

Elections Committee Charter 2021

COMMITTEE NAME: 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, including officer succession.

STATUS: Standing

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

- Performing all duties it is charged with, in accordance with board policies, 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 in accordance with the current requirements set by the board (SCFC Bylaws 4.4), 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 Board Member, confirmed by the Board.

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

MEETINGS: The committee will meet every two months or as necessitated by election cycle responsibilities and activities.

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 assistance from Co-op staff.

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 EXPECTATIONS: Committee members are required to:

- Communicate promptly and cooperatively throughout the yearly process.
- Attend all committee meetings, and all committee election activities, barring extenuating circumstances. (If a member continually fails to meet these expectations, the chair shall convene with the member to discuss whether the member should remain on the committee.) Non-Board committee members are strongly encouraged to attend at least one Board Meeting a year.
- Must maintain complete confidentiality of candidates information and deliberations of the committee.

