

# 2015 Elections Procedures Manual

Approved by the Board of Directors of the Weaver Street Market, March 11, 2015

## I. Purpose

This manual is intended to provide guidelines that will ensure fair and consistent elections of members of the Board of Directors. The elections are conducted by the Elections Committee and the process is accountable to the Board of Directors. The Elections Committee is expected to always be mindful of the co-op owners' interest in transparent and open elections. The Manual will be reviewed by the Elections Committee following the elections each year and updated as necessary to reflect any needed changes in the elections procedures. The revised manual will be submitted to the Board for approval to ensure compliance with the Bylaws and Board Policies.

## II. Limitations of Elections Procedures

It is to be expected that contingencies will arise for which this Manual will contain no specific procedure. In such case, the Elections Committee will attempt to implement a solution that is in alignment with the intent of these Elections Procedures and Board Policies and will notify the Board of its action. If the Elections Committee decides it is unable to make a determination under the terms of its delegated authority it will request a determination from the Board.

## III. Elections Committee

1. **The Elections Committee** is appointed annually by the Board of Directors as provided for in its Policies (Appendix 3: Policy C-8 Election and Orientation of New Board Members).
2. **The Elections Committee Chair** is appointed by the Board of Directors unless it directs the Elections Committee to elect a chair from amongst its members.
3. If a member of the Elections Committee decides to run for election, he or she must resign from the committee.
4. **Staff Support.** The General Manager designates a staff member ("EC Staff") to provide staff support to the Elections Committee. This person is responsible for 1) performing or coordinating election process functions in this document delegated to staff and 2) taking minutes and documenting the work of the Elections Committee. The remaining tasks in this document are the responsibility of the committee ("EC").
5. **Time Commitment**
  - a) It is expected that the Elections Committee will meet as needed (approximately six to eight times a year) to plan and conduct the elections. Of these meetings, the October meeting will be devoted to counting the votes and the final two meetings of the year to evaluating the elections, preparing the report to the Board, and considering any changes needed to this manual.
  - b) Each committee member is expected to help with a candidate tabling event. (2-hour session)
  - c) Each committee member is expected to help at the annual meeting.
6. **Responsibilities.** The Elections Committee responsibilities include:
  - a) Review the Elections Timeline. (Appendix 1; also see Section IV below.)
  - b) Determine the format of the Call for Candidates application package based on content provided by the Board of Directors.
  - c) Determine the format and criteria for a valid candidate application. In consultation with EC staff, the Board may specify the maximum length of the candidate statement and may suggest or require that the question/answer format strictly be adhered to. (Appendix 2)
  - d) Meet to validate candidate applications and approve the Ballot Design. (Section VII)
  - e) Oversee the election process and maintain ballot box security.

## 2015 Elections Procedures Manual

- f) Attend election events at the stores and annual meeting.
  - g) Meet to validate and count votes.
  - h) Post-election, meet to review the elections process and update procedures.
  - d) Submit a final report, including an updated version of this manual, to the Board.
7. **The EC Chair** is responsible for:
- a) Scheduling EC meetings.
  - b) Ensuring the EC carries out its responsibilities.
  - c) Facilitating communication among EC members.
  - d) Communicating with the Board including regular reports to the Board on the EC's actions in the performance of its duties and responsibilities.
  - e) Communicating with the candidates about the elections process. (Section VI.5)
  - f) Keeping the entire EC apprised of communications from candidates.

### IV. Elections Timeline

1. **Draft of Timeline.** Prior to the start of the election season, EC Staff updates the previous year's Elections Timeline for review by the Elections Committee. (Appendix 1)
2. **Approval of Timeline.** The Elections Committee modifies/approves the timeline prior to the start of the elections process. The committee needs to set deadlines and schedule meetings with awareness of relevant print deadlines:
  - a) The meeting to approve Call for Candidates application packets must be in advance of the print deadline for production of Call for Candidates.
  - b) The deadline for submission of completed candidate applications must be early enough to allow the committee to meet and validate candidacies in advance of the print deadline for the annual report; the annual report contains the candidate statements and the ballots.

### V. Eligibility

1. **Eligibility to be a Candidate.** Eligibility of candidates is described in the Board Policy Manual, C-8: Election and Orientation of New Board Members. (Appendix 3) Note that the Manual refers to the eligible candidates having been owners for one year prior to date of application. Since an application can be submitted up until the deadline, the practical application of this requirement translates into one year before the closing date for applications.
2. **Eligibility to Vote.** Eligibility to vote is described in the By-Laws. (Appendix 4)

### VI. Candidates

1. **Call for Candidates.** Each Consumer Owner and Worker Owner receives a Call for Candidates e-Newsletter that explains how to become a candidate.
2. **Call for Candidates Reminders.** Regular communication vehicles are used to send a series of Call for Candidates reminders according to the Elections Timeline.
3. **Candidate Applications.** Candidates are required to submit an application (Appendix 2), a candidate statement, and a photo by the application deadline.
4. **Review of Candidate Applications.** The Elections Committee meets to review all applications received and validate that the candidates are eligible and that their applications meet the format requirements as set by the Board. (Section III.5.c)

