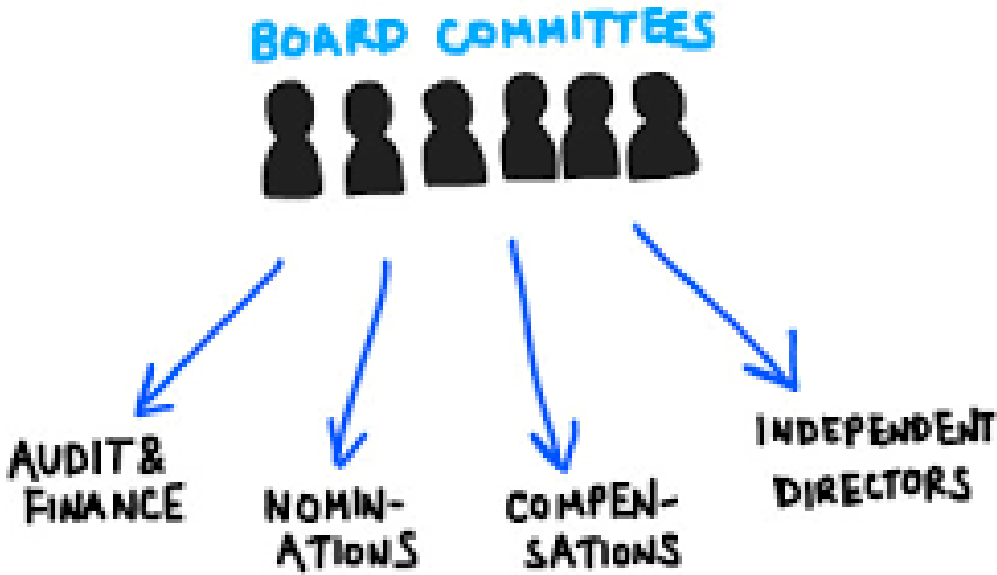
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Committee Chair

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Committee Members

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Duties of the Chairman

1. Arrange the time of the meeting and standard procedures.
2. Prepare an agenda and preside at the meeting, leading discussion.
3. Present the committee with a general plan of work to be done.
4. Delegate responsibility and coordinate activities of the members.
5. Check the minutes of the previous meeting and approve for distribution.
6. Coordinate work of the committee with other committees in the organization.
7. Prepare and present report(s) to the assembly and move adoption of any resolutions or recommendations on behalf of the committee.
8. Maintain records to turn over to the next standing committee chairman.
9. Return to the secretary of the society all papers referred to the committee after a special committee makes its final report.

Duties of Members

- Attend all committee meetings and be on time.
- Volunteer to share in doing a task that needs to be done.
- Give ideas and opinions with reference to the task.
- Help to create unity of purpose and understanding as well as helping to decide on the best course of action.

Committee Reports

- A report of a committee is an official statement that is formally adopted by a majority of the committee.
- Standing committees report from time to time. Special committees should report at the organization meeting following their appointment, unless otherwise instructed.
- The committee chairman usually gives the committee report. However, a member of the committee may be authorized to report.
- Reports may be made for information; no action is necessary and none is taken. Annual reports are usually in this class. At other times a standing committee may give a "progress" report which is also for information only.
- Reports may present recommendations. These should be placed together at the end of the report. When a motion is necessary to implement the committee recommendation, the person making the report should make the motion.
- The content of the report must be agreed to by the majority of the committee. Only those agreeing sign the report.
- A minority report may be prepared, if some of the committee members do not agree with the report of the committee.
- The report of the committee should never be referred to as the "majority report." It is the "committee report."
- The report should always be given in the third person, not "I" or "we" but "The finance committee reports that..." or "The report of the committee to which was referred..." Never use "The report of the chairman" or "Mr. Smith's report." The written report should:

- contain what the committee was instructed to do, what it actually did, how it did it, and the result;
- end with specific recommendations for immediate action by the assembly;
- be written in the third person;
- be printed and distributed to the president and the secretary and distributed to the assembly on paper or electronically per the standard practice of the assembly;

HOUSE AND GROUNDS COMMITTEE

Statement of purpose:

House and Grounds, helps the Board meet its maintenance responsibilities. This committee studies and reports on the maintenance and general condition of buildings and grounds, and recommends upkeep of lawns, and grounds beautification projects. It may process applications for making improvements to units, advise on the financial value of such improvements, and make recommendations to the Board for their approval or disapproval.

