

Board of Directors 2022 Election



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

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Letter

To Candidates

Elections for Board Directors are held each year in May. This handbook is provided to guide candidates through the election process.

The Board of Directors serves a critical role in overseeing and guiding our Co-op. Directors attend Board meetings and the meetings of at least one committee. We encourage BriarPatch owners to explore this opportunity for service and to contact us with any questions.

We encourage you to visit the BriarPatch website at briarpatch.coop to review news and activities and to become acquainted with the bylaws and other Board governance documents at briarpatch.coop/join-the-co-op-governance. Finally, we encourage you to attend Board meetings that are scheduled for the last Tuesday of each month. Three positions on the Board, each for three-year terms, become available at every annual election.

The annual election schedule is as follows:

October 13, 2021	Candidate application period opens
January 31, 2022	Deadline for candidate applications
Late February to Early March 2022	Candidate interviews and orientation
March 31, 2022	Notice mailed to owners / Candidate Names announced to public
April 15-30, 2022	Campaigning and candidate forum(s)
May 2, 2022	Election begins
May 16, 2022	Election ends
May 16, 2022	Election results posted
May 31, 2022 Board Meeting	Seat new Board and elect Leadership Positions



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 owners.

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 to the community.
9. Be accessible to the General Manager and other Directors 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 (owner 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 Directors should be open to assuming a leadership position role if the need arises.

Compensation:

15% discount for all shopping in the store

Monthly Stipend (taxable – will be reported annually on Form 1099):

\$200.00 - Director

\$250.00 - Secretary, Treasurer, Vice President

\$350.00 - President

BriarPatch Food 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.





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. Candidate statements will be available for customers to take home to help owners make informed voting decisions.
3. Publishing notices about upcoming elections and approved candidate statements and photographs in BriarPatch Vine newsletter.
4. Posting approved information and photographs of candidates on BriarPatch website.
5. Additional notices may be published in BriarPatch e-newsletter and on social media reminding owners 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, while adhering to all state, local and store guidelines for safe social distancing. 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 candidate handbook. Candidates shall agree to abide by all these requirements as indicated by signing the application. Copies of the candidate application packet are available at the Customer Service counter inside the store.

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Candidate Campaigning Rules Continued

Management is responsible for ensuring that all campaigning rules are being followed:

1. Use of proprietary co-op information by candidates, including but not limited to the owner mailing list, is prohibited.
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 co-op premises when on duty.
5. BriarPatch employees shall not use their position or BriarPatch resources to influence the election.

Campaigning that violates this policy will be brought to the President of the Board. The President may initiate removal of a candidate from the ballot subject to approval by the majority vote of the Board.

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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 meeting.
2. Incumbent candidates need to be removed from email lists to Directors 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.

All applicants will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please contact elections@briarpatch.coop if you have questions.