

FIFE ROAD CO-OPERATIVE HOMES, INC. REVIEW OF MEMBERSHIP DECISION POLICY

Purpose

In the event that the board of directors declines to accept a membership application, this policy will outline the Review of Decision that the applicant can make.

No appeals can be made if the decision was based on financial responsibility.

It is critical that these situations be dealt with in a manner which leaves no question that applicants have been dealt with fairly by the co-op. It is important to remember that dissatisfied applicants may go to the county, the media, human rights advocates, etc. If this policy is followed carefully, the co-op should remain protected.

Management Interview

a) Management shall conduct the initial interview with the applicant(s)

b) Should management have any question regarding the suitability of the applicant(s), they shall conduct a second interview

c) The manager shall make a recommendation to the board of directors

Board of Directors

- a) The board of directors will review the manager's recommendation for membership and make a decision
- b) If the board decides to reject the applicant(s), they must specify, for the minutes, the exact reasons for the rejection.
- c)** The board of directors must specify that the applicant(s) has a right to appeal the decision
- d) that staff will assist them in completing the appeal, if they wish
- e) Under no circumstances should the reasons for the rejection be given to the applicant(s)

Preparation Stage

- a) If requested, the manager will meet with the applicant(s) to help them complete their appeal
- b) If the applicant(s) does not wish to meet with the manager, they shall be sent a copy of this policy.

Appeal Stage

- a) If the manager has recommended rejection of the applicant, the board may ask questions and review the information prior to the admittance of the applicant(s) to the meeting
- b) The board shall meet with the applicant(s) asking them to explain how they meet the criteria for membership.
- c)** The board may ask questions of the applicant(s) particularly with respect to perceived weaknesses in the criteria for

membership

Board Decision

a) The board shall make a decision in the context of considering a motion to approve the application for membership.

i) If the board decides to continue to reject the application for membership, the motion will be defeated

ii) if the board decides to accept the appeal, the motion will be passed

b) The board decision shall be minuted indicating the reason if the motion was rejected and how they do not fulfill the criteria for acceptance

c) The applicant(s) shall be notified in writing of the board of directors decision. At the discretion of the board, they may or may not provide the reason for the rejection.