## 2015 Elections Procedures Manual

5. **Communicating with Candidates.** The EC Chair informs candidates that they are qualified and provides information about the elections process including the Elections Timeline, the schedule for tabling, campaigning guidelines, the time and place of annual meeting, how results are communicated, how to observe the vote counting, post-election procedures, and how to get questions answered. The EC Chair requests a confirmation from candidates that they receive communications from the EC, e.g. read receipt verification.
6. **Publication of Candidate Statements.** Candidate statements will ordinarily be printed as submitted with only minor edits by the marketing department to fit publishing guidelines. If the committee decides it is necessary, however, EC staff will organize copyedits and translation of candidate statements. EC staff will organize translation to Spanish for the Worker Owner statements. EC staff will make every effort to make each candidate's statement and picture appear with equal prominence in the election materials.

### VII. Ballot Design

1. **Draft of Ballots.** EC Staff updates previous year's ballots for review by the Elections Committee. (Appendix 5)
2. **Approval of Ballots.** The Elections Committee approves the ballots by the deadline in the Elections Timeline.

### VIII. Publicizing the Elections

Election publicity should constantly emphasize why it is important to vote, including information on the Board's role in the governance of the co-op. Methods for publicizing the elections include:

1. **In-Store Displays for Consumer Owner Election.** EC Staff sets up in-store displays with Candidate Statements and extra ballots in the Carrboro, Southern Village, and Hillsborough stores. Informational posters will also be deployed to instruct owners how to ensure their votes are valid (Section X.2) and will be counted.
2. **Break Room Displays for Worker Owner Election.** EC Staff sets up displays in the break rooms of the three stores and the Food House.
3. **Information Tables for Consumer Owners.** During the voting period, at each of the WSM locations, member(s) of the Elections Committee will staff a table to alert Consumer Owners to the election and to encourage voting. Copies of the candidate statements from the Annual Report and any other relevant resources will be made available at the table. Candidates are not present.
4. **Website.** EC Staff sets up separate website pages with the candidate statements and voting instructions for both the Consumer Owner and Worker Owner elections.
5. **Reminders to Vote.** Follow up reminders to vote with voting instructions are put in regular communication vehicles according to the Elections Timeline.

### IX. Candidate Owner Engagement

1. **Candidacy guidelines.** The following guidelines are given to candidates: "Weaver Street Market wishes to provide an open and democratic elections process that honors our status as a cooperative while not intruding on our owners' shopping experience. Please be respectful of your fellow owners." The Elections Committee will develop additional guidelines as needed.
2. **Opportunities for Engaging with Owners.**
  - a. **Candidate Statement.** (Section VI.6)
  - b. **Candidacy Flyers.** Worker Owners may also be offered the option of submitting a candidacy flyer in the form of a single sheet of paper, which EC staff can arrange to distribute to each Worker Owner. Material submitted for a flyer is required to be of print quality and made available to EC staff by the specified print deadline.

## 2015 Elections Procedures Manual

- c. **Video.** Candidates will be offered the option of recording a brief video in the form of an interview with questions which will be given to the candidates beforehand. Subject to each candidate's review and approval, this video will be posted online with links from the WSM website.
- d. **Engagement with Worker Owners.** Worker Owner candidates will be provided an opportunity to interact with Worker Owners in the three stores and the Food House. The candidates shall be afforded the opportunity to attend each worksite, not just their own. These opportunities will be set up to allow candidates to be able to interact with the most Worker Owners (such as, during a shift change). Candidates will be informed of the format and guidelines, and an Elections Committee member will be present.
- e. **Meet the Candidates Event.** The Elections Committee will organize a "Meet the Candidates" event prior to the Annual Meeting that will provide an opportunity for candidates to interact with owners informally. For example, in 2014, a "Meet the Candidates" event was part of a Co-op Fair on August 30. The event was designed to maximize owner participation, including food, entertainment, other cooperatives, and information on the Weaver Street Market, its history, and the cooperative business model.
- f. **Meet the Candidates at the Annual Meeting.** The voting period will begin at the Annual Meeting. The Board sets aside time during the Annual Meeting for the candidates to make a statement, as well as additional time before and/or after the meeting's program for owners to meet the candidates. EC Staff provides the candidates with buttons or badges identifying them as Consumer Owner or Worker Owner candidates.

