Nominations & Elections Committee Charter

COMMITTEE NAME: Nominations & Elections Committee

PURPOSE: The committee is charged with assisting the Board with its duty to oversee elections and nominations processes to cultivate effective Board leadership.

STATUS: Standing

DUTIES: To fulfill its purpose, the Nominations & Elections committee is responsible for:

- Performing all duties it is charged with by Policy C9, including but not limited to:
  - **Recruiting candidates:** In a year-round effort that aims beyond the upcoming election, the committee will develop a pool of qualified candidates and work on recruitment for the Board.
  - **Overseeing elections & nominations processes**: This includes ensuring candidate eligibility, presenting the Board with eligible candidates, conducting candidate orientations, and overseeing elections procedures and marketing efforts (including work carried out by Co-op staff).
  - **Presenting eligible candidates to the Board for appointment in the event of a Board vacancy.**

CHAIR: A director confirmed by the Board.

COMMITTEE COMPOSITION: The committee shall be composed of 2-3 directors and approximately 3 Participating Owners. The committee may also include staff with expertise relevant to the committee's duties. Only owners who are not running for election or reelection in the immediate upcoming Board election may serve on this committee. Committee openings will be filled on a rolling basis.

MEETINGS: The committee will meet monthly for an hour, or as needed.

BUDGET: The committee will require funds and the Board treasurer will prepare a yearly budget for Elections/Voting expenses as part of the Board budget. When funds in excess of the budgeted amount are required, the committee must receive approval from the Board treasurer and the General Manager before proceeding. The committee will also require paid Board administrative assistant time.

REPORTING TO THE BOARD: The committee chair is responsible for keeping the Board apprised of the committee's actions at each Board meeting next following a meeting of the committee. Committee meeting notes will be posted online and included in the upcoming Board meeting packet.

COMMITTEE EXPECTATIONS: Committee members are expected to:

- communicate any concerns they may have with committee process and/or culture promptly to the chair and/or to the committee as a whole; and
- attend committee meetings throughout the year and not miss more than 3 in a row, barring extenuating circumstances. If a member comes within one missed meeting of failing to meet these expectations, the chair shall notify them not less than 25 days in advance. If these expectations are not met, the chair shall convene with the member to discuss whether the member should remain on the committee. Non-Board committee members are also encouraged to attend at least 1 Board meeting a year.

Adopted July 22, 2014
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