Charges

1. Helps regulate the use, modifications, and/or acquisitions of cooperative property.
2. Periodically review and recommend short, mid, and long term improvements and upgrading of the building and grounds.
3. Works with Resident Manager to initiate and/or evaluate preventive maintenance programs.
4. Recommends policies concerning parking lots, property attractiveness.
5. Review applications for making improvements to units, advise on the financial value of such improvements, and make recommendations to the board for their approval or disapproval.
6. Review lawn care and propose additional plantings, etc.
7. Set up and run our annual flower sale.
8. Recommend to the Board and over see any awards programs.
9. Prepare articles for the news letter.
10. Give monthly reports to the Board of Directors.
11. Prepare an annual budget for the committees needs.

Board Liaison

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Committee Chair

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Committee Members

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FINANCE COMMITTEE

Statement of purpose:

The Finance Committee assists in the preparation of the annual budget. It may analyze and make recommendations regarding the co-op management agent’s monthly cash flow report. Review the annual report and recommend to the Board long, mid and short term goals for the Cooperative.

Charges

1. Provides oversight and recommendations to the board on banking/credit processes and on financial obligations and policies.
2. Reviews, analyzes and makes recommendations on the annual budget prepared by the managing agent.
3. Examines and reports on the annual statement prepared by the auditor.
4. Reviews, analyzes, and reports relevant financial data as needed for board action. Including: log, mid and short term fiscal policies, 3 – 6 month budget trends, and energy projections, etc.
5. Prepare articles for the news letter.
6. Give monthly reports to the Board of Directors.
7. Prepare an annual budget for the committees needs.

Board Liaison

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Committee Chair

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Committee Members

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Conduct of Business

A committee must meet together in order to transact business. The chair-man is responsible for calling a meeting of the committee. If the chairman fails to call a meeting, the committee must meet on the call of any two of its members.

In a small body, such as ordinary committees with about a dozen present, the enforcement of the rules of parliamentary law adapted to large assem-blies would hinder its business. Formal procedures are necessary in a large assembly-but hinder proceedings in a committee. Committee procedure is informal. For example:

- Members don't rise when they make motions or speak.
- Motions don't need to be seconded.
- The chairman takes an active part in discussion.
- The chairman makes motions without leaving the chair, debates, and votes.
- Motions may be in the form of informal suggestions, which are discussed and finally voted on.
- There is no limit to the number of times a member may speak on a question.
- Motions to close or limit debate are not in order.
- There is no limit to the number of times a question may be reconsidered, regardless of the time that has elapsed. However, to prevent misuse, a two-thirds vote is required to reconsider or re-scind a vote in committee. If all members who voted on the prevailing side are present or have received ample notice, only a majority vote is necessary.

Things That Count

- A majority of the total membership of the committee constitutes a quorum, unless a rule or a bylaw specifies otherwise.
- Members of the committee have the right to attend its meetings.
- Members of the society must be given a reasonable opportunity to express their views. They may attend when the committee invites them or gives permission to attend. After being heard, they leave the meeting while the committee deliberates.
- Committee deliberations are confidential. No reference or comment should be made outside the meeting as to what transpired in committee. Only such matters can be discussed as are contained in the report. The object of secrecy is to protect full and free expression in committee. Committees need not keep formal minutes, although it is useful to keep notes of actions. A member may be designated to keep a record of the proceedings or the chairman may do so.
- The organization's secretary should ensure that all persons are notified and should provide the committee chairman with:
 - the name and contact information for each member of the committee.
 - the matter referred to it.
 - all papers, documents, information, or other data bearing on the subject or question to be considered by the committee.
 - such instructions as the assembly has given.
- When a committee adjourns and designates an adjourned (continued) meeting time to another day, additional notice of the adjourned meeting does not need to be mailed to the members. But it is a good reminder by which to reconvene all of the members.
- Resignations from committees are addressed to the appointing power. Vacancies resulting from resignations are filled by the same appointing power, unless stated differently in the bylaws.
- Standing and special committees may appoint subcommittees from their own number to study, investigate or pass on a certain matter. A subcommittee is a division of the committee, usually appointed by the committee for a specific purpose. All such subcommittees report to the committee, not to the main body. Unless otherwise authorized by the society, the term subcommittee is not correct if it is not composed of members of the committee which appoints the subcommittee.

