

BOARD OF DIRECTORS ELECTION 2019

RUN FOR
THE BOARD!

**Employee Application Due
Tuesday, July 9**

**General Application Due
Tuesday, Aug. 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.

We realize that running for the board can seem daunting. 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 2019 Board of Directors we wish you good luck!
Colin Fiske • Leah Stamper • Cheri Strong • Ed Smith • Ivy North • James Kloor

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. "Meet the Board" events are scheduled for June 6 and July 11 (see the election timeline).

Employee Election Timeline

June 6 (Thr)	Meet the Board prior to board of directors meeting (5:30-6pm)
June 7 (Fri)	Applications available for one seat
June 13 (Thr)	Employee board meet and greet social hour in Arcata (12:30pm)
June 20 (Thr)	Employee board meet and greet social hour in Eureka (12:30pm)
July 9 (Tue)	<u>Employee applications due</u>
July 11 (Thr)	Meet the Board prior to board of directors meeting (5:30-6pm)
July 18 (Thr)	Nominating Cmt. meets to review applications
July 19 (Fri)	Employees notified of eligibility
July 31 (Wd)	Employee election begins
Aug. 21 (Wd)	Employee voting ends at 9pm
Aug. 22 (Thr)	Nominating Cmt. counts employee ballots.

General Election Timeline

June 6 (Thr)	Meet the Board prior to board of directors meeting (5:30-6pm)
June 7 (Fri)	Applications available for one seat
July 11 (Thr)	Meet the Board prior to board of directors meeting (5:30-6pm)
Aug. 13 (Tue)	<u>General applications due</u>
Aug. 22 (Thr)	Nominating Cmt. approves applications
Sept. 25 (Tue)	General election begins
Oct. 12 (Sat)	Annual Membership Meeting
Oct. 16 (Wd)	General election ends at 9pm
Oct. 17 (Thr)	Nominating Cmt. meets to count ballots
Oct. 23 (Wd)	Election results posted
Nov. 7 (Thr)	Board orientation and first board meeting.



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 9 by 9pm

General Applications Due

Tuesday, August 13 by 9pm

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



APPLICATION to Run for the Board of Directors ELECTION 2019

All elements of this application are required

EMPLOYEE applications must be emailed or postmarked by 9PM on July 9, 2019.

GENERAL applications must be emailed or postmarked by 9PM on August 13, 2019.

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 the Special Election Section of the Co-op News and used in other election materials posted around our stores and on our 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.

Campaigning Guidelines for Candidates

Candidates running for the Board of Directors can campaign during the election period (Sept. 25 - Oct. 16).

As a candidate, you are encouraged to campaign as little or as much as you 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. The more you campaign, the more member-owners vote!

Below are several options for campaigning. If you have other ideas that should be included, we would love to hear them. If you have questions about the election process, contact the Nominating Committee by emailing nomcom@northcoast.coop or by calling our Administrative Assistant at (707) 822-5947 ext. 236.

Candidate Application

Your answers to the four questions on your application and photo may be featured in the election guide and fall Co-op News. It may additionally be posted on our website and in stores.

Meet the Board Events

Candidates are encouraged to attend a board meeting to meet the board and ask questions you might have about serving on the board. These events take place 30 minutes prior to board meetings on June 6 and July 11 (5:30-6pm).

Tabling

Tabling at both the Arcata and Eureka store is encouraged. Tabling may occur at any time during normal store hours and should occur outside the store, weather permitting. The designated store front tabling area may be reserved in advance with Customer Service at the appropriate store. For Arcata: (707) 822-5947 and Eureka: (707) 443-6027. All other groups/individuals interested in utilizing the store front tabling area are on a first come, first served basis. If you have a reservation for the store front tabling area, groups interested in using that space during that time will be turned away. If you do not have a reservation and another group is already using the storefront tabling area, Customer Service will work to find another suitable spot for you.

If the weather does not permit outside tabling, exceptions may be made to allow tabling activities inside the store buildings in predesignated areas. These areas cannot be within 15 feet of the ballot box or five feet of any entrances to the stores and cannot interfere with normal business operations. Customer Service can assist you in getting set up in the correct area. The Co-op provides a table and two chairs for candidate use. Customer Service will locate these for you. While tabling, candidates may provide voting materials but voters must carry their own ballot to the ballot box. Anything else is considered proxy voting and prohibited in our bylaws.

Since tabling is encouraged for all candidates, if an accommodation is needed please notify the Nominating Committee by contacting nomcom@northcoast.coop.

Annual Membership Meeting

During the Annual Membership Meeting on October 12, candidates will have the opportunity to meet with members and address the membership in attendance as a whole. More information will be provided to candidates as details develop.

Expectations for Candidates

Board candidates have the right to approach and meet member-owners – to “campaign” – in the Co-op stores and in the parking lots to discuss the board election and their candidacy for the board. However, candidates are expected to conduct themselves in a courteous, respectful manner toward member-owners, employees, and customers at all times. Candidates are expected to be mindful that not all people in the store at any given time will be interested in hearing their pitch. Candidates are encouraged to focus on direction, principles and vision, as these are the board’s primary areas of focus within the organization. If there are complaints from member-owners or customers about a candidate’s campaigning activities, the Nominating Committee will be informed. If necessary, the candidate will be restricted from further campaigning.

While campaigning can feel like serious business, we hope that you will enjoy your time getting to know other member-owners of the Co-op. Most of all, **have fun!** Thank you again for your interest in serving on North Coast Co-op’s Board of Directors.