

BOARD OF DIRECTORS ELECTION 2020

RUN FOR
THE BOARD!

Employee Application
Due Tuesday, July 7

General Application
Due Tuesday, Aug. 11

A Message from the Board of Directors

Thank you for your interest in running for the North Coast Co-op Board of Directors. Member involvement in a member-owned co-op is what sustains our business and makes it possible to do great things in our community.

Running for the board is both an exciting opportunity and challenge. This guide will help you understand the process of running and what your roles and responsibilities will be if you are elected.

On behalf of the entire 2020 Board of Directors we wish you good luck!

Cheri Strong • Colin Fiske • James Kloor • Kirsten Lindquist • Laura Wright • Leah Stamper • Roger

About the Board of Directors

North Coast Co-op is a member-owned organization run by a board of directors. There are seven board members, five member-directors and two employee-directors, who are elected for three-year terms. The primary responsibilities of the Board of Directors are to provide overall direction and ensure the long-range security and viability of the Co-op, and to develop policies necessary to carry out the duties of the board and the functions of the cooperative.

Board Candidate Eligibility

The following are the basic qualifications for candidates:

- Is a member of the Co-op at the time of submitting application for candidacy.
- 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 judgment of a reasonable person precludes service on the board.

The Nominating Committee uses 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 within 72 hours of notification.

Board of Directors Responsibilities

It is essential that board members be responsible to the membership as a whole. We are looking for persons of good faith and sound judgment willing to work cooperatively within our process and board culture. As a part of their overall responsibilities, all board members must:

- Commit to a three-year term.
- Attend monthly board meetings (first Thursday of the month) and other special meetings as they arise.
- Serve on the Finance Committee and at least one additional committee of choice.
- Stay informed about committee matters, prepare well for meetings, review and comment on minutes and reports. etc. (10-20 hours per month, monthly stipend provided).
- Build a working relationship with fellow board members.
- Disclose social security number, live-scan and other personal documentation to local, state and government agencies, as necessary.
- 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.
- A board member must never use information gained through their position for personal gain and must always act in the best interest of the Co-op.
- A board member must be faithful to the Co-op's mission. They shouldn't act in a way that is inconsistent with the Co-op's goals.

Board Committees

All board members are on the Finance Committee, which meets quarterly, and choose the other committee they want to be on. Most other committees meet monthly.

- **Earth Action Committee** - Discusses environmental and sustainability issues.
- **Member Action Committee** - Provides an organized structure for members to come together to communicate their ideas and concerns about the Co-op.
- **Nominating Committee** - Recruits and nominates candidates for the board and its committees. Supervises elections and the training and development of leadership in the board and committee members.
- **Policies & Procedures Committee** - Takes on issues delegated by the board as well as reviews all governing documents including the Articles of Incorporation, Bylaws and Board Policy Manual.
- **Finance Committee** - Reviews and analyzes all financial information to be presented to the board and considers financial motions that ultimately must be approved by the board.

Election Timeline

It is recommended to attend a board or committee meeting prior to the start of elections. All meetings are listed on the North Coast Cooperative website calendar.

Employee Election Timeline

June 5 (Fri)	Applications available for one seat
July 7 (Tue)	<u>Employee applications due</u>
July 16 (Thr)	Nominating Cmt. reviews applications
July 17 (Fri)	Employees notified of eligibility
July 29 (Wd)	Employee election begins
Aug. 19 (Wd)	Employee voting ends at 7pm
Aug. 20 (Thr)	Nominating Cmt. counts employee ballots

General Election Timeline

June 5 (Fri)	Applications available for two seats
Aug. 11 (Tue)	<u>General applications due</u>
Aug. 20 (Thr)	Nominating Cmt. reviews applications
Sept. 22 (Tue)	General election begins
Oct. 11 (Sun)	Annual Membership Meeting
Oct. 14 (Wd)	General election ends at 7pm
Oct. 15 (Thr)	Nominating Cmt. meets to count ballots
Oct. 21 (Wd)	Election results posted
Nov. 5 (Thr)	Board orientation and first board meeting

Campaigning Guidelines

All applicants will be notified of campaigning guidelines at the time they are notified of their approved application. All candidates approved by the Nominating Committee, and or board of directors, will be notified of any changes to the campaigning guidelines throughout the duration of the election. Campaigning guidelines will additionally be posted, and updated as necessary, on the election section of the Co-op website and near customer service in both stores.



Submit your completed application and high-resolution photo of yourself

via email to nomcom@northcoast.coop or mail to "Nominating Committee" 811 I St., Arcata, CA 95521

Applications will not be accepted in the stores.

Employee Applications Due

Tuesday, July 7 by 7pm

General Applications Due

Tuesday, August 11 by 7pm

Questions? Contact the Nominating Committee: nomcom@northcoast.coop



APPLICATION to Run for the Board of Directors ELECTION 2020

All elements of this application are required

EMPLOYEE applications must be emailed or postmarked by 7PM on July 7, 2020.

GENERAL applications must be emailed or postmarked by 7PM on August 11, 2020.

Name _____ Member# _____

(Area in gray box is confidential and only reviewed by the Nominating Committee.)

Address _____

Phone (work/day) _____ (home/evening) _____

Email _____

Have you ever been convicted of a felony? If so, give date and nature of offense (an affirmative answer will not automatically disqualify one from being considered).

Do you have any actual or potential conflicts of interest for which the Co-op should be aware? If YES, please explain.

PLEASE ANSWER THE FOLLOWING 4 QUESTIONS

You have up to 500 words to answer all 4 questions. Your answers, no more than 500 words total, may be published in official North Coast Co-op publications and used in other election materials posted around our stores, circulated on social media sites and on the Co-op website. Answers exceeding 500-words will be cut off at the 500th word. ***By submitting your application, you agree to the Co-op's use for election promotion purposes.***

1) Why would you like to serve on the Board of Directors of the North Coast Cooperative?

2) Describe how your experience, including education, training and working with other groups or boards, will help you succeed as a board member.

3) What do you see as the most important opportunities or challenges facing the Co-op in the coming five to ten years?

4) Please share additional thoughts you would like the membership to know.

Submit this application and high-resolution photo of yourself via email to nomcom@northcoast.coop or mail to "Nominating Committee" 811 I Street, Arcata, CA 95521. Applications will not be accepted in the stores.

 Check here if you would like to schedule a time for a Co-op employee to take your photo.