Board of Directors Nomination Policy

Established August 9, 2016

In accordance with the Shared Harvest Bylaws, the Board may establish policies from time to time, to provide clear procedures for carrying out the work of the Board of Directors**.** (Bylaws: 4.1 Powers and duties… the Board shall include, but not be limited to… establishing policies to guide operational decisions… and assuring that the purpose and Mission of the Cooperative are properly carried out). The Nomination Policy is hereby established to provide clear procedures on how to elect Directors at the Annual Meeting, and provisions for filling vacancies, should one or more occur more than 30 days prior to the Annual Meeting.

Vacancies (due to resignation or for any other reason) will be filled by an open and democratic election process of eligible members who have expressed an interest in holding a board position. (Except for vacancies more than 30 days prior to the Annual Meeting, such vacancies may be filled by the President, with the consent of the Board, to complete the term of the Director who resigned or otherwise was unable to complete their term of office.)

1. Meet requirements as established by Bylaws: “Article 4.2 Number and qualifications**.** The Board shall be composed of up to fifteen (15) Directors, elected from among shareholders of the Cooperative. To be qualified as a Director, a person must:
    - be at least 18 years old; and
    - be a shareholder at the commencement of the Director’s term; and
    - not have any significant conflict of interest with the Cooperative; and must live in Illinois.”

2. Complete and submit a fully completed *Application for Candidacy;* see Application for the Shared Harvest Board of Directors.

3. Submission of the Application can be accomplished in three (3) ways:
    a. Received Via U.S. Mail to: Shared Harvest, Nomination Committee, P.O. Box 884, Elgin, IL 60121
    b. Via E-mail to: info@sharedharvest.coop
    c. Personally delivered to a current board member. Email info@sharedharvest.coop to make arrangements.

4. The Chair of the Nomination Committee will certify, via e-mail or by phone, that the Candidate meets all necessary requirements and will be included in the Annual Meeting Ballot.

5. The Ballot will include at minimum, the date and location of the election; the number of vacancies to be filled; the type of vacancy, whether full term or filling a vacancy; the length of the term. It will also include a photo, a maximum 200 word statement of the Candidate.

6. The Candidate will have an opportunity to speak at the Annual Meeting prior to the election for approximately one minute.

7. At the conclusion of the Annual Meeting, the Nominating Committee Chair, or his/her designee will announce the results of the election.

8. The election is effective immediately upon the conclusion of the Annual Meeting. However, there will be within ten days a transition and orientation session for new board members.

Application for the Shared Harvest Board of Directors

Date of Application:
Name (as you would like it to appear on the ballot):
Owner Share Number (email info@sharedharvest.coop if unsure):
Phone Number:
Email:
Street address:
City, state, zip code:

- **Eligibility:** Qualifications for Board service are specified in the Bylaws, which are available online at: http://www.sharedharvest.coop/bylaws.html

- **Time Commitment:** Board members are expected to attend and be prepared for each meeting. Meetings are held on the first and third Monday each month at 6:00 p.m. (online via Zoom), with additional committee duties and other activities from time to time.

- **Photograph:** Please include/attach a recent photo of yourself with this application.

- **Candidate Statement:** Include a maximum 200-word statement about yourself and why you want to be on the Board, attach a separate sheet or send via email. Please note that your photo and statement will be posted on the Shared Harvest website, Facebook, emailed and/or mailed to members prior to the Annual Meeting.

- **Committee Involvement:** All members of the Board serve on at least one standing committee. Please check one or more of the committees listed below that you would most like to join and why? Please attach a separate sheet, if necessary.
  - _____ Annual Meeting and Elections Committee
  - _____ Bylaws and Policy Committee
  - _____ Diversity Committee
  - _____ Finance and Audit Committee
  - _____ Grant Committee
  - _____ Store Operation Committee
  - _____ Ownership and Outreach Committee

- **Signature:** Please sign the application prior to submitting:

  I, _____, have read and understand the duties of a Director of Shared Harvest and attest that I am willing and able to complete those duties, should I be elected.

Office Use ONLY: Initials: _____ Time and date received: _____
Time, date and method candidate informed that candidacy is verified as valid: _____