

## Committee Application for At-large Members

Name \_\_\_\_\_ Co-op # \_\_\_\_\_

Address \_\_\_\_\_

Contact information: Email \_\_\_\_\_

Phone: \_\_\_\_\_ (cell or home)

Committee applied for: \_\_\_\_\_

Please state your reasons for wanting to become a member of the committee:

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Committee Membership for At-large Members: Requirements**

1. Applicant must be the named owner.
2. Applicant must sign and date the Code of Conduct.
3. Attendance is expected as a voting member of a committee. After three or more absences in a 12-month period, membership privileges are revoked.
4. Understand process—Robert’s Rules of Order as adapted by the Board of Directors.
5. Membership must be approved by the Board and renewed annually. Continued participation is at the discretion of the Board.

### **Robert’s Rules of Order—**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. Robert’s Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly.

#### **Fundamental rights associated with full membership of the Board:**

- ✓ to prepare for and attend meetings
- ✓ to make motions
- ✓ to speak in debate
- ✓ to vote

#### **Minimum configuration of a deliberative assembly:**

- ✓ A presiding officer (Chair)
- ✓ A recorder of events (Secretary)
- ✓ A quorum

#### **Fundamental rules of meeting procedure:**

- ✓ One speaker at a time
- ✓ One topic at a time
- ✓ All conversation is directed to ONE person – the Chair – no cross talk
- ✓ Everyone has the right to be heard and participate in the discussion.

#### **Doing business:**

- ✓ A discussion is just a discussion---means nothing until a “MOTION” has been made.
- ✓ A motion is THE WAY of doing business.

#### **How to make and handle a motion:**

- ✓ The member makes a motion.
- ✓ Another member seconds the motion.
- ✓ The Chair states the motion.
- ✓ The members debate the motion.
- ✓ The Chair puts the question, and the members vote.
- ✓ The Chair announces the result of the vote.

## **Process of Motions step by step:**

A “motion” is the mechanism that brings business “to the floor” and follows a specific format, e.g., “I move that. . . ”

NOTE: When you make a motion, propose your action as exactly and specifically as you can. Leave no doubt as to what it is you are asking the membership to agree to.

Another member states, “I second. . . “

The Chair repeats, “It has been moved and seconded. . . “ This now becomes the main motion.

Once the Chair repeats the motion that is the motion, the maker can object/withdraw and repeat it correctly.

Once the Chair has stated the motion, the motion belongs to the body. The maker has the right to speak first.

## **General rules of voting:**

Chair always asks for both “ayes” and “nays.”

Abstentions should not generally be counted; the results of the vote reflect the wishes of those who votes, not those who attended.

If the motion requires more than a simple majority, ALWAYS ask for a counted vote. Insure the results are properly entered into the minutes. If by a secret ballot, results and ballots are to be sealed and held until the time for a recount has been passed.

## **Quorum:**

A quorum is defined by an organization’s by-laws.

In the absence of a quorum, the assembly may fix the time to adjourn, recess, or take measure to obtain a quorum.

Any business transacted is null and void.

Members may conduct an “informational meeting.”

**Ocean Beach People's Organic Food Co-op**  
**At-large Committee Members**

CODE OF CONDUCT *adopted Aug. 28, 2017*

As an **at-large** \_\_\_\_\_ **committee member**, I pledge to do my best for Ocean Beach People's Food Co-op and will:

- Devote the time needed to fulfill the responsibilities of the position;
- Attend all regular committee meetings;
- Be prompt, attentive, and prepared for all committee meetings;
- Contribute to and encourage open, respectful, and thorough discussions by the members;
- Disclose any personal or organizational conflict of interest that I may have and refrain from discussing or voting on any issues related to that conflict;
- Be honest, helpful, diligent, and respectful in my dealings with the co-op, with other members, and with the co-op's management, staff, and members/owners;
- Refrain from becoming financially involved or associated with any business or agency that has interests that are, or could be perceived to be, in conflict with the co-op's;
- Work for continued and increased effectiveness in the co-op's ability to serve its members/owners;
- Be a team player and agree to abide by the majority action of the members, even if it is not my own personal opinion;
- Present the agreed-upon view of the committee members, rather than my own, when I speak to employees, members/owners, shoppers, or the general public;
- Refrain from asking for special privileges as a committee member and from interfering with management's authority;
- Work to ensure that the co-op is controlled in a democratic fashion by its members/owners and that all elections are open, fair, and encourage the participation of all members/owners;
- Continually seek to learn more about the co-op and its operations and about my responsibilities as an at-large committee member by pursuing educational opportunities.

*As an **at-large committee member**, I agree to abide by this Statement of Agreement. I agree that if, in the opinion of two-thirds majority of co-op directors, I have violated the letter or spirit of this agreement, I shall resign my position on the committee immediately and shall not seek to cause continued disruption to the co-op and the co-op board for that action.*

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At-large Committee Member Signature

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Date