



# BOARD OF DIRECTORS ELECTION 2025

RUN  
FOR THE  
BOARD!

General Applications Due Thursday, August 13

## 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 2025 Board of Directors we wish you good luck!

Roger • Elizabeth Gahm • Michael Connors • Mimi Smith • George WinterSun • Brenda Harper • Layla Richardson

## 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. 10, 2025. 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
- Any Director of the corporation must be at least 21 years of age by the first day of the term they are to serve (November 1, 2025).
- 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.
- As stated in Bylaws Section 5.02: "No two directors of the Corporation shall share a single membership, nor shall they reside in the same household." Additionally, any two or more Family Members must disclose this fact when running for an election. In this context, "Family Member" means spouse, domestic partner, child, grandchild, sibling, parent, grandparent, aunt, uncle, or first cousin.

These qualifications determine whether a candidate is excluded from candidacy. Should the Elections 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 (second 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 and Committees

All board members are on the Finance Committee, which meets quarterly, and choose the other committee they want to be on. 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 (<https://northcoast.coop/calendar/>).

- **Board Meetings** - The Board meets the second Thursday of the month at 6pm.
- **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.
- **Elections 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.
- **Member Action Committee** - Provides an organized structure for members to come together, to communicate their ideas and concerns, and to influence North Coast Co-op policy and practice, including discussion of environmental and sustainability issues.

## Employee Election Timeline

<b>June 18 (Wed)</b>	Applications available for one seat
<b>July 16 (Wed)</b>	<u>Employee applications due</u>
<b>July 23 (Wed)</b>	Elections Cmt. reviews applications
<b>July 24 (Thr)</b>	Employees notified of eligibility
<b>July 30 (Wed)</b>	Employee election begins
<b>Aug. 20 (Wed)</b>	Employee voting ends at 9pm
<b>Aug. 21 (Thr)</b>	Elections Cmt. counts employee ballots

## General Election Timeline

<b>June 18 (Wed)</b>	Applications available for two seats
<b>Aug. 13 (Wed)</b>	<u>General applications due</u>
<b>Aug. 21 (Thr)</b>	Elections Cmt. reviews general applications
<b>Sept. 24 (Wed)</b>	General election begins
<b>Oct. 12 (Sun)</b>	Annual Membership Meeting
<b>Oct. 22 (Wed)</b>	General election ends at 9pm
<b>Oct. 25 (Sat)</b>	Elections Cmt. meets to count ballots
<b>Oct. 29 (Wed)</b>	Election results posted
<b>Oct. 30 (Thr)</b>	Board Orientation at 6pm
<b>Nov. 13 (Thr)</b>	First board meeting at 6pm

## Campaigning Guidelines

All applicants will be notified of campaign guidelines following notification of their approved application.



**General Applications Due  
August 13, 2025 by 9pm.**

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

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



# APPLICATION to Run for the Board of Directors ELECTION 2025

All elements of this application are required

Name

Member#

*(Area in gray box is confidential and only reviewed by the Elections 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.

Do you have a "Family Member" on the board or running for the board in this election? "Family Member" means spouse, domestic partner, child, grandchild, sibling, parent, grandparent, aunt, uncle, or first cousin. If yes, you must state who, and your relation to them as part of your candidate statement.

## **CANDIDATE STATEMENT**

It is recommended to include answers to the following 4 questions in your candidate statement. You can submit up to 500 words. Candidate statements exceeding 500-words will be cut off at the 500th word.

- 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.

**CANDIDATE STATEMENT** (500 word limit)

For consistency and fairness, candidate photos must be scheduled and taken by Co-op staff at one of the stores. By submitting this application you are agreeing to schedule a time for a Co-op employee to take your photograph to be used for election promotions. Your photograph and candidate statement may be published in official North Coast Co-op publications and used in other election materials posted around our stores, on social media sites and on the Co-op website. By submitting your application, you agree to the Co-op's use for election promotion purposes.

**Applications must be received by 9pm on August 13, 2025.**

Following notification of eligibility our staff will contact you using your provided contact information.

**To submit your completed application:**

Email to [elections@northcoast.coop](mailto:elections@northcoast.coop) or,  
Mail to North Coast Co-op, Attn: Emily Walter/elections, 811 I St., Arcata, CA 95521 or,  
Drop off at a Customer Service in a sealed envelope, Attn: Emily Walter/Elections