### X. Voting Methods

- 1. **Voting Method.** Voting takes place by written ballot. The ballot may be either mailed to the administrative office or deposited in a ballot box.
- 2. **Valid Votes.** For a ballot to record a valid vote, it must:
  - a. Have a valid Co-op Ownership Share number (referred to below as "owner number").
  - b. Have a name that matches one of the names we have listed for that share. Note: Each name listed on the share is entitled to one vote.
  - c. Have a box checked for one of the candidates (WSM elections do not allow for write-in candidates).
  - d. Not be a duplicate.
- 3. **Worker Owner Anonymity.** Each Worker Owner will receive in his or her mailbox a blank ballot, a green unmarked envelope, and a white envelope which has a space to record the owner's name and employee discount number. The marked ballot is to be placed into the green envelope which is in turn placed in the white envelope. The envelopes will be separated when the votes are counted. (Section XI)
- 4. **Ballot Boxes.** Eight secure, locked ballot boxes that are large enough to hold all the ballots are placed as follows: one in each store convenient for Consumer Owners; one in each store break room convenient for Worker Owners; one at the food house; one at the Annual Meeting. EC staff is responsible for delivery of ballot boxes to the various locations. The ballot boxes will be designed so as to prevent ballots from being read once placed inside the box, for example, by using opaque materials or covering. Consumer Owner and Worker Owner ballots are valid irrespective of which box they are deposited in.
- 5. **Ballot Box Security.** The EC will ensure that the ballot boxes are locked and/or sealed during the voting period. If numbered seals are used (Appendix 6), the EC will keep a record of the numbers. The EC staff will transport the boxes to the counting location.
- 6. **Mail-in Ballot Security.** Ballots mailed to the administrative office will be deposited, with their envelopes, into the Food House ballot box.
- 7. **Late Ballots.** Ballots received after the closing date and time of the elections are invalid and will not be counted.

# 2015 Elections Procedures Manual

## XI. Procedures for Counting Ballots

1. **General Principles:** The counting process has to take into account several factors that are peculiar to the WSM structure.

**Two Classes of Owners:** WSM has two classes of share owners, Worker Owners and Consumer Owners, and the two classes of owners each vote for candidates from their own class. This leads to slightly different voting practices and more importantly, the need to count each class of vote separately.

**Multiple Owners on a Share:** A WSM ownership share may be owned jointly by up to four members of a household each of whom has the right to a vote. This complicates the recognition of potentially duplicate votes since more than one ballot may be legitimately labeled with the same owner number.

Thus, in order to safeguard the integrity of the vote, we need to ensure that the number of ballots received for any given owner number is no more than the number recorded on the share and that the names entered on the ballots match those listed on the share. There are two ways to accomplish this. Traditionally, we have physically sorted the ballots by owner number so that when the ballots are subsequently checked against the membership list it is readily apparent how many votes are received under any given owner number. It has proven easier to use a dedicated database program which records all the data from each ballot and allows the identification and elimination of duplicate votes from the final tally.

2. **Invalid Ballots.** It is inevitable that some of the ballots received will not be valid under WSM's election policies. Those that are obviously invalid — for example, "joke" votes for Superman or Mickey Mouse or votes cast by an owner for the wrong class of candidate — can be immediately classified as such. Other common reasons for invalidating a ballot are missing owner name or owner number. (Appendix 7 lists the most common reasons for a ballot to be considered invalid).
3. **Questionable Ballots.** Some ballots, may be deemed "questionable" for various reasons when first examined. The most common reasons are a mismatch between name or owner number on the ballot and WSM's official record of the share. Some of these questions can be resolved by reference to our records. For example, substitution of first name with a familiar form (for example, "Bill" for "William") is easy to recognize. Another frequent occurrence is the replacement of the maiden name in our records with a married name; this can sometimes be deduced from our data. Past practice has been to accept such ballots with these discrepancies. Similarly, the owner number written on the ballot may not match the name but a search of our records shows that the name on the ballot is associated with a number that differs from the one written by a simple transposition of two numerals or the absence of one digit. In such cases too, past practice has been to correct the ballot and record the vote.
4. **Duplicate ballots** are defined as ballots that have the same owner number and owner name. If the duplicate ballots indicate votes for the same candidate, only one vote is recorded. If the duplicate votes are for different candidates, they are to be ruled invalid and no vote is recorded.
5. **Resolution of Questionable Ballots.** At the end of the process of tallying votes, there should only be two categories of votes: valid votes, which are counted, and invalid votes which are tallied only for reporting.

It is conceivable that the situation may arise in which the vote tallies for two or more candidates are so close that ruling a few questionable votes as valid or invalid may alter the outcome of the election. To avoid any possible appearance of bias, the questionable votes should be ruled as valid or invalid **before** the possible outcome is known.

**The decision on whether to declare a questionable ballot valid or invalid should be made by committee consensus.**

6. **Observation of Counting by Candidates or Candidate Representatives.** Each candidate, or a representative appointed by the candidate, is invited to observe the count at a distance that keeps confidential which candidate an individual owner voted for, and in a manner that does not disrupt the concentration of the vote counters.

### Needed to Count the Votes

- a. A majority of the Elections Committee and no fewer than two members

## 2015 Elections Procedures Manual

- b. Ballot boxes from all voting locations
- c. Archive envelopes marked:
  - i. Opened Worker Envelopes
  - ii. Counted Worker Ballots
  - iii. Invalid Worker Ballots
  - iv. Counted Consumer Ballots
  - v. Invalid Consumer Ballots
- d. Worker Owner and Consumer Owner lists sorted by number
- e. Computer with worker and Consumer Owner lists.
- f. Invalid Worker Ballot form and Invalid Consumer Ballot form (Appendix 7) if counted by hand.
- g. Worker Owner Count Sheet and Consumer Owner Count Sheets (Appendix 7) if counted by hand.

