



Word Processing Tips

Getting started

1. Confirm your current membership model by checking Rules 2.1, 2.2 and 3 of your current Rules (we assume that you are working from rules based on the original Model Rules; if not, call us for help).
2. Check that you are working from the version of the Model Rules and the options guide that accurately reflects your preferred membership model:
 - a. Joint membership Rules (doc) and options guide
 - b. Principal member and one or more associate members, or
One member per unit Rules (doc) and options guide
3. Save the Model Rules under your co-op name.
4. Review the options guide carefully. Identify the options you prefer.

Changes to options and Rules

The changes in Model 2.0 are important and worth consideration. They will help you to modernize your co-op and meet governance and management challenges today and in the future. The good news is that there are relatively few options to consider. Selecting and including them in your Rules is easily done by the method described below.

1. Options

In the Model Rules, you will see options **highlighted in grey** on your screen. If you print the Word version, the grey does not show. The grey will show if you print CHF BC's PDF version.

To choose an option from the guide, you can do two things:

- start typing in the grey area (a text form field), or
- copy and paste the option into the grey area

As you start typing or pasting, the original text will disappear, and your changes will appear.

Note: An option within an option is identified with bold text. As you make changes within the highlighted grey areas, be sure to consider the bolded options as well. You can leave the bolded option as is or make changes, but be sure to unbold the option text in your final version.



See for example, Rule 17.5 [n]:

[n] has entered into a contract directly with the Co-op as an employee or contractor, **unless the Director complies with the provisions of the Act respecting disclosure and conflict of interest**;

You may keep [n] as is. Unbold the 2nd option:

[n] has entered into a contract directly with the Co-op as an employee or contractor, unless the Director complies with the provisions of the Act respecting disclosure and conflict of interest;

Or you may delete the 2nd option in [n]

[n] has entered into a contract directly with the Co-op as an employee or contractor;

In 17.5 [e]:

[e] is absent from **three** consecutive regular meetings of the Directors without the consent of the Directors;

You may delete all of [e] or keep it as is. Unbold “three”:

[e] is absent from three consecutive regular meetings of the Directors without the consent of the Directors;

Note: In your final version, only unbold the options. Do not unbold any other text in the Model Rules.

2. Replace or delete a Rule

The options guide makes clear whether you can delete a Rule or replace it with an option.

Where a Rule or Rule title is **highlighted in grey**, there is an option for the entire Rule.

Replacing a rule with an option

In certain cases (Rules 18.4, 18.8, 18.9, 18.11 and Occupancy Agreement (OA) sections 3.01 and 3.02, 4.03 and 4.04) a Rule may not be removed but an option may replace the Rule entirely.

For example, Rule 18.4:

18.4 Election procedure if there are not more candidates than vacancies

If the number of candidates in an election for Directors is equal to or less than the number of Directors to be elected, those nominated are declared elected

and no election is required.

You may replace all of Rule 18.4 with the following option:

18.4 Election procedure if there are not more candidates than vacancies

If the number of candidates in an election for Directors is equal to or less than the number of Directors to be elected, there must be an election by secret ballot and members may vote for any number of candidates. Those candidates who are named on at least a simple majority of the ballots cast, excluding spoiled ballots, shall be declared elected.

For example, sections 3.01 and 3.02 of the Occupancy Agreement:

3.01 Use of parking

The Member shall be entitled during the Term of this Occupancy Agreement to the use of **one (1) parking space** as assigned by the Co-op for parking of vehicles used by the Member or persons residing with the Member.

3.02 Parking Policies

The Member agrees to comply with Co-op Policies respecting parking, as are applicable from time to time.

If the Co-op does not provide parking of any kind, substitute the following for both 3.01 and 3.02:

3.01 No parking

The Member acknowledges that the Co-op does not provide parking to members, visitors, or guests.

Removing a rule

In other cases, the Rule may be removed (Rule 25 entirely, and sections 7.03 and 7.04 of the OA). For example, you may choose whether or not to have a section dealing with smoking in your Occupancy Agreement. Be sure to re-number where needed and make the changes to the table of contents.

Table of contents

The table of contents is set up so that when you hit Ctrl + click on a page number it will take you to that page. To make it automatically adjust to reflect re-numbering of pages, select the entire table, right click, and select “edit field”. Then amend the table of contents to reflect any changes you have made to section headings.

Final check list

Once you have finished making all your changes, check that:

- your co-op's full legal name is on the cover page and table of contents for both the Rules and OA, in Rule 1.1 Definitions and on page 7 of the OA in two places.
- the options you want are included
- you have unbolded options as necessary
- any changes you have made to the model or options are included*
- the table of contents corresponds accurately to the sections in the body of your new document
- where you have blank pages, you have typed "this page has been left blank deliberately".

If you need assistance with word processing tips or have questions, see [How can CHF BC help](#).

*Note: The Registrar no longer checks to make sure that amendments to the Rules comply with the *Cooperative Association Act*. We are confident that Model Rules 2.0 is fully compliant with the Act, but if you have made any changes to the model you should check with your lawyer to make sure that you haven't contradicted any section of the Act. Rules that are inconsistent with the Act are void.

This is part of the Model Rules 2.0 document collection.

