



2019

CANDIDATE PACKET

for

Board of Directors

Audit Committee

Nominations & Elections Committee



2019 ELECTION FAQ

To download an information packet for prospective candidates, please go to the GHI web site at <http://www.ghi.coop> and click on "Elections."

Below are Frequently Asked Questions about voting and running for office.

Which GHI positions do members elect?

The members of GHI elect three bodies to represent them:

1. The **Board of Directors** consists of 9 members who serve 2-year terms, which are staggered so 4 members are elected in even years and 5 elected in odd years. (In addition, members are elected to fill any continuing terms which are vacant or held by someone appointed by the Board to fill a vacancy.)
2. The **Audit Committee** consists of 3 members who serve 1-year terms.
3. The **Nominations & Elections (N&E) Committee** consists of 5 members who serve 1-year terms.

When does GHI hold elections?

GHI holds elections each May in conjunction with its annual membership meeting, which will take place this year on **Thursday, May 9**, at 7:30pm. Members of the N&E Committee are elected by a floor vote during the annual meeting. Members of the Board of Directors and the Audit Committee are elected by a secret ballot beginning immediately after the annual meeting goes into recess; voting continues the next day, **Friday, May 10**, from 7–10am and 5–8pm at the GHI management office.

How would I go about running for a GHI office?

There are two ways to get on the ballot:

- 1) **Nomination by the N&E Committee:** To be nominated by the N&E Committee, you must fill out a candidate consent form and return it to a member of the N&E Committee or to the GHI management office no later than 5pm April 25. Note that the N&E Committee is not obligated to nominate everyone who submits a consent form.
- 2) **Petition:** To have your name placed on the ballot by petition, you must file a candidate consent form and a nomination petition, signed by at least 10 members, at the GHI management office or with Board Secretary Ed James (56D Crescent Road) by 5pm April 30. Note that the 10 members must have distinct memberships—so if two people share a single membership, only one of their signatures counts toward the requirement.

In addition, for your biography to appear in the *Greenbelt News Review* with those of the other candidates, you must also submit a candidate biography form by noon April 29.

Who is eligible to run for office in GHI?

Any GHI member who is at least 21 years of age and resides in GHI may run for office. Only one member per Mutual Ownership Contract may hold any membership-elected office.

What else happens at the GHI annual meeting?

Candidates for the Board of Directors and the Audit Committee are introduced to the membership and give short presentations on their qualifications and reasons for wanting to hold elected office. Members also consider other informational agenda items and vote on any proposed changes to GHI's bylaws or other motions submitted to the membership for decision.

How do I learn about the candidates who are running?

The N&E Committee sponsors a Candidates Forum, which this year will be held at 7:30pm Tuesday, April 30 in the Council Chambers of the Greenbelt Municipal Building. Members are encouraged to attend and ask questions. The forum will also be broadcast on the city cable station (via Comcast and Verizon) and video-streamed live on the city website <http://www.greenbeltmd.gov/>. Afterward, the video will be available from the city website and re-broadcast on the city cable station. Candidate biographies will be posted at <http://ghi.coop/> and published in the May 2 edition of the *Greenbelt News Review* the week before the election.

What are the responsibilities of the Board of Directors?

The Board elects its own president, vice president, secretary, and treasurer. It sets policy and provides oversight for the management of the property, business, and affairs of the GHI Corporation. It oversees the performance of the general manager, who manages all GHI employees. Board members are centrally involved in planning and setting priorities for the cooperative, principally through development and approval of the annual budget. The Board acts on all membership applications, and considers member requests for exceptions to policies and regulations.

The work of the Board is carried out mainly at its regular meetings, which are held generally twice per month. The Board also typically meets for additional work sessions throughout the year to address specific topics in depth. GHI's volunteer membership committees are appointed by, and report to, the Board, with each director serving as liaison to one or more committees and often attending their monthly meetings.

What are the responsibilities of the Audit Committee?

The Audit Committee is an independent oversight group, directly accountable to the membership. It reports to the members at least annually. It does *not* perform the yearly external audit of GHI's finances. Its responsibilities, as described in the Bylaws, are to review and evaluate GHI finances and other operations. Generally, this means taking steps to ensure day-to-day management and meetings are conducted according to GHI Bylaws and established policies. Audit Committee members are not required to attend all Board meetings, but many attend as many as possible.

Audit Committee members do not have to be financial or legal experts, but the committee is well-served when its members bring a strong sense of business ethics, the courage of their convictions, and a firm grounding in common sense. The committee has considerable discretion as to what warrants its attention and can employ professional help when expertise is needed.

What are the responsibilities of the N&E Committee?

The N&E Committee identifies and solicits GHI members to become candidates for office, prepares nominations for the annual election, administers all aspects of GHI elections (excluding elections for N&E itself, which are conducted during annual meetings), and certifies election results.

Would I receive compensation if I held a GHI office?

Directors and Audit Committee members receive a small stipend to help defray expenses incurred as a result of their service. The monthly stipend for Audit Committee members is \$64.44; for the four Board officers, \$169.16; for other Board members, \$148.33.

