Guide - Step by step – At a Glance

Adopting new rules for your co-op will not be difficult. Check out the steps below before you get started. This guide provides a breakdown of the process successfully.

Plan to provide the resources and opportunities your co-op will need to succeed. For instance, your board will want to form a working group or a committee. Don't forget to schedule the extra meetings you'll need to engage members in important discussions and formally adopt the Rules.

1	Set up a Rules Committee
2	Review your existing Rules
3	Review your current membership model
4	Choose the membership model that's right for you
5	Compare your existing Rules to the Model Rules
6	Discuss what you want to include in your new Rules
7	Make a first draft of your new Rules
8	Have the Board review the first draft of the new Rules
9	Hold an information meeting for members
10	Present the final draft to the Board
11	Call a members meeting to adopt the new Rules
12	Register your new Rules with the Registrar of Companies
13	Give a copy of the new Rules to your members