### 7. Preliminary Steps

- a. The ballot boxes are inspected to ensure there is no evidence of tampering.
- b. The seals are removed from each box.
- c. The Worker Owner ballots — in the specially marked white envelopes — are separated from the Consumer Owner ballots.

### 8. Procedure for Counting the Worker Owner Votes

- a. Worker Owner ballots should be counted by EC members who are Consumer Owners.
- b. Verify that the white envelope is valid i.e. the name and employee discount number on the outside of the white envelope is a unique match with the list of Worker Owner employee discount numbers.
- c. If counting by hand, number the invalid white envelopes consecutively starting with #x1, enter the reason on the “Invalid Worker Ballots” form, and place the invalid envelopes in the “Invalid Worker Ballots” envelope. If the committee cannot agree whether or not an envelope is invalid, it becomes a “Questionable” ballot and is put aside and dealt with like the other questionable ballots below.
- d. Remove the green envelopes from the valid white envelopes and place the empty white envelopes in the envelope marked “Opened Worker Envelopes”.
- e. Open the green envelopes and determine the validity of the enclosed ballots (section X.2). Invalid ballots should be treated as in ‘c’ above. Questionable ballots are put aside to be dealt with as described in ‘g’ below.

A special case occurs when a Worker Owner has filled out the white envelope correctly and inserted a ballot directly into it without using the green envelope. This is NOT an invalid ballot — the double envelope system is designed to ensure Worker Owner anonymity, but if an individual chooses not to take advantage of this provision, it should not invalidate his or her vote.
- f. Number the valid ballots consecutively starting with #1. The ballot number and vote cast are recorded on the Worker Owner Count Sheet by committee members working in pairs to prevent errors.
- g. The Committee as a whole reviews questionable ballots and agrees on which can be determined to be valid.
- h. Count the valid votes as recorded on the tally sheets.
- i. Place the counted ballots and completed Count Sheets in the “Counted Worker Ballots” envelope.

## 2015 Elections Procedures Manual

### 9. Manual Procedure for Counting the Consumer Owner Votes.

- a. Sort the ballots into numerical order of owner number. This speeds up the verification of owner name and ensures the determination that no more ballots have been cast than the owner's share allows.
- b. Verify that the ballot is valid (as described in Section X.2) and number valid ballots consecutively starting with #1. The ballot number and vote cast are recorded on the Consumer Owner Count Sheet by committee members working in pairs to prevent errors.
- c. Number invalid ballots consecutively starting with #x1, enter the reason on the "Invalid Consumer Ballots" form, and place the invalid ballots in the "Invalid Consumer Ballots" envelope. If the committee cannot agree whether or not a ballot is invalid, it becomes a "Questionable" ballot and is put aside to be dealt with later as described in paragraph d.
- d. The Committee as a whole reviews questionable ballots and agrees on which can be determined to be valid.
- e. Count the valid votes as recorded on the tally sheets.
- f. Place the counted ballots and the completed Count Sheets in the "Counted Consumer Ballots" envelope.

### 10. Counting Votes Using the Elections Software.

- a. If two computers are being used concurrently, one of them has its ballot numbers set to start at 1 and the other at 1001 or 2001 etc. as desired.
- b. Committee members working in pairs look up the owner number on each ballot (if there is no number or no name it is recorded as an invalid ballot). If the name on the ballot matches the database, the vote is recorded. If there is a mismatch the ballot is deemed "questionable". If a ballot has already been recorded with the same name and number, it is recorded as a duplicate. The reasons for a vote being invalid or questionable are entered.
- c. All ballots are numbered consecutively using the numbers assigned by the software.
- d. When all ballots have been processed, if two computers have been used the data from each are merged and reconciled for duplicates.
- e. The committee considers the questionable ballots and/or duplicates and rules each one valid or invalid.
- f. The records corresponding to questionable votes reassessed as valid are altered as appropriate.
- g. The vote counts and tallies are printed.

## XII. Announcing the Elections Results

1. **Notifying the Candidates.** *The Elections Committee Chair* or designee notifies each consumer and Worker Owner candidate of the elections results by e-mail and phone immediately after the votes are counted.
2. **Notifying the Board.** *The Elections Committee Chair* or designee notifies the Board of the elections results by e-mail immediately after the votes are counted.
3. **Notifying Owners.** The EC staff posts the names of the winning candidates at the elections displays, on the website, and in *The Beet* and in the *Market Messenger* within 48 hours (or in the next publication). In addition, the details of the Worker Owner election results will be posted in the break rooms the morning after the ballots have been counted. In addition, a link to a web page with details will be provided. Details will include the number and the percentage of valid ballots received by each candidate.

## XIII. Election Challenges

1. **Election Challenges.** Only candidates may challenge the result of the election and must do so within 24 hours of being informed of the results. Challenges are made by e-mail to the Elections Committee Chair. Upon receipt of a

## 2015 Elections Procedures Manual

challenge, the Elections Committee Chair notifies the Board Chair (or the Board's designee if the Board Chair is running in the challenged election).

2. **Election Disputes.** The Board will investigate and make the final decision in the case of a disputed result. Any sitting director who is party to the dispute is automatically recused from the process. The Elections Committee is available to the Board as a resource in this process.

