

# **ELECTIONS COMMITTEE**

## **Charter**

### **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.

### **Composition**

The committee shall be composed of a minimum of three directors and up to two member-owners. Due to the sensitive and confidential nature of the candidate process, member-owners must be confirmed by the board before joining the committee. The committee may also include staff with expertise relevant to the committee's duties. Directors running for reelection must recuse themselves from any committee activity involving a conflict of interest. Only member-owners who are not running for election in the immediate upcoming board election may serve on this committee.

### **Authority**

The committee chair is responsible for keeping the Board apprised of the committee's actions at the next board meeting following a meeting of the committee.

### **Duties and Responsibilities**

To fulfill its purpose, the Elections Committee is responsible for performing all duties it is charged with, in accordance with board policies, including but not limited to:

1. Setting minimum candidate requirements with board approval (SCFC Bylaws 4.4.) Ensuring candidate eligibility. Ensuring candidates agree to and receive adequate training in order to perform their duties effectively.
2. Overseeing election procedures and marketing efforts, including election work carried out by the co-op staff.
3. 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.
4. Presenting eligible candidates to the board for appointment in the event of a board vacancy.

The committee will meet as necessitated by election cycle responsibilities and activities.

### **Budget**

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 before proceeding.

**COMMITTEE EXPECTATIONS:** Committee members are required to:

- Maintain complete confidentiality of candidates' information and deliberations of the committee.

- 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.

Adopted 6/23/2021

Revised 2/23/2022

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