Nominations & Elections Committee Charter

COMMITTEE NAME: Nominations & Elections Committee

PURPOSE: The committee is charged with elections-related processes to cultivate effective Board leadership.

STATUS: Standing

DUTIES. Per Policy C9, the committee's duties are:

- **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 involves assuring candidate eligibility, presenting the Board with eligible and ineligible candidates, conducting candidate orientations, and overseeing elections procedures and marketing efforts (including work carried out by Co-op staff).
- **Special membership meetings:** The committee will oversee special membership meetings/elections called in accordance with Moscow Food Co-op bylaws.

CHAIR: A director approved by the Board at its first meeting after the election.

COMMITTEE COMPOSITION: The committee's composition will be determined by the Board on an annual basis following the Board election. Membership shall include at least two directors, and may also include Participating Owners, staff, and other persons with expertise in the specific duties. Only directors whose terms do not expire with the immediate upcoming election may serve on this committee.

MEETINGS: The committee will meet monthly, or more frequently if needed, with meetings lasting approximately one hour.

BUDGET: The committee may require funds and will work with the GM to establish a budget when needed. If candidate recruitment is to involve entertaining potential candidates, then a budget will be required.

REPORTING TO BOARD: The committee chair is responsible for keeping the Moscow Food Co-op Board apprised of the committee's actions on a monthly basis. Committee notes will be posted online in the Board filing cabinet and included electronically in the monthly Board meeting packets.

SELF-EVALUATION: The committee will evaluate its own functions, personnel, accountability, and effectiveness via an annual survey of committee members.

Adopted July 22, 2014
Updated March 13, 2017