### XIV. Post-Election Review

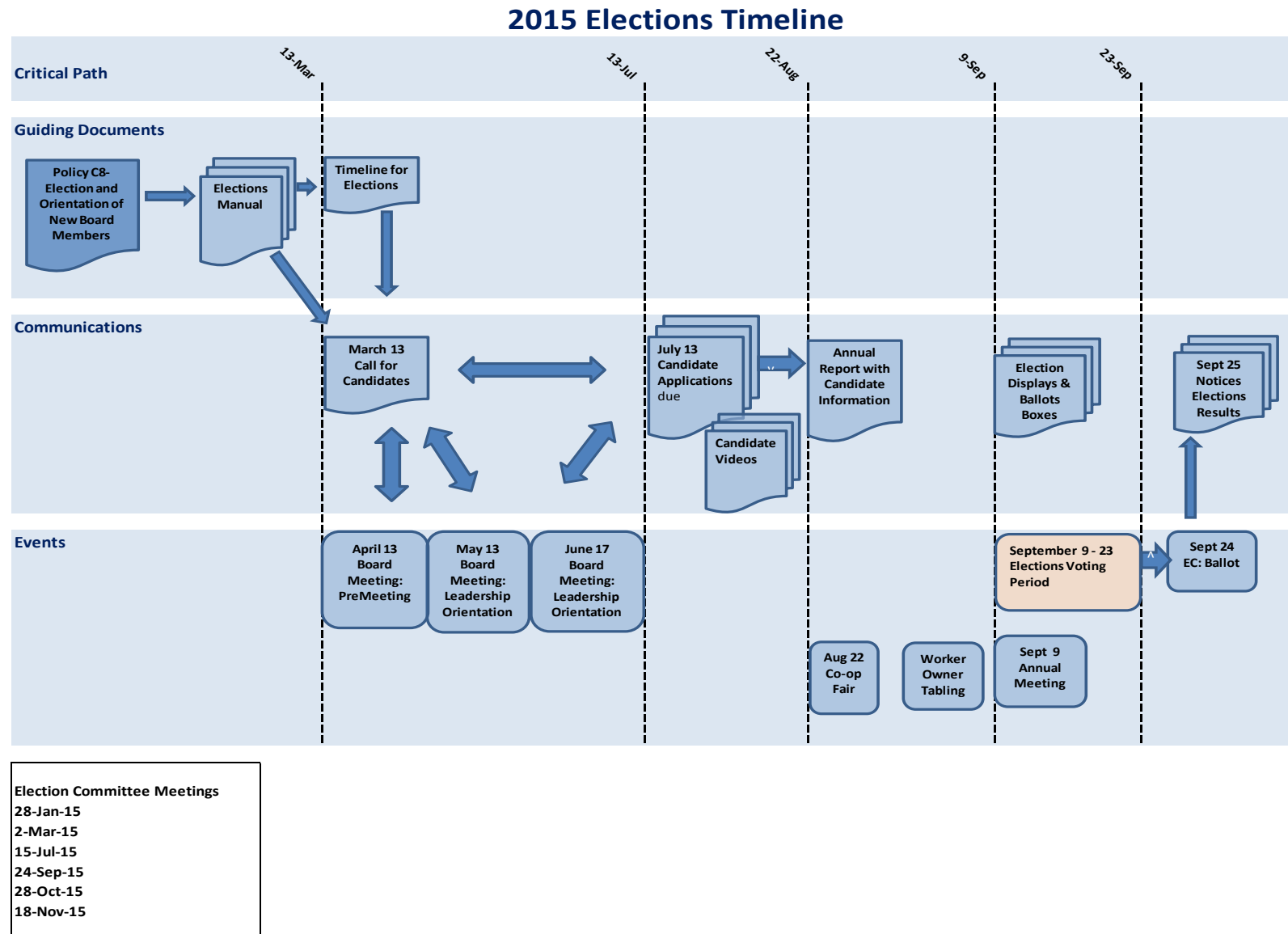
1. **Elections Committee Review Process.** Following the elections, the Elections Committee meets to review the elections process and make recommendations for changes to the Elections Manual.
2. **Board Approves Changes to Elections Manual.** The Elections Committee presents changes to the manual for Board approval.

### XV. Appendices

- 1 2015 Elections Timeline
- 2 2015 Call for Candidates Application Packet
- 3 Candidate Eligibility (from Policy Manual)
- 4 Candidate & Voter Eligibility (from By-Laws)
- 5 2014 Consumer Owner & Worker Owner Ballots
- 6 Ballot Box Seals
- 7 Vote Count Sheet Templates



## Appendix 1: 2015 Elections Timeline





# RUN FOR THE BOARD

## Call for Candidates

Weaver Street Market seeks qualified candidates to run in the 2015 Board Elections. Two seats are open for election—one consumer-owner seat and one worker-owner seat. Applications are due Monday, July 13, 10 pm.

### Becoming a Candidate Is a 3-Step Process:

**STEP 1** Read through and be clear about the application process.

**new!** **STEP 2** Complete three required activities. (see details inside)

- Attend a Board candidate information session.
- Attend a Board meeting.
- Talk with a current Board member.

