

CANDIDATE ELECTIONS HANDBOOK

BRIARPATCH CO-OP BOARD OF DIRECTORS

2019 ELECTION

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Letter to Candidates:

Elections for Board Directors are held each year in May. This packet of information is compiled for prospective Board Director candidates.

The Board of Directors serves a critical role in overseeing and guiding our Co-op. Board members attend Board meetings and the meetings of at least one Committee. We encourage BriarPatch owners to explore this possibility for service and to contact us with any questions. We encourage you to visit the BriarPatch website at www.briarpatch.coop to review news and activities and to become acquainted with the Bylaws and other Board governance documents at <http://www.briarpatch.coop/join-the-co-op/co-op-governance/>. Finally, we encourage you to attend Board meetings that are scheduled for the last Tuesday of each month starting at 6:00 p.m. All meetings take place in the Community Room located at the market.

Each year three positions on the Board, each for three-year terms, become available at each annual election.

The annual election schedule is as follows:

February 1 st , 2019	Deadline for Candidate Applications
Late February to Early March 2018	Candidate Interviews and Orientation
April 15-30, 2019	Tabling and Candidate Forum(s)
May 1-15, 2019	Balloting
May 15, 2019	Election Results Posted
May 28, 2019 Board Meeting	Seat new Board and Elect Officers for 2018-2019

For information about the election process, please contact by email:

Kat Bass
Administrative Assistant
elections@briarpatch.coop

Director of the Board Job Description

The Board of Directors is committed to carrying out the Mission of BriarPatch as stated in the Articles of Incorporation and Policy Register. The Board provides collective leadership to the General Manager on behalf of owner-members.

Duties

1. Prior to each Board meeting, prepare by reading committee reports, financial statements, and other materials distributed in the Board packet.
2. Attend all regular and special Board meetings, participate in the proceedings, and follow the agenda.
3. Serve on at least one committee and actively participate in meetings of the committee.
4. Maintain knowledge of current corporate policies, procedures and the objectives of the corporation.
5. Financially support BriarPatch by being an active owner and shopper.
6. Actively recruit BriarPatch owners to serve on the Board and on committees.
7. Share expertise and talents with BriarPatch as appropriate.
8. Serve as an advocate of the corporation to the community.
9. Be accessible to the General Manager and other Board Members as needed.
10. Fulfill commitments within the agreed-upon deadlines.
11. Hold in confidence any sensitive information. All issues related to personnel, real estate, market strategy and goals, pending litigation, contract negotiations, and financial status (member loans, bank loans, General Manager salary, etc.) will be considered sensitive issues subject to confidentiality unless or until full disclosure is approved by the Board as a whole.
12. Read and comprehend the Bylaws, Articles of Incorporation, the Policy Register and Procedures Manual of the BriarPatch Board of Directors.
13. All Board members should be open to assuming an officer role if the need arises.

Compensation:

15% discount shopping in the store

Monthly Stipend:

\$200.00 Board Member

\$250.00 Secretary, Treasurer, Vice President

\$350.00 President

BriarPatch Co-op Ends Policies:

1. A successful and vibrant cooperatively-owned business that acts as a leader among local businesses and food co-ops nationally and contributes to environmental stewardship through its business practices.
2. Access to high quality, healthy products, especially local and organic food.
3. A community center where people experience a sense of connectedness, ownership and fellowship.
4. A stronger local food system.
5. A major local employer that provides a healthy, fair, and considerate workplace for employees.
6. Access to education about food and consumer issues that encourages customers to make healthier food choices.

Requirements:

Candidate Requirements as paraphrased from the By-Laws:

To be qualified as a Director, a candidate:

1. Shall have been an owner for at least six months prior to the commencement of the election of Directors and shall be current on ownership payments.
2. Shall be committed to the best interests of the Co-op.
3. Shall not have any conflict of interest with the Co-op.
4. Any card-holding adult member of a household ownership unit shall be eligible to serve as Director.
5. No employee shall be eligible to serve as Director.

Only one member per household can serve.

