

## Mandate and Goals of the Documents Committee 2025

### By-Laws and Rules and Regulations

#### **Mandate**

The role of the Documents Committee of the Maple Leaf Board of Directors is to review the By-Laws and the Rules and Regulations in the Corporate documents to ensure that they are up to date and reflective of the operation of the community. On occasion, other pertinent documents require review or creation to ensure the proper functioning of both the Board and the Administration of the community.

#### **Responsibilities**

The Documents Committee will receive recommendations for By-Law/Rules changes from the Board of Directors.

The Documents Committee may review other By-Laws that the members have deemed requiring review.

The Committee will forward recommendations to the Board of Directors for the purposes of voting at the Annual General Meeting.

#### **Goals**

The Committee will be reviewing By-Law 7.3 (B) under Calendar of Elections to dovetail with electronic voting.

Documents Committee will review the entire document of Rules and Regulations in order to clarify language for precision, to suggest additions or deletions to the document.

#### **Timeline**

May- August – review

Zoom meeting – August 28 (10:00 am)

November 13, 2024 – In-person meeting to discuss the review

Suggestions to go to Corporate Council

Recommendations to the Board of Directors for modification or approval – December 11

Committee members:

Barbara Drew, Bruce Morphy, David Parker, Paul Wilson

Board Liaison: Marti McFadzean (Secretary of the Board)