**STEP 3** Complete an application. (see insert)



### Board of Directors Election 2015

#### Candidate Application Packet

Thank you for your interest in candidacy for Weaver Street Market's Board of Directors. If you choose to seek a position on the Board, you will have the opportunity to experience both personal and professional rewards in leading a unique, progressive cooperative using an innovative governing system.

**Choosing to become a candidate involves three steps:**

#### STEP 1

**Read through and be clear about this entire application packet.**

If you have questions about anything included in this application packet, or if you need any further information, please contact the Elections Committee at [elections@weaverstreetmarket.coop](mailto:elections@weaverstreetmarket.coop).

#### STEP 2

**Complete three required activities by the date of application:**

- Attend a Board candidate information session.
- Attend a Board meeting if you haven't already attended one in 2015.
- Talk with a current Board member about the experience of serving on the Board.

#### STEP 3

**Complete and submit the enclosed application form. Applications are due on Monday, July 13, 2015 at 10 pm.** Weaver Street Market Board policies do not allow for write-in candidates after the application deadline.

### Board Member Qualities, Commitment, and Rewards

Weaver Street Market is seeking Board candidates who are dedicated to the cooperative and its mission and who understand and will contribute to the task of governance. Desirable qualities include:

- **Visionary, conceptual thinker** – able to envision an alternative future and to put small considerations into a perspective guided by a larger view.
- **Connected to the ownership** – familiar with how owners use the co-op, able to translate owners' needs into organizational goals and to communicate progress to owners.
- **Ability to work as a group** – to operate using consensus and to take responsibility for the performance of the Board as a whole.
- **Accept authority and use it responsibly** – accept the importance of the position and be willing to take a stand even if it's unpopular. Encourage management leadership and judge performance using clear criteria.

## Appendix 2: 2015 Call for Candidates Packet

Governing an organization effectively is a serious commitment. Board members are expected to prepare for and actively participate in monthly Board meetings and two full-day retreats. While this may seem daunting, the Board is a team, sharing responsibilities in such a way as to make Board work a manageable part of members' lives. The monthly time commitment averages 6 to 12 hours.

**The Board term is two years with no term limit.** In return, Board members:

- Receive training in governance and cooperatives.
- Build skills in group-dynamics and group process.
- Receive a \$1,200 annual stipend in the form of store credit.
- Have the opportunity to ensure the success of their community-owned cooperative in a highly competitive market.

### Board Structure and Responsibilities

Weaver Street Market is governed by a seven-member Board of Directors, four of whom are directly elected by the members of their ownership class (two consumer-owner representatives and two worker-owner representatives). Two positions are appointed by the Board itself to fill the need for particular skills or knowledge. The General Manager holds the seventh position.

**The Board is directly accountable to the consumer owners and worker owners for the activities and accomplishments of the co-op.**

**Specifically, it is responsible for:**

- Interacting with the owners – to understand their values and vision for the store.
- Developing, monitoring, and revising a body of policies that guide the co-op to achieve outcomes that are consistent with the owners' values and vision.
- Ensuring, through consistent monitoring mechanisms, that management achieves the goals set by the Board.
- Ensuring that the Board operates according to its established processes.

The Board fulfills its responsibilities through a system of governance called policy governance. See [www.policygovernance.com](http://www.policygovernance.com) for more information about Policy Governance.

### Eligibility

Each year, one consumer-owner position and one worker-owner position are open for election by the shareholders of the respective group.

Any current owner in good standing who has been an owner in their current class of ownership for at least one year by the date of their application is eligible to become a candidate.



## Appendix 2: 2015 Call for Candidates Packet

### Prospective Candidate Preparation

Prospective candidates are required to learn about serving on the Board before submitting an application:

- Attend a Board candidate information session.
- Attend a Board meeting if you haven't already attended one in 2015. If you plan to attend, please contact [board@weaverstreetmarket.coop](mailto:board@weaverstreetmarket.coop) to receive the agenda and background materials.
- Discuss the experience of serving on the Board with at least one current Board member (Lisa Best, Dave Bright, Curt Brinkmeyer, Barbara Keith, Jon McDonald, Linda Stier, Ruffin Slater).

To arrange to speak with a Board member, e-mail [board@weaverstreetmarket.coop](mailto:board@weaverstreetmarket.coop).

### Important Dates for Candidates



#### **Candidate Information Session** (Attend one)

Wed, May 13, 6:30-7:30 pm, WSM Admin Center, Hillsborough

Wed, June 17, 6:30-7:30 pm, WSM Admin Center, Hillsborough  
(Prior to Board Meeting)

#### **Board Meetings**

(Attend one if you haven't already attended a Board meeting in 2015)

Mon, April 13, 6:30-9:30 pm, WSM Admin Center, Hillsborough

Wed, May 13, 7:30-9:30 pm, WSM Admin Center, Hillsborough

Wed, June 17, 7:30-9:30 pm, WSM Admin Center, Hillsborough  
(Following candidate information session)

#### **Application Deadline**

(email application to [elections@weaverstreetmarket.coop](mailto:elections@weaverstreetmarket.coop))

Mon, July 13, 10 pm

#### **Voting**

Wed, Sept 9 - Wed, Sept 23

#### **Annual Meeting** (Candidates speak)

Wed, Sept 9, 7:30 pm, Carrboro Century Center, Carrboro

Email completed candidate application packets to [elections@weaverstreetmarket.coop](mailto:elections@weaverstreetmarket.coop) by 10 pm on Monday, July 13, 2015. Application packets are available online at [www.weaverstreetmarket.coop](http://www.weaverstreetmarket.coop).