I'm going to be out of town for the election. May I cast an absentee ballot?

Yes. GHI bylaws permit members to vote in absentia due to their religious beliefs, physical condition, or absence from Greenbelt during an election. In 2019, you may pick up an absentee ballot from noon Thursday, May 2, until noon Wednesday, May 8, from the Director of Member Services at the GHI management office. Fill out the ballot and return it to the office no later than 5 pm Wednesday, May 8.

May I give another member a proxy to vote on my behalf at the meeting?

Yes. The proxy can be given only to another GHI member, and it may be acquired and dated no earlier than three months prior to the date of the annual meeting. A member may carry no more than one proxy. In 2019, the official proxy form must be submitted to the GHI management office by closing time Thursday, May 2 (as the office is expected to be closed May 3), or to Board Secretary Ed James (56D Crescent Road) by 5pm Saturday, May 4.

How does the N&E Committee guarantee integrity of the ballot box?

GHI Bylaws state "The Nominations and Elections Committee shall adopt and publicize appropriate procedures to guarantee the integrity of the ballot box". Those procedure are:

1. Immediately prior to distribution of ballots, the Nominations & Elections Chair, or designee member(s) of the N&E Committee, will certify all ballot boxes are empty.
2. From the time of this certification through the time the ballot count is complete:
 - a. All ballot boxes will remain locked, with key(s) in physical possession of the N&E Chair or designated member(s) of the N&E Committee.
 - b. All ballot boxes will remain in possession of a member of the N&E Committee, or in a locked area of a GHI facility with controlled access only to designated GHI Staff and/or members of the N&E Committee.
 - c. No Ballots shall be removed from the ballot box except for the purposes of verifying the legitimacy of a submitted ballot (if needed), and counting the ballots once the designated period for accepting ballots has concluded.

How can I contact the N&E Committee?

The members of the N&E Committee are Tom Jones (Chair), Alex Barnes, Theresa Henderson, Terry Kucera, and Mary Salemme. You are welcome to email the N&E Committee at GHI.NominationsAndElections@gmail.com or contact the chair directly at tom@spril.com or 301-474-6001.

GHI ELECTION SCHEDULE

Annual Meeting and Election: 7:30pm Thursday, May 9, 2019
Voting Continues: Friday, May 10, 7–10am and 5–8pm

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| Tuesday, March 5 | N&E Committee makes first announcement of candidates |
| Monday, March 25 | Deadline for members to place items to censure or remove a member of the Board or member of an elected committee on the annual meeting agenda by petition submitted to Board Secretary Ed James at the GHI management office or at 56D Crescent Road (45 days before the annual meeting as specified in the bylaws). |
| Thursday, April 4 by 5pm | Members place items for a specific proposition on the agenda by petition submitted to Board Secretary Ed James at the GHI management office or 56D Crescent Road. |
| Friday, April 19 – Monday, April 29 | GHI management office mails annual meeting notice and agenda to all GHI members, including any proposed actions received in petitions, as well as the rationale for proposed actions. |
| Thursday, April 25 by 5pm | To be nominated by the N&E Committee, candidates must file consent-to-serve forms (“consent forms”) with GHI management office or an N&E Committee member by this date. |
| Thursday, April 25 | N&E Committee submits a list of nominated candidates for all elective offices to the Board secretary for immediate publication/posting. |
| Monday, April 29 by noon | Candidates who have not yet submitted a biographical sketch (150-word maximum) for publication by GHI in the <i>Greenbelt News Review</i> may submit it to the GHI management office or an N&E member. |
| Tuesday, April 30 by 5pm | Final deadline for candidate nomination by written petition. Requires at least 10 member signatures, together with a consent form executed by the nominee, filed at the GHI management office or submitted to Board Secretary Ed James (56D Crescent Road). |
| Tuesday, April 30 7:30pm | Candidates’ Forum: Candidates for Board or Audit Committee are invited to give statements and answer questions posed by GHI members in the City Council Room of the Greenbelt Municipal Building. |
| Thursday, May 2 | Candidate biographies appear in the <i>Greenbelt News Review</i> . |
| Thursday, May 2, noon – Wednesday, May 8, noon | Members may pick up applications for absentee ballots from the Director of Member Services at the GHI management office. |
| Saturday, May 4 by 5pm | Members submit official proxy forms to GHI management office by 6 pm on Thursday, May 2, or to Board Secretary Ed James (56D Crescent Road) by Saturday, May 4. |
| Wednesday, May 8 by 5pm | Return absentee ballots to the Director of Member Services at the GHI management office. |
| Thursday, May 9 7:30pm | Annual Membership Meeting , Community Center gym. Check-in starts at 7 pm. Attendees elect new N&E Committee during the meeting. |
| Thursday, May 9 after meeting recess | Members may cast ballots for Board of Directors and Audit Committee immediately after annual meeting is recessed. |
| Friday, May 10 7–10am & 5–8pm | Polls open at GHI Board Room to vote for Board of Directors and Audit Committee. |
| Friday