

People's Food Cooperative 2011 Nominations Committee Charter

Purpose

The Committee exists to support Board compliance with its charge to ensure continuous, viable, democratic governance for the Co-op.

Relevant Bylaws and Policies:

Bylaws 5.4-5.8 - rules and procedures for election of board of directors

G.1.4 - continuance of governing capability

G.4.2 - role of vice-president in overseeing annual meeting and election

G.5 - rules and procedures for operating committees

Membership

Membership will consist of at least three members, appointed by the Board, at least two of which are currently serving as directors. Intended candidates in the next election may not serve on the Committee. The board will appoint a Director, who is in the first 2 years of their term, to chair the committee. The Chair is responsible for conducting meetings and for seeing that Committee output is delivered to the Board.

Responsibilities

- Review current elections policy and make recommendations for improving policies.
- Work with staff on election cycle calendar (to dovetail with Annual Meeting timeline), including the incorporation of new schedule requirements established by the change to Bylaw 5.4
- Prepare and update materials to present to all potential candidates.
- Formally approach and recruit possible candidates.
- Assist all candidates that step forward with the election process.
- Make recommendations of all qualified candidates without endorsement of any individual.
- Ensure there are at least 2 candidates for each board opening.
- Meet with all potential candidates to familiarize them with Board process and Director responsibilities.
- Assess the qualifications of potential candidates.
- Create opportunities for potential candidates to become involved in current committee and other BOD work.

Outputs

- Minutes of committee meetings for the Board.
- Election cycle calendar specifying all important publicizing, information gathering and nominating dates.
- A petition for candidates not nominated by the committee, drafted and presented to the Board for approval
- A 'Run for the Board' article for September newsletter.
- Criteria defining desirable qualities for Directors, for Board discussion and for use in the recruitment process.
- A recommendation for the slate of Board candidates
- Policy recommendations for improving the election process.
- Recommendations for additional responsibilities to be assigned to the Nominations Committee.
- Information packet and application for candidates.
- Regular reports to the Board on the status of the recruitment process.
- A list of candidates for the Board by December 31, 2011.
- Performance self-reviews and a draft charter for subsequent election cycle.

Meetings

Will be at the discretion of the Chair