## 2015 BOARD CANDIDATE APPLICATION

### Weaver Street Market BOARD OF DIRECTORS

Only complete applications that conform to the following format and that are received by 10 pm on Monday, July 13, 2015, will be accepted by the Elections Committee.

Please email your responses to 1 through 6 below to [elections@weaverstreetmarket.coop](mailto:elections@weaverstreetmarket.coop). You will receive confirmation that your application has been received.

**1) Your contact information:**

Owner Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

(Please specify preference)

Please answer each question below using a question/answer format. Limit your responses to a total of 1,000 words. Your answers will be published as your candidate statement.

- 2) Describe your occupation and community involvement.**
- 3) Why do you want to serve on the Board of Directors?**
- 4) What experience do you have with Weaver Street Market, cooperatives, or small community-minded businesses?**
- 5) What experience, skills, or perspective will you bring to the Board?**
- 6) Include anything else about yourself that you may like others to know.**

## Appendix 3: Board Policy C8 – Election and Orientation of New Board Members

### **C8 – Election and Orientation of New Board Members**

[Reference: By-law provisions: Article VI, Sections 2,3,4,5]

Elections will have the following outcomes:

1. Qualified candidates and choice for the owners (BOD)
2. Accurate information regarding candidates' qualifications (BOD)
3. Ample opportunity for owners to assess the candidates (Delegated to the Elections Committee)
4. Fair and open voting (Delegated to Elections Committee)
5. Transparent process that gives owners confidence to support the result regardless of personal views (Delegated to Elections Committee)

Accordingly, the Board will

1. Inform owners and interest qualified candidates by:
  - a) Inviting owners to attend strategic sessions at Board meetings that highlight the current issues facing WSM and the important work in which the Board is engaged.
  - b) Talking with owners about what it's like to be on the Board.
  - c) Determining and reviewing annually the content of the Board candidate information, requirements, and application packet.
  - d) Holding information sessions for potential Board candidates so they understand the Board's role and Board process and can meet with Board members.
  - e) Ensure proper training of new Board members.
2. Establish a standing Elections Committee to run the election independent from the Board.
  - a) Appoint or re-appoint between five and seven owners to the committee at the start of each year. The committee includes at least one Board member, who cannot be up for election; at least two worker owners; and at least two consumer owners. The remainder of the committee is a reasonable balance of consumer and worker owners. If a member of the Elections Committee decides to run for election, he or she must resign from the committee.
  - b) Appoint the Elections Committee Chair unless it directs the Elections Committee to elect a Chair from among its members.
  - c) Determine an honorarium for the Elections Committee, if any, before January 1 for the coming year.
3. Delegate the following responsibilities to the Elections Committee:
  - a) Produce an election consistent with outcomes 3, 4, 5 above and with the Elections Manual.
  - b) Keep the Board informed regarding anything that would affect either the Elections Committee or the Board's responsibilities.
  - c) Provide an accounting to the Board following an election cycle demonstrating compliance with expectations.
  - d) Provide for continual improvement of the election process consistent with outcomes 3, 4, 5 above.
  - e) Maintain the Elections Manual such that it is relevant, up to date, in compliance with the Bylaws and this Board Policy. Provide recommendations and updates for Board approval.

**Article VII: Board of Directors**

amended 03/21/12

**Section 1. Number.** The general powers to manage the affairs of the corporation are delegated by the ownership to a seven member Board of Directors.

**Section 2. Composition of Board of Directors.** The Board of Directors shall consist of the following:

- a. Two (2) directors elected by the Worker-owners
- b. Two (2) directors elected by the Consumer-owners
- c. The President, who shall be selected by the board
- d. Two (2) appointed directors, who shall be selected by the five directors above

**Section 3. Eligibility.** The directors shall accept any Consumer or Worker-owner in good standing, who has been an owner for at least one year, as a candidate for election to the appropriate class of the Board of Directors.

**Section 4. Election of Directors.** Directors will be elected during a voting period that includes the Annual Meeting. Voting occurs at each of the locations where consumer owners shop or employees work or at the annual meeting. A simple majority determines the winners. Owners may vote only for that class of directors of which they are a part. Owners unable to submit their ballots in person may vote with a valid absentee ballot.

**Section 5. Term of Office.** The initial Board of Directors of the corporation shall hold office until their successors assume office. The first Board of Directors shall decide by lot or otherwise as they deem best, who shall constitute the one-half of the directors whose terms of office are to be at the next two annual meetings of the members. Thereafter, one-half of the elected directors are to be elected for a term of two years at each annual meeting and assume office the following January. One-half of the appointed directors are to be appointed each year before the end of the fiscal year and assume office in July.

