

KFCU Nomination and Election Policy

Policy Name:	Nomination and Election Policy	Policy Number:	1020
Audience:	KFCU Volunteers and Management	Initial Approval Date:	
Policy Owner:	Administration	Effective Date:	9/2021
Approved By:	Board of Directors	Last Review Date:	2/2020
New/Reviewed/Revised:	Revised	Next Review Date:	9/2022

Statement of Purpose

The purpose of the Nomination and Election Policy is to outline the procedures for nomination and election to the Kirtland Federal Credit Union (KFCU) Board of Directors (BOD). A copy of this policy will be provided to any member who expresses an interest in running for a BOD position.

Responsibility and Authority

It is the responsibility of the KFCU Board of Directors and senior management to ensure the process and timing of all Board election cycles and associated processes are followed according to this policy and the KFCU By Laws.

Eligibility to Serve on the Board of Directors

Any member of KFCU in good standing, 18 years of age or older, is eligible to serve on the BOD. The member must express a willingness to serve the credit union, an interest in both learning about the credit union industry and providing the necessary support to KFCU by providing leadership expertise, business experience, understanding and knowledge of financial matters, and commitment to the credit union philosophy. These, as well as volunteer experience with other non-profit organizations, are desirable qualifications. The member must also be willing to comply with the Volunteer Code of Conduct policy, a copy of which may be obtained from the Executive Assistant to the KFCU President/Chief Executive Officer (CEO).

Terms of Office

Regular terms of office for directors must be for a period of either 2 or 3 years as the board determines. All regular terms must be for the same number of years and until the election and qualification of successors. The regular terms must be fixed at the first meeting, or upon any increase or decrease in the number of directors, so that approximately an equal number of regular terms must expire at each annual meeting.

Nomination Process

- A. A notice of the upcoming election will be included in the KFCU September or October newsletter, announcing the number and term of Board vacancies.

This notice will request that any member in good standing and at least 18 years of age interested in running for election to the BOD should submit a letter of interest by November 27th to the Chair of the Nomination Committee as described in this policy. The newsletter notice will include a copy of the KFCU Nomination and Election Policy and may also be obtained by contacting the Executive Assistant to the KFCU CEO.

- B. At least 120 days prior to each annual meeting (usually at the October Board meeting), the Chair of the BOD shall appoint a Nomination Committee of not fewer than 3 members who are not current candidates for reelection. Membership on the Nomination Committee may include representation from the existing BOD and the Supervisory Committee. It shall be the duty of the Nomination Committee to nominate at least 1 member for each vacancy, including any unexpired term vacancy for which elections are being held. The Nomination Committee will select nominees, while considering the qualifications of the member and the need for representation of KFCU's military and SEG membership base. Existing Board members will not receive an automatic nomination. Rather, the Nomination Committee should consider the attendance and past participation of the existing Board member being considered for nomination. All nominees will be notified by the Chair of the Nomination Committee as to their selection.
- C. The Nomination Committee shall file its nominations with the Secretary of the Board of Directors at least 90 days prior to the annual meeting (usually at the November Board meeting).
- D. At least 75 days prior to the annual meeting (usually in the December newsletter), the Secretary of the Board of Directors shall provide written notice of the nominees for election to all members eligible to vote. This written notice will include a brief statement of the qualifications and biographical data of each nominee in such form as described in this policy. Additionally, the written notice shall state that nominations for vacancies may also be made by petition, signed by a minimum of 1 percent of the KFCU members age 18 and over. The written notice shall state the closing date for receiving nominations by petition. When there is only 1 nominee for each position to be filled, the written notice shall indicate that the election will not be conducted by mail ballot and that there will be no nominations accepted from the floor at the annual meeting.

Nomination by Petition

- A. A member, 18 years of age or older, may choose to run for Board election by petition. In this case the member must submit valid petitions signed by a minimum of 1 percent of the membership age 18 and over. Such nominations by petition with the required valid signatures shall be filed with the Secretary of the Board of Directors at least 40 days prior to the annual meeting.

