

# BOARD OF DIRECTORS ELECTION 2022

RUN FOR  
THE BOARD!

## General Application Due Tuesday, August 3

### 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 2022 Board of Directors we wish you good luck!

Roger • Kirsten Lindquist • Alexandra Profant • Thomas Wehland • Humnath Panta • Pamela Lee • Laura Jones

### 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. 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 before or by Aug. 6, 2022. Household shoppers on a membership do not qualify for candidacy. To check your membership status, contact [membership@northcoast.coop](mailto:membership@northcoast.coop) or (707) 443-6027 x 434.
- Has no record of shoplifting at the Co-op or has had the right to shop reinstated.
- 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.

These qualifications 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.

- **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

<b>June 3 (Fri)</b>	Applications available for one seat
<b>July 6 (Wd)</b>	<u>Employee applications due</u>
<b>July 14 (Thr)</b>	Nominating Cmt. reviews applications
<b>July 15 (Fri)</b>	Employees notified of eligibility
<b>July 27 (Wd)</b>	Employee election begins
<b>Aug. 16 (Tue)</b>	Employee voting ends at 9pm
<b>Aug. 17 (Wd)</b>	NC Cmt. counts employee ballots

### General Election Timeline

<b>June 3 (Fri)</b>	Applications available for two seats
<b>Aug. 3 (Wd)</b>	<u>General applications due</u>
<b>Aug. 17 (Wd)</b>	Nominating Cmt. reviews applications
<b>Sept. 20 (Tue)</b>	General election begins
<b>Oct. 15 (Sat)</b>	Annual Membership Meeting
<b>Oct. 19 (Wd)</b>	General election ends at 9pm
<b>Oct. 22 (Sat)</b>	Nominating Cmt. meets to count ballots
<b>Oct. 26 (Wd)</b>	Election results posted
<b>Nov. 3 (Thr)</b>	First board meeting

## Campaigning Guidelines

All applicants will be notified of campaigning guidelines at the time they are notified of their approved application.



**All applications must be received by 9pm on August 3, 2022.**

**Postmark dates do not count as receipt dates for this process.  
Late applications will not be considered.**

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



## APPLICATION to Run for the Board of Directors ELECTION 2022

All elements of this application are required

GENERAL applications must be emailed or postmarked by 9PM on August 3, 2022.

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 500<sup>th</sup> 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.

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**To Submit your completed application and high-resolution photo of yourself:**

- Email to [nomcom@northcoast.coop](mailto:nomcom@northcoast.coop)

- Mail to North Coast Co-op, Attn: Emily Walter/NomCom, 811 I St., Arcata, CA 95521

- Drop off at a Customer Service Desk in a sealed envelope, Attn: Emily Walter/NomCom

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