

Keweenaw Cooperative, Inc.  
Nominations Committee Process Document  
Revised October 2018

- I. The Keweenaw Cooperative, Inc Nominations process will permit and encourage fair representation of the Owners.
  
- II. The Elections of Directors must be held at each Annual Meeting of the Owners, or a Special Meeting called for that purpose, to elect a successor for each Elected Director whose term has expired.
  
- III. The Board will consist of nine Directors each serving a three-year term. The nine positions will be staggered so that three Director Positions expire each year. When a Director does not complete their three-year term, an interim Director will fill that term until the next election cycle. The interim Director may be elected at the Annual Meeting or may be chosen by the Board of Directors if the vacancy occurs between elections. An interim Director may be chosen from among the nominees at the previous Annual Meeting or may be chosen from among the general membership.
  
- IV. Eligibility:
  - a. Only current Keweenaw Co-op owners may apply to serve, be nominated to serve, or serve on the Board of Directors of the Keweenaw Co-op.
  
  - b. Candidates must attend at least one Keweenaw Co-op Board of Directors meeting prior to the Annual Meeting.
  
  - c. Owners seeking election must complete their statement of interest three weeks prior to the Annual Meeting.

Prospective Board members are discouraged from campaigning, and campaigning is not allowed on Keweenaw Co-op, Inc. property.

The following timeline is suggested:

**September:**

The Keweenaw Co-op Board of Directors will form a Nominations Committee comprised of Directors whose seats are not up for election or who will not be seeking re-election. Past Board Members and/ or current owners may serve on the committee. The Nominations Committee will prepare a search for prospective Board members. All Board Members are responsible for recruitment; however, it is the responsibility of the Nominations Committee to provide information to potential candidates. Begin communication to Owners about Board Service and the Nominations process. (Circumspect article, email to owners and other social media may be used)

**November:**

All Board members will present lists of names of potential Board candidates. The Nominations Committee will use this list to extend an invitation to those on the list to become a nominee.

**December through March:**

Potential candidates must attend at least one Keweenaw Co-op Board of Directors meeting prior to the Annual Meeting. The Board President or designee will educate the potential candidates on Board meetings, Policy Governance, and describe the level of commitment and the amount of time that serving on the Board requires.

Persons expressing an interest in serving on the Keweenaw Co-op Board of Directors will be given a prospective Board member packet. They will also be encouraged to read Governance documents and policies posted on the Keweenaw Co-op website prior to submitting their statement of interest.

**March:**

Owners seeking election must complete their statement of interest three weeks prior to the Annual Meeting.

**April:**

If there are not enough candidates to fill open director positions, the Board will continue the search to fill Board vacancies until the required number of directors is filled. Appointed Board members will fulfill the open position term until the next election cycle.

References: KCI By-Laws Article 4