

Green Burial Ottawa Valley Co-op

Nomination and Election for the Board of Directors policy

Requirements and duties for the Board of Directors:

The Board of Directors work as a group. No one Director has more authority than another. Directors make decisions as a group.

1. Requirements for Directors

- 1.1. Must be at least 18 years old;
- 1.2. Must be of sound mind;
- 1.3. Is not an employee of the Co-op;
- 1.4. Is present at the AGM;
- 1.5. Is a resident of Ontario;
- 1.6. Is a member of Green Burial Ottawa Valley Co-op (GBOV).

2. Duties for Directors

- 2.1. Attends Board and Committee meetings as needed;
- 2.2. Cannot miss more than 3 consecutive Board and/or Committee meetings without permission from the Board;
- 2.2. Educates members and non-members about the Co-op;
- 2.3. Participates actively in the affairs of the Co-op;
- 2.4. Keeps confidential the affairs of the Co-op until it is decided to release the information to the members and the public;
- 2.5. Provides liaison to the Board for at least one Committee, and functions as a resource for said Committee;
- 2.6. **Care:** Takes care of the Co-op by ensuring prudent use of all assets, including facility, people and good will;
- 2.7. **Loyalty:** Ensures that the Co-op's activities and transactions are, first and foremost, advancing its mission;
- 2.8. Recognizes and discloses conflicts of interest;
- 2.9. Makes decisions that are in the best interest of the Co-op, not in the interest of any individual Board Director;
- 2.10. **Compliance:** Ensures the Co-op obeys applicable laws and regulations; follows its own by-laws; and
- 2.11. Acts to ensure the Co-op adheres to its stated purpose and mission.

Nominations Process:

1. Nominations

1.1. The Secretary will send the members an invitation to nominate candidates for vacant seats on the Board, no less than sixty (60) days prior to the election. The invitation shall include, but is not limited to:

- 1.1.1. The number and term of positions to be filled;
- 1.1.2. A description of the duties and requirements of a Board Director;
- 1.1.3. Contact information for the Nominations committee.

1.2. To nominate a candidate, a Member shall put themselves forward, or have someone else propose their candidacy, and shall inform the Nominations Committee in writing of their intent to stand for election or re-election.

1.3. In order to stand for election, the person must accept to do so.

1.4. Notification of interest in candidacy must be received in writing by the Nominations Committee no less than forty (40) days prior to the AGM.

1.5. The proposed nominee shall provide pertinent documentation as requested by the Nominations Committee in order to be considered as a candidate. The documentation shall include but is not limited to:

- 1.5.1. A short bio; and
- 1.5.2. Reasons why they would be a good Director for the Co-op;
- 1.5.3. Two references(preferably Members of the Co-op) in support of their candidacy, who may be contacted.

2. The Nominations Committee

2.1. The Board shall appoint a minimum of two Members who are not seeking re-election to serve as Nominations Committee. One of these shall serve as Committee chair.

2.2. The Nominations Committee shall:

- 2.2.1. Receive from the Board the number of seats to be filled;
- 2.2.2. Receive from the Board, the list of Members standing for re-election.
- 2.2.3. Receive candidates for the Board from Members;
- 2.2.4. Give a list of candidates to the Board of Directors no longer than thirty (30) days prior to the election. The list will include the names and supporting documents of the persons nominated.
- 2.2.5. The Nominations Committee shall send the full list of nominees to the membership at large no fewer than twenty (20) days prior to the election.

2.3. The Nominations Committee may decide to conduct interviews of the prospective candidates and/or contact their references.

Election process:

1. There shall be no nominations from the floor at the AGM.
2. If the number of candidates is the same as or fewer than the number of seats to be filled the chair shall declare the candidates to have been elected by acclamation.
3. If the number of candidates is higher than the number of seats to be filled, the chair of the Nominations Committee shall present the list of candidates standing for election, and shall appoint an Elections Officer, who shall be assisted by two persons responsible for conducting the vote: the Election Officers.
4. The candidates may be presented by the Directors, and may be asked to speak or read a short introduction. A brief question period may be called for members to ask the candidates to speak to their candidacy.
5. At that point, the Nominations Committee shall have discharged their duties.
6. The vote:
 - 6.1. The Elections Officers shall distribute ballots to the members in attendance. One ballot per voting member with the printed list of nominees. No candidate shall receive more than one vote from each member. The ballot shall clearly state the number of candidates a member may vote for.
 - 6.2. The Election Officers shall collect the votes and count them. For example if the number of seats to be filled is four, the four with the most votes win. They bring the result to the Chair of the Board, who shall then announce the newly elected Directors.
 - 6.3. If the voting is done electronically or any other system other than in person, the person facilitating the online portion of the meeting will be conducting the voting. That person shall count the votes and present the result to the Board..
 - 6.4. The newly elected Directors are presented to the members.