

# BOARD OF DIRECTORS ELECTION 2016

## Guidelines for General Candidates

### Application Packets due July 24

## Message from the Board of Directors

Thank you for your willingness to run for the North Coast Co-op Board of Directors.

Member involvement in a member-owned co-op is important, and we all appreciate your interest and willingness to serve.

We realize that running for the board can seem like a daunting task. This guide is intended to outline what can be expected when running for the board, as well as lay out some of what you can expect as a board member.

On behalf of the entire 2016 Board of Directors we wish you good luck!

**Mary Ella Anderson**  
**Dave Feral**

**Colin Fiske**  
**Peggy Leviton**

**Leah Stamper**  
**Cheri Strong**

## General Election Timeline

<b>July 24</b>	Deadline to turn in application packet for General Director seat, 9pm	<b>Oct. 22</b>	Annual Membership Meeting
<b>July 28</b>	Candidates notified of eligibility and next steps	<b>Oct. 26</b>	General Election voting ends, 9pm
<b>Aug. 4</b>	Board Meeting, 6 – 8pm, location TBA	<b>Oct. 27</b>	Elected candidates are notified
<b>Aug. 22</b>	Video Statements due by 9pm	<b>Oct. 28</b>	General Election results announced
<b>Sept. 9</b>	Candidate Forum, location TBA	<b>Nov. 1</b>	New director terms begin
<b>Oct. 3</b>	General Election voting begins	<b>Nov. 3</b>	Board Meeting, 6 – 8pm, location TBA

### Please note:

Two seats on the Board of Directors are dedicated to employee-members of the Co-op. Employee candidates follow a separate application process and election timeline. Be sure you have the correct Guidelines for Candidates. There is one for General Candidates and one for Employee Candidates.

**Questions?** Contact the Nominating Committee Chair at [board@northcoast.coop](mailto:board@northcoast.coop)

## Cooperative Principles

- **Voluntary and Open Membership**
- **Autonomy and Independence**
- **Cooperation Among Cooperatives**
- **Democratic Member Control**
- **Education, Training and Information**
- **Concern for Community**
- **Member Economic Participation**

Learn more about our board: [www.northcoast.coop/about\\_us/board](http://www.northcoast.coop/about_us/board)

## Qualifications for Board Candidates

The following are the basic qualifications for candidates for the Co-op Board:

- Has no record of shoplifting at the Co-op or has had the right to shop reinstated according to operating procedures.
- If previously employed by the Co-op, was not fired within the past 12 months.
- Any actual or potential conflict of interest, including any potential conflict relating to previous employment at the Co-op, is disclosed and there is no overriding conflict of interest.
- Any past felony conviction is disclosed and there is no conviction which in the judgement of a reasonable person precludes service on the board.
- Is a member of the Co-op at the time of submitting application for candidacy.

The Nominating Committee shall use these qualifications to determine whether a candidate is excluded from candidacy. Should the Nominating Committee exclude a candidate, the full board may reconsider the exclusion provided the candidate chooses to contest it in a timely manner.

## Board of Directors Responsibilities

### Duty of Care

A board member has the duty to exercise reasonable care when making decisions for the Co-op. Reasonable care is what an "ordinarily prudent" person in a similar situation would do.

### Duty of Loyalty

A board member must never use information gained through his/her position for personal gain and must always act in the best interest of the Co-op.

### Duty of Obedience

A board member must be faithful to the Co-op's mission. He or she cannot act in a way that is inconsistent with the Co-op's goals.

As a Board Director of North Coast Co-op it is essential that you are responsible to the membership as a whole. We are looking for persons of good faith and sound judgement willing to work cooperatively within our process and board culture.

As a part of their overall responsibilities, board members must:

- Commit to a three year term.
- Regularly attend board meetings and other related meetings. Shall not have three unexcused consecutive absences from regular or special meetings of the Board.
- All Board members serve on the Finance Committee.
- Stay informed about committee matters, prepare well for meetings, review and comment on minutes and reports. (8-10 hours per month)
- Build a working relationship with fellow board members.
- Actively participate in the committees' annual evaluation, planning efforts, and relevant Co-op events.
- Disclose Social Security number, Live-Scan and other information to government agencies, as necessary.
- Due to the number of committees, board members may be asked to serve on multiple committees.

## Campaigning

Candidates are encouraged to campaign as little or as much as they feel is appropriate. The purpose of campaigning is to help the membership get to know you and why you are choosing to run for the board of directors.

Below is a brief overview of campaigning options. Once notified of your candidacy for the Board of Directors, you will receive more information about campaigning policies and procedures.

### Candidate Statement

The Candidate Statements (submitted with application packets by July 24, 9pm) of selected applicants for the Board of Directors will be featured in the the October general election materials, which will be available in stores and on our website.

### Video Statement

Candidates have the option of recording their own 3-minute video about their candidacy that will be viewable on the Co-op's YouTube channel. The deadline for submission is Aug. 22, 9pm.

### Candidate Forum

The Co-op will host a Candidate Forum in mid September, providing an opportunity for member-owners to get to know the candidates and ask questions.

### Tabling

Candidates can table in front of both stores during the election period, as well as at the Annual Membership Meeting on October 22.

*Candidates will be provided with more in-depth information on campaigning and election policies upon notification of their eligibility to run for North Coast Co-op Board of Directors.*