Policy Type:	Board Process
Policy Title:	C9 – Board Member Nominating and Election Process
Last Revised:	January 6, 2020

To ensure continuation of effective leadership and governance, the Board commits itself to recruiting high-quality candidates for open Board positions.
To this end we will:

1. Establish and maintain a Nomination/Election Committee(s) comprised of no fewer than two Board members who are not running in the next Board election. The committee(s) will be responsible for overseeing the nomination/election and appointment processes, including but not limited to:

    a) Coordinating the recruitment of qualified candidates and maintaining a list of potential Board candidates;

    b) Assuring the eligibility of candidates by following these Board-determined criteria:

        i. The candidate must be current on equity payments.

        ii. The candidate must have patronized the Co-op in the past year.

        iii. The candidate must not be an employee of the Co-op.

        iv. The candidate may not have any legal violations or convictions that would jeopardize the Co-op's state licenses or permits.

        v. The candidate must have no overriding conflicts of interest. An overriding conflict of interest includes but is not limited to the following:

            1. engagement in activities that will put the Co-op in legal or financial jeopardy.

            2. an ongoing financial or legal dispute with the Co-op.

            3. financial dependence on a Co-op competitor.

            4. having applied for or left a management position at the Moscow Food Co-op within one year before application for or appointment to the Board.

    c) Presenting a list of eligible and ineligible candidates for each election at the first Board meeting following the filing deadline. The goal is to present at least two candidates more than the number of positions to be voted on.

    d) Preparing informational packets for candidates that detail the Board Code of Conduct, eligibility information, time commitments, duties and responsibilities, campaigning guidelines, and other pertinent information.

    e) Conducting an in-person Board candidate orientation that covers information provided in the candidate packet and provides candidates with a question and answer opportunity.

2. Require a simple majority of the Board to accept the eligible and ineligible candidate lists.

3. Charge the Nomination/Election Committee(s) with overseeing the election process, including but not limited to:

a) finalizing elections procedures before the start of the filing period;

b) working with support staff to carry out the election process;

c) assuring that all notices pertinent to the election process are posted in a timely manner according to the bylaws;

d) creating and enforcing campaigning/electioneering guidelines, including discouraging aggressive campaigning and/or leafleting;

e) overseeing the election outcome, including verifying results with the Co-op's IT department and the online voting source and making results available to the general membership. All election results shall be securely stored for three years.

4. Charge the Nomination/Election Committee with overseeing appointment processes in a manner that is fair, open, transparent, and timely, and in accordance with Moscow Food Co-op bylaws.

5. Charge the Nomination/Election Committee with overseeing special membership meetings/elections in a manner that is fair, open, transparent, timely, and in accordance with Moscow Food Co-op bylaws.