

Policy Type: Board Process
Policy Title: C9 – Board Member Nominating and Election Process
Last Revised: October 5, 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 the Board shall:

1. Establish and maintain a Nomination/Election Committee including no fewer than two Board members who are not running in the next Board election.
2. Charge the Nomination/Election Committee with overseeing nomination processes, including but not limited to the following duties:
 - a) Coordinating the recruitment of qualified candidates and maintaining a list of potential Board candidates;
 - b) 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;
 - c) 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, including but 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; or
 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.
 - d) Presenting a list of eligible candidates for each election at the first Board meeting following the candidacy filing deadline.
 - e) Conducting a Board candidate orientation that covers information provided in the candidate packet and provides candidates with a question and answer opportunity.
3. Require a majority of the Board to accept the eligible candidate lists.
4. Charge the Nomination/Election Committee with overseeing the election process, including but not limited to the following duties:

- 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.

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