

GOVERNANCE TOOLS - Handout

Quiz - Where to look?

To practice good governance, a board must know how to use the co-op's governing documents:

- **Memorandum of association** is an official document that proves a co-op is incorporated as a legal association under the Co-op Act.
- **Rules** set out how the co-op will run as a co-operative association of members.
- **Occupancy Agreement** is the lease between the housing co-op and each member.
- **Policies** deal with the daily business of the co-op: parking, pets, arrears, maintenance and more.

For each question, choose where to look for the information with a check mark (✓).

	Memorandum	Rules	OA	Policies
1. What is the notice period required for general meetings?				
2. Can I replace carpet with laminate flooring?				
3. If I die, can my spouse continue to live here?				
4. Can I put a satellite dish on the exterior of my unit?				
5. What is a share worth?				
6. Who were the first directors?				
7. Am I eligible for an internal transfer?				
8. What is the notice required for entering a unit?				
9. What is our co-op's legal name?				
10. Can I have a home business?				
11. How can I tell if I'm eligible to run for the board?				
12. How much notice do I have to get for a housing charge increase?				

Answers

	Memorandum	Rules	OA	Policies
1. What is the notice period required for general meetings?		√		
2. Can I replace carpet with laminate flooring?				√
3. If I die, can my spouse continue to live here?		√		
4. Can I put a satellite dish on the exterior of my unit?			√	
5. What is a share worth?	√			
6. Who were the first directors?	√			
7. Am I eligible for an internal transfer?				√
8. What is the notice required for entering a unit?			√	
9. What is our co-op's legal name?	√			
10. Can I have a home business?			√	
11. How can I tell if I'm eligible to run for the board?		√		
12. How much notice do I have to get for a housing charge increase?				√