In addition to the above By-Laws stated qualifications, the Board Development Committee will determine desired professional qualifications needed by the Board and recruit and look for these qualifications in potential candidates. It is highly recommended that interested parties attend at least one Board meeting prior to the election.

ELIGIBILITY REQUIREMENTS	TO RUN FOR THE BOARD	TO VOTE IN THE ELECTION
Must be the primary owner <u>or a member of a household</u> on a co-op ownership account	✓	
Must be the primary owner on a co-op ownership account (household members do not have voting rights)		✓
Ownership account status must be "active" (either fully paid or current on payments – and – have shopped in the store in the past 24 months)	✓	✓
Candidate application <u>must be complete in all respects</u> and must be submitted by the deadline	✓	

Candidate Campaigning Rules

BriarPatch will assist Board of Director candidates in campaigning and encourage owners to participate in the elections by:

1. Hosting, advertising, and sponsoring one or more Candidate Forums prior to the election. Participation by candidates is optional.
2. Posting approved information and photographs of candidates in BriarPatch within two weeks of the acceptance of the candidate list. Printed candidate statements will be available for customers to take home to help owner-members make informed voting decisions.
3. Publishing articles about upcoming elections and approved candidate statements and photographs in BriarPatch newsletter.
4. Posting approved information and photographs of candidates on BriarPatch website.
5. Additional articles may be published in BriarPatch newsletter reminding members about voting procedures and policies.

Candidates for BriarPatch Board of Directors are expected to campaign in a professional, appropriate manner, that reflects positively on BriarPatch. Candidates will campaign fairly and focus on the issues of importance to the interests of owners.

1. Candidates are encouraged to talk about themselves, their experience, leadership ability, business/jobs and policy position on issues relevant to the cooperative.
2. BriarPatch requires candidates to follow BriarPatch Board of Directors' Code of Conduct in Section C-5 of the Policy Manual at all times.
3. Campaigning inside the store is prohibited.
4. Use of BriarPatch logo is prohibited in campaign materials, except for those provided by BriarPatch.
5. Campaigning outside of BriarPatch shall be allowed provided ingress and egress to the store are not restricted and candidates are not disturbing customers. Candidate must contact the Front-End Manager or Customer Service prior to tabling to make tabling arrangements.

All candidates and their representatives desiring to campaign by the entrance to BriarPatch must review the documents contained in the Board Application. These include the Application, the Board of Directors' Job Description and other documents from the Procedures Manual. Also, referenced in the Application are links to the Bylaws and the Policy Manual. Candidates shall agree to abide by all these documents as indicated by signing the agreement at the bottom of page 5 in the Application. Copies of the Board Application packet shall be available at the Customer Service counter inside the store.

Management will do the policing to make sure all rules are being followed:

1. Use of proprietary corporate information, including but not limited to the owner mailing list is prohibited by candidates.
2. All campaign mailings shall clearly state the names of the persons providing the mailing and shall follow the ethical guidelines listed above.
3. Each candidate generates his/her own materials with his/her own personal resources. BriarPatch resources may not be used.
4. Employees of BriarPatch are prohibited from actively campaigning for a candidate on the premises when on duty.
5. BriarPatch employees shall not use their position or BriarPatch resources to influence the election.

Campaigning that violates the campaign policy will be brought to the President of the Board of Directors. The President may ask for a removal of the candidate from the ballot of the election which will take effect upon a majority vote of the Board of Directors.

Code of Conduct for Candidates:

To avoid any conflicts during the election season, the following code sets the following guidelines:

1. Incumbent and New candidates will not participate in election discussions at Board or Committee meetings. Examples are: candidate questions, discussions of eligibility, content of applications. During closed session election discussions, candidates will leave the room.
2. Board incumbent candidates need to be redacted from email lists to Board members when involving discussions about elections business or passing documents such as copies of applications or a list of forum questions.
3. Incumbent and New candidates are not entitled to see other candidate applications.
4. Incumbent or New candidates on the Board Development Committee will not participate in meetings and event planning from declaration of candidacy through election completion.