COURT CAPTAINS

Statement of purpose:

The Court captains are responsible welcoming new members, reviewing and recommending changes to the Cooperatives rules and regulations, help resolve neighbor disputes and problems in their court.

Charges

1. Responsible for encouraging member participation in activates and events..
2. Welcome new members.
3. Review the Cooperatives rules and regulations and recommend changes to the Board of Directors.
4. Help resolve neighbor disputes and problems in their court.
5. Bring to the attention of the Board at meetings any input from members who could not attend.
6. Prepare fliers for the news letter.
7. Give monthly reports to the Board of Directors.
8. Prepare an annual budget for the committees needs.

Board Liaison

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Committee Chair

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Committee Members

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CO-OP COMMITTEE

Statement of purpose:

The Co-op committee is responsible for planning the annual Co-op picnic each fall, which includes decisions pertaining to food, fun and entertainment.

Charges

1. Responsible for encouraging member participation.
2. Plan, set up and run the Co-op fest, which include food and entertainment.
3. Prepare fliers for the news letter.
4. Give monthly reports to the Board of Directors.
5. Submit a final accounting of all funds spent for the co-op fest.
6. Prepare an annual budget for the committees needs.

Board Liaison

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Committee Chair

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Committee Members

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- avoid the phrase, "Respectfully submitted" which is considered outdated and unnecessary;
- be signed by all members agreeing to it with the chairman signing first without using the word chairman unless signing alone;
- conclude with, "On behalf of the committee, I move the adoption of this resolution."

- The report may be filed, referred back to committee, adopted or rejected in part or as a whole.
- To receive a report is to hear it. Do not vote to accept or adopt a report; only vote on recommendations from the committee.
- The verbal report to the assembly should be brief enough that the secretary can record its complete substance in the minutes on hearing it given and should state the facts uncovered or information obtained and the conclusions derived from the information.
- A committee to investigate or study gives a short summary of the information gathered.
- A committee to take action gives a short summary of work accomplished.
- A committee to make a recommendation gives a short statement of the recommendation followed by a motion which puts the recommendation into an action form for adoption.

- "On behalf of the committee, I move that ... "
- "By direction of the committee, I move that. .. "

Such a motion needs no second since it is from the committee.



STANDING ORDERS FOR COMMITTEES

The following standing orders will apply to each committee, standing or ad hoc, in addition to any other charges issued:

The general purpose of all committees is to assist the Board in fulfilling its responsibilities to the membership. This should be done as efficiently, and cost effectively as possible.

Each committee's individual charges and assignments will be made annually by the President.

Each committee shall exercise its authority only as approved by the Board.

All committees should submit written reports to the Board at its meetings. The chairperson will be responsible for this.

Committees are empowered to make suggestions to the Board for items of expenditure, policies, operations and details. In many cases the Board will pre-approve items or waive the right of approval for ongoing activities, in order to expedite committee functions. However no committee members is to direct the staff or contractors hired by the cooperative, they are to advise the Board.

The committees will make reports to the Board at the regular Board of Directors Meeting, either through the Committee Chairperson or the Board advisor. Any changes in procedure must be presented to the Board for approval.

Committees must be mindful of deadlines for publication and lead-time required for purchases requiring ordering. Budget request must be submitted by the September board meeting.

The President shall be a liaison to all committees. Attending meetings at will.

The Resident Manager will be an ex- officio member of all committees.

Committees are at all times to maintain good communications with the Resident Manager to ensure the proper execution of work plans. The Resident Manager will execute all ordering of materials, supplies, printing, et cetera, and all contracts.

ACTIVITIES COMMITTEE

Statement of purpose:

The Activities committee is responsible for Planning and structuring activities to promote healthy and enjoyable social life among the cooperative's adults, adolescents, and children.

Charges

Responsible for encouraging member participation through organized social and cultural events for all ages.

1. Plan and promote activates to promote and improve the quality of life at the cooperative.
2. Prepare fliers and update the calendar of upcoming events for the news letter.
3. Give monthly reports to the Board of Directors.
4. Prepare an annual budget for the committees needs.

Board Liaison

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Committee Chair

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Committee Members

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