

Elections and Board-Owner Communications (EBOC)

COMMITTEE NAME: Elections and Board-Owner Communications (EBOC)

PURPOSE: The committee is charged with assisting the Board with its duty to facilitate effective, two-way communication between the Board and the Co-op's member-owners ("owners") and assisting the Board with its duty to oversee elections and nominations processes to cultivate effective Board leadership.

STATUS: Standing

DUTIES: The committee is responsible for:

- Performing duties described in Policy C9, including but not limited to:
 - Recruiting candidates: 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, presenting the Board with eligible candidates, and overseeing elections procedures and marketing efforts (including work carried out by Co-op staff).
 - Schedule and arrange candidate orientations
 - Oversee the voting process and announcement of winners
 - Presenting eligible candidates to the Board for approval in the event of a Board vacancy
- Planning the annual ownership meeting
- Working with the Board to assess priorities and approaches for communicating with owners
 - Planning events for directors, owners and producers to interface
 - Facilitating solicitation of owner feedback to understand owner opinions, values, expectations, and concerns; and
 - Developing talking points for directors to use when communicating with owners and the broader community about sensitive issues.

CHAIR: A director confirmed by the Board.

COMMITTEE COMPOSITION: The committee shall be composed of 3 directors and 4-6 Participating Owners. The committee may also include staff with expertise relevant to the committee's duties. Committee members who are running for election or reelection, to the board, must recuse themselves from all discussions concerned with elections..

MEETINGS: The committee will meet monthly for an hour, or as needed.

BUDGET: The committee will require funds and the Board treasurer will prepare a yearly budget for Elections/Voting, Annual Meeting and Director Owner Activities 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 paid Board administrative assistant time.

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 meeting notes will be posted online and included in the upcoming Board meeting packet.

COMMITTEE EXPECTATIONS: Committee members are expected to:

- Communicate any concerns they may have with committee process and/or culture promptly to the chair and/or to the committee as a whole; and
- Attend committee meetings throughout the year and not miss more than 3 in a row, barring extenuating circumstances. If a member comes within one missed meeting of failing to meet these expectations, the chair shall notify them not less than 25 days in advance. If these expectations are not met, the chair shall convene with the member to discuss whether the member should remain on the committee. Non-Board committee members are also encouraged to attend at least 1 Board meeting a year.

