

Title: Community House Meeting
Issued By: Covenant House Vancouver
Applies To: Rights of Passage

I. POLICY

Youth at the Rights of Passage (ROP) must attend the House Meeting convened by the program staff.

II. PURPOSE

- A. To facilitate communication between ROP management, program staff, and co-residents.
- B. To provide a forum for discussing issues which impact the ROP community.

III. PROCEDURE

A. Schedule

- 1. A House Meeting will be held after Community Dinner once a month;
- 2. The House Meeting will be cancelled if there are no agenda items; and
- 3. A meeting cancellation notice will be posted on the door of the common space at the 3rd and 4th Floors.

B. Agenda

- 1. Both staff and youth may suggest topics for the agenda;
- 2. Deadline for submitting agenda topics is noon on the day of the House Meeting; and
- 3. The final agenda will be posted on the door of the common space at the 3rd and 4th Floors at least 48 hours before the House Meeting.

C. Any ROP program staff may facilitate the House Meeting.

D. A program staff will be asked to record the attendance and minutes of the meeting, with both kept in the House Meetings binder located in the common space

E. Any staff from Covenant House Vancouver (CHV) or external people may be invited to attend the House Meeting –

- 1. To address a specific subject; and
- 2. Leave immediately upon discussing their topic.

F. Youth must inform their Key Youth Worker (KYW) in advance if they are unable to attend the House Meeting, and the KYW must –

- 1. Complete an “Approved Absence” form, indicating the reason for non-attendance such as due to school, work, or other prior commitments related to their case plan; and
- 2. Place the completed form in the youth’s file.