- B. A valid petition must be on the standard KFCU petition form, which will be provided by the Executive Assistant to the CEO or the CEO's designee. A sample form is attached.
- C. The petitioning process will be at the petitioning member's expense. Petitioners and/or their representatives (all of whom must be members of KFCU) may be present at any KFCU location for the purpose of obtaining petition signatures. Petitioners and/or their representatives may approach members outside the KFCU facilities only after they have completed their transactions and are leaving the KFCU facility. (Furniture will not be positioned inside a KFCU facility for the purpose of obtaining signatures). Violation of this policy will be considered trespassing. Management personnel at each KFCU location are responsible for enforcing this policy.
- D. KFCU will not provide a member mailing list to any nominee, as this action would be in violation of KFCU's General Policy concerning member confidentiality of account information.
- E. Each nominee by petition shall submit a statement of qualifications and biographical data at the time the petitions are filed with the Secretary of the Board of Directors in the format as described in this policy.

Posting of Nominees

If the above conditions are met, the Secretary of the Board of Directors shall cause nominations by petition along with those of the Nomination Committee to be posted in a conspicuous place in each credit union office at least 35 days prior to the annual meeting.

Format for Nominee's Qualifications and Biographical Data

- A. A brief statement of qualifications and biographical data from all nominees must be in the following format:
 - i. Name and Rank (if applicable – active duty or retired)
 - ii. Incumbent or Non-Incumbent
 - iii. Nominated by Nomination Committee or by Petition
 - iv. Experience as a Volunteer at KFCU, Other Credit Union, or Other Non-Profit Organization
 - v. Formal Educational Background
 - vi. Current Employment
 - vii. Past Employment, if applicable
 - viii. Other Outside Community Involvement
- B. The total number of words submitted for the qualifications and biographical data may not exceed 200. Submitted material may be edited and approved by the Nomination Committee within 2 days after receipt by the Secretary of the Board of Directors. Every effort will be made to allow nominees to review the final statement of qualification that will be included with ballot material.

Mail Ballot Process

A mail ballot is required only when the number of nominees exceeds the number of vacant Board positions. Ballots will be mailed to all KFCU members, age 16 and over, at least 30 days before the annual meeting. The Board of Directors will appoint a qualified accounting firm as the independent election teller. The mail ballots will be returned directly to the independent election teller for tallying and must be received by the teller not later than midnight 5 days prior to the date of the annual meeting, at which time voting shall be closed. The election result shall be announced at the annual meeting and the Chair of the Board of Directors shall make public the result of the vote, thereby concluding the election. Those nominees with the highest vote count are elected. Election terms are usually 3 years, except in the case of an unexpired term vacancy created by a Board resignation. Elected Board members with the highest vote counts will fill the longer vacant terms.

ANNUAL MEETING 2022 TIMELINE

At least 120 days before the Annual meeting

Appoint Nomination Committee at October Board meeting

At least 30 days from the date of the petition requirement

Members interested in running for the Board shall submit letters of interest and qualifications to Chair of the Nomination Committee

At least 90 days before meeting

Nomination Committee files nominations with BOD Secretary

At least 75 days before meeting

Announce nominations can be made by petition (signed by 1% of membership)

At least 40 days before meeting

Nominations by petition will be filed with BOD Secretary

At least 35 days before meeting

Post request for nominations in credit union retail location

At least 30 days before meeting

Ballots will be mailed to all KFCU members, 16 years or older.

At least 5 days before meeting

Ballots accepted by election teller until midnight

February 2022

Annual Meeting

**PETITION FOR XXXX ELECTION KIRTLAND FEDERAL
CREDIT UNION BOARD OF DIRECTIONS**

NAME	ADDRESS	SIGNATURE	DATE	KFCU ACCT # (last two digits can be replaced with an 'X')

APPENDIX

BOARD OF DIRECTORS	ELECTED	EXPIRE
BRIAN MCDONALD	2019	2022
MATTHEW NIXON	2019	2022
MARK NEICE	2019	2022
LYN KIRKWOOD	2020	2023
TERRY FRANKS	2021	2023
KIMBERLY FITZGERALD	2021	2024
CHERYL LÉTÉ	2021	2024

*Appointed position to fill vacancy. Official election required to continue serving.