

POLICY D2
APPENDIX D2.1: BOARD ELECTION PROCESS

Tasks and Responsibilities

The vice president is responsible for ensuring this election process is followed. If the vice president is running for re-election, these responsibilities will be delegated to another board member who is not running for re-election.

Member Connect Committee is responsible for the coordination of the election process.

A. Member Connect (MC) Committee Responsibilities

1. Determine important election deadlines specified in item A6 as a proposal for the December board meeting.
2. Decide the process and timing for announcing the candidates.
3. Coordinate all election activities with EMO staff on the MC committee.
4. Ensure that all details in sections E (Election Process) and F (Ballot Collection and Validation Process) below are followed.
5. Ensure notice of GMM meets bylaws requirement.
6. MC determines the following dates:
 - a. Copy deadline for ballots and candidate statements
 - b. Date members will begin receiving ballots (which is the date the election begins)
 - c. Dates for the election period - 2-3 weeks
 - d. GMM - This event could put a spotlight on the election; for example, kicking off the election, meeting the candidates, closing the election, or meeting the new board.
 - e. Date for ballot counting - within 48 hours after deadline for mail-in ballots
 - f. Date of May board meeting for the seating of the newly elected board members.

B. Recruitment, Orientation, and Development (ROD) Committee Responsibilities

1. Recruitment Plans
2. Prepare Candidate Information Packet.
3. Verify the candidates' qualifications and membership status with staff member.
4. Review candidate statements, insure the statements are complete and meet the guidelines.
5. ROD determines the following dates:
 - a. Date when the Candidate Information Packet will be ready
 - b. Deadline for candidate statement
 - c. Candidate orientation date - if one is planned
 - d. New board orientation date
 - e. Spring retreat date

C. Vice President Responsibilities

1. Ensure MC and ROD fulfill responsibilities for a valid election.
2. Review the Board Election Process (this document) and revise if necessary by the November board meeting.
3. Organize ballot counting.
4. Contact candidates with election results.

D. Staff Responsibilities

1. Provide copies of the Candidate Information, prepared by the ROD Committee by the deadline date.

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2. Place “Call for Candidates” notices, and election deadlines prepared by the ROD, in the *Garbanzo Gazette* and throughout the store.
3. Prepare ballots.
4. For all member/owners with a listed email, email out notice of election along with ballot link to last known email. For member/owners without a listed email address, mail notice of election and a printed ballot to last known physical address. (Coordinate date with board.)
5. Prepare ballot box.
6. Bring ballots and box to any meet-the-candidates event.
7. Collect and validate ballots with a board member present.
8. Discard ballots when appropriate (see section E for details).

E. Election Process

1. In order for a candidate’s name to appear on the ballot and in the *Garbanzo Gazette*, the candidate’s statement must be received by the deadline. Members who submit a candidate’s statement after the deadline will be considered write-in candidates, and their statements will be posted in the store window. We will not post candidate statements for members who submit their statements after the election has started.
2. Only the Member of Record may run for the board. Per bylaws 4.4, must have been an active member-owner for the 90 days prior to the closing deadline for casting ballots in the election.
3. If there are fewer candidates than seats open, the board will not extend the period open for candidate statements.
4. The candidate’s name shall be listed in a random order determined by the drawing of names preferably by a board member not up for re-election, with at least one other board member as a witness. If necessary two staff members can do the drawing of names.
5. Voting will take place for at least two weeks. Only the Member of Record may vote.
6. Ballots and ballot boxes will be available to members at the Co-op.
7. Ballots and candidates’ statements will be mailed to all members-owners at their address of record.
8. Ballots will be collected and validated by the process stated below in section E.
9. At least two current board members, not running for re-election and one current co-op member shall be responsible for counting the votes.
10. The counting of ballots will occur within 48 hours after the deadline for receiving mailed ballots and will be an open process with members welcome to act as witness.
11. After the votes have been counted the Board will notify new board members, candidates and membership of the results within 24 hours.
12. At the May board meeting the outgoing board will certify the validity of the election and the terms of the newly elected directors. The certification will be captured in the minutes.
13. Ballots will be discarded 30 days after results have been announced if no one has contested the results.

F. Ballot Collection and Validation Process

1. Ballots received by mail will be placed in the ballot box.
2. Once a week a designated staff and a board member will retrieve the ballots from the Ballot Box in the store.

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3. The key for the Ballot Box will be held by a designated staff member, who will open the box. All ballots will be removed from the box, counted and placed in an envelope. The number of ballots will be noted on the envelope.
4. In the office, the ballots will be validated by determining that the member is in good (“active”) standing (member’s annual share purchase is current) using the membership database.
5. A list of the members in good standing who have voted will be generated manually in order to ensure only one vote per member.
6. The ballots of members who have been validated will be placed in a manila envelope; the envelope will be labeled “VALID” with the date and number of enclosed ballots and kept in a locked cabinet in the back office. (A new envelope will be used for each round of ballot count/validation, with the same information.)
7. If a member is found not to be current, the ballot will be set aside and placed in a separate manila envelope marked “INVALID” with the date and number of enclosed ballots. A designated staff member will contact the inactive member about the need to update their membership before the end of the voting period in order for their vote to be counted. If the member renews their membership, their ballot will be retrieved from the “Invalid” envelope and placed in the “Valid” envelope for inclusion in the election.
8. All envelopes will be delivered to the place where ballots will be counted.

The board will revise this appendix as needed.

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