



# BOARD CANDIDATE PACKET 2020

Thank you for your interest in serving on the Board of Directors of the Hillsboro Food Co-op (HFC). Incorporated in September 2013, HFC is currently in the process of recruiting member-owners as we work toward our mission of mobilizing our community to open a cooperatively-owned grocery store in Hillsboro that supports our region. There is much work to be done, and we believe that you will find the position rewarding, challenging, and fun. We have three three-year-term Director positions open this election.

Each candidate must be a voting member-owner of a Hillsboro Food Co-op share. To become a member-owner, follow the instructions to join found on the website, [www.hillsborofood.coop](http://www.hillsborofood.coop). To confirm member-owner status, contact us at [info@hillsborofood.coop](mailto:info@hillsborofood.coop).

## TIMELINE

We encourage applicants to attend at least one Board meeting before deciding to become a Director. The Board typically meets on the second Monday of the month, at 6:30 pm, at Hillsboro United Methodist Church (168 NE 8th Ave). Please email or check the calendar on the website prior to attending.

January 14, 2020 .....	Applications available
February 10, 2020.....	Q&A with the Board
February 14, 2020.....	Application deadline
February 17-28 2020.....	Candidate interviews by committee
April 18, 2020.....	Annual Meeting/Elections
May 11, 2020.....	New Board members take office

The Board Development Committee will send out acknowledgments and may interview potential candidates for further information and assessment of their skills and experience. The Committee will complete its selection in early March and inform applicants of their decision.

## RELEVANT BYLAWS

**Section 4.3** - Nominations, election and terms. Directors may be nominated by the Board or by petitions signed by at least twenty member-owners and submitted to the Co-op at least forty-five days before commencement of election of directors. Directors shall be elected by member-owners. Each member-owner is allowed one vote for each director position. Terms of directors shall be so staggered that one-third of the terms, or as nearly so as may be practicable, shall expire in each year. Directors shall normally be elected for terms of three years. To facilitate staggering of terms, some directors may periodically be elected for one or two-year terms. Candidates receiving the greatest number of votes shall be assigned the positions with the longer terms. In the event of a tie vote among candidates that would otherwise result in nonconformity with any provision of these bylaws, the candidates receiving such a tie vote shall determine among themselves who shall fill the available position or term, or the

remaining directors shall so decide. Directors shall hold office until their successors are elected or until their terms are terminated sooner in accordance with these bylaws.

## **NOMINATION PROCESS**

Food co-ops are cooperative businesses owned by their members, with a volunteer Board of Directors who oversees governance and policy management. This unique philosophy is what sets cooperatives apart from other businesses. The Board Development Committee is appointed by the Board to recruit qualified candidates and is made up of Directors who will not be standing for re-election in the upcoming year. The Board tasks the Committee with assessing that all candidates meet the minimum qualifications and can be recommended to the member-owners as meeting the criteria of skills, knowledge, experience, and attributes required of a Director and necessary to strengthen the existing Board. Each year, the Committee will nominate at least one member for each board vacancy for which elections are being held. At HFC's Annual Meeting, Directors are elected to serve three-year terms or any shorter vacancies.

Candidates will be nominated based on a demonstrated record of possessing the qualifications and competencies necessary for effective governance and leadership and every prospective board member should have the ability and be nominated based on the ability to serve, one day, as a Board officer.

Candidates will be notified as to their nomination status prior to the election. Candidates that do not receive a nomination from the Board can still be placed on the ballot by petition of HFC member-owners.

Thank you again for your interest in serving on the Board of Director. If you have any questions, please contact us at [info@hillsborofood.coop](mailto:info@hillsborofood.coop).

Brandon Iwasaki  
Board President