



MEMBER FORUM POLICY

Approved March 12, 2020

1. PURPOSE

- 1.1 The Member Forum shall provide an opportunity for discussion and communication between representatives of the Members and the Board regarding key issues.

2. PURPOSE OF MEETINGS

- 2.1 Inform the Board of significant membership issues including impact of Board decisions at the Member level.
- 2.2 Communicate to the Board the strategic goals and priorities of the Members.
- 2.3 Provide input and advice to the Board during the formulation and implementation of the OHF strategic plan.
- 2.4 Provide input and advice to the Board regarding the development of policies that affect the Members.
- 2.5 Present to the Board when and as required, directions with respect to matters of concern and interest to the Members including issues relating to the administration and delivery of the sport of hockey within each Member.
- 2.6 Provide input and advice to the Board regarding budget development that affects the Members.
- 2.7 Provide the Members with information concerning the plans, priorities and decisions of the Board.
- 2.8 Provide a venue for regular communication interaction between the Member and the Board to ensure that decisions affecting the OHF are made in the best interests of the advancement of amateur hockey.

3. MEMBER FORUM COMPOSITION

- 3.1 Member Forum Chair
 - 3.1.1 The Chair of the Member Forum must be an active director of a Member, however, ideally the Chair of the Member Forum would be a Member President.
 - 3.1.2 The Chair of the Member Forum shall be elected at the Member Forum meeting immediately prior to the Annual General Meeting by a majority vote of the Members present.
 - 3.1.3 The Chair of the Member Forum shall serve a one (1) year term.
 - 3.1.4 If the Chair of the Member Forum is unable to attend any meeting, the Member representatives in attendance at the meeting shall appoint one of the Member representatives in attendance to chair the meeting.
- 3.2 The Member Forum shall consist of the President or Chair of the Board and the Executive Director from each Member or its duly appointed designate(s), the OHF Board, the OHF Executive Director and Member Forum staff resource as appointed by the OHF Executive Director.
- 3.3 The Member Forum meeting is a closed meeting to the public.
- 3.4 Members have the discretion to have additional personnel attend as observers with costs covered by the Member.
- 3.5 The Chair of Member Forum may request additional delegates or individuals to participate in the meeting based on their area of expertise and meeting topics.

4. NUMBER OF MEETINGS

- 4.1 The OHF Member Forum will meet a minimum of four (4) meetings within an OHF Fiscal Year.

5. MEETING STRUCTURE OVERVIEW

- 5.1 All Members, the OHF Board and any invitees shall receive at least thirty (30) days notice of OHF Member Forum meetings and shall receive the meeting agenda and other relevant meeting materials that require a recommendation to the Board not later than fifteen (15) days prior to the meeting.
- 5.2 The Chair of the Member Forum shall prepare the agenda for meetings based on submissions from the Members and the OHF Board. Submissions must be forwarded to the Chair of the OHF Member Forum, in writing at least twenty-one (22) days prior to the date of the meeting.
- 5.3 The quorum for a meeting of the OHF Member Forum shall consist of at least four (4) Members as identified in By-Law 4.1.
- 5.4 The OHF Member Forum should arrive at a consensus in making recommendations. When this is not possible then a majority rule vote on a recommendation may take place. When the Chair of the OHF Member Forum calls a vote, each Member in attendance. The Member Forum Chair, OHF Directors and any invitees shall not have voting rights.