**Section 6. Removal of Directors.** Any elected director may be removed from office with or without cause by a vote of not less than two-thirds of the membership class from which the director had been elected. Any appointed director may be removed from office with or without cause by a vote of five of the other six directors.

**Section 7. Vacancies.** In the event of any vacancy in the Board of Directors through death, resignation, or other cause, the remaining directors may, by a majority vote, elect a successor to hold office until the next annual meeting, at which time a director shall be elected to complete the terms of the director whose place was vacant. The board shall appoint an individual who is qualified to represent the ownership Class represented by the previous director. In the event of a vacancy in an appointed position on the Board of Directors, the remaining directors may appoint, by a process of their determining, a replacement director to fulfill the remaining term of the director whose place was vacant. Candidates for the appointed position must in all other respects be qualified to serve as a director of the corporation.

**Section 8. Duties of the Board.** The duties and powers of the Board of Directors shall include all powers given a corporation under the laws of North Carolina, consistent with the laws of the United States and with the company's Articles of Incorporation and By-laws.



## Appendix 5: 2014 Elections Ballots

Consumer Owner Ballots in 2014 Annual Report:

BALLOT	
Consumer-Owner Representative to Weaver Street Market Board of Directors	
Each person listed on the owner share is entitled to cast her or his own individual ballot.	
Use a SEPARATE ballot for each person on the share.	
<b>Vote for ONE candidate.</b>	<b>Ballots must include the following to be counted:</b>
<input type="checkbox"/> <b>Barbara Keith</b>	<b>Your Name:</b> _____ Name should be as it appears on the share.
<input type="checkbox"/> _____	<b>Owner Number:</b> _____ Number must be correct.
DEPOSIT: in Ballot Box near the check-out at any WSM store OR MAIL TO: Election at Weaver Street Market, 437 Dimmocks Mill Rd., Suite 10, Hillsborough, NC 27278 Must be received by 10 pm, October 5, 2014.	
Thanks for voting! Your co-op welcomes your participation. Consider running in next year's election.	

## Appendix 5: 2014 Elections Ballots

### Worker Owner Ballots Distributed to Employee Mailboxes:

#### Instructions:

1. Vote for one candidate.
2. Clip and insert the ballot into the green envelope and seal the envelope.
3. Insert the sealed green envelope into the white envelope.
4. Seal the white envelope and write your name and employee discount number on the outside.
5. Deposit the sealed white envelope in the ballot box at any WSM store or the Foodhouse by 10:00 pm on October 5.

*The two-envelope system protects the confidentiality of your ballot. The white envelope with your name is used only to ensure that you are an eligible voter. It is removed from the counting area before the green envelope is opened. The votes are counted by the Elections Committee, a eight-member volunteer committee of WSM owners.*

For any questions or comments regarding the board election, please contact the Elections Committee at [board@weaverstreetmarket.coop](mailto:board@weaverstreetmarket.coop).

#### Instructions:

1. Vote por un candidato.
2. Ponga su boleto en el sobre verde, cierre el sobre.
3. Ponga el sobre verde cerrado adentro del sobre blanco.
4. Cierre el sobre blanco y escriba su nombre y su numero de descuento de empleado en el sobre.
5. Entregan su sobre blanco cerrado en el buzón de votos en cualquier tienda de WSM o en la Casa de Alimento antes de las 10:00 pm del 5 de octubre.

*El sistema de dos sobres es para proteger la privacidad de su voto. El sobre blanco con su nombre es usado solamente para asegurar que usted puede votar. El sobre blanco no esta presente en la area donde cuenta los votos con los sobres verdes. Los votos son contados por el Comite de Elecciones, un comite de 8 miembros que son socios.*

Para cualquier pregunta o ideas sobre las elecciones, por favor este en contacto con la Comite de Elecciones [board@weaverstreetmarket.coop](mailto:board@weaverstreetmarket.coop).

## Appendix 6: Seals for Ballot Boxes

In 2013, Ballot boxes were sealed with Sentry Seal 1/16 seals, each marked a unique 7-digit serial number. The locks were obtained from Dickey Manufacturing Company (<http://www.securityseals.com/productcart/pc/viewPrd.asp?idproduct=288&idcategory=238>). SKU: 50301A-10; Stock Sentry Seals \$15.00 per pack of 10.



**Valid Ballots:**

Ballot Number	Candidate 1	Candidate 2	Candidate 3*
1			
2			
3			
4			
etc.			

Notes: \* Number of columns will reflect number of active candidates.  
 § EC Staff will supply sufficient sheets with ongoing numbering.

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**Invalid Ballots:**

Ballot Number	Reason	Notes
x1		
x2		
x3		
x4		
etc.		

**Reason Codes:**

1. Ballot received after deadline.
2. Name and/or number on the white envelope (Worker Owner) or on ballot (Consumer Owner) does not match data on the owner lists.
3. Ballot is blank.
4. Vote for wrong category of owner.
5. Ballot is marked for more than one candidate.
6. More than one ballot per owner (duplicate ballot).
7. Other (describe in notes).

Note that separate sets of tally sheets will be needed for Worker Owner and Consumer Owner ballots.