

## Eastwood Housing Co-operative

### Policy 210

Policy Title: Presentation of Applications for Membership to the Board of Directors

Committee Approval date: N/A

Revised: N/A

Board of Directors Approval Date: 21 July, 2011

21 January, 2016

General membership Approval date: 28 July, 2011

21 January, 2016

The purpose of this policy is to clearly define the processes by which the Board of Directors can approve an application for membership that is referred to them from the Committee of Membership.

In all cases (as per policy 506) the application for membership, after being approved by the Membership Committee, will be presented by the Committee Chairperson to the Board. The Chairperson may be accompanied by those that conducted the interview(s) so that the Board can ask pertinent questions of them.

In **every** case the Chairperson will have on hand: the application, all references, the interview forms and any other documentation in possession of the Committee related to this application.

The Chairperson will introduce the application by giving a brief summary of who they are. This will be followed by any and all facts pertaining to the process followed and the information gathered. The Board will be given the opportunity to examine the documentation and to ask the Chair or other Committee members questions related to any aspect of the application, interview or references.

As some Directors may have information relevant to the application or the questions asked by one may generate further discussion, **all** presentations of applications for membership must be done while the Board of Directors is in session.

It is understood that time may be a factor with some applications. The Board may find it difficult to arrange a convenient time to meet in person. However, at no time will polling be used to approve an application whether by phone or email. This remains true even if the Committee copies and distributes all necessary documents prior to the polling. The reason for doing so is that there is no way for Directors to benefit from other's input.

If a quorum is difficult to arrange for an in-person meeting, at the President's discretion, a conference call can be arranged. To do so requires that **all** documentation be copied and distributed to each Board member at least 24 hours before the call begins. Such a call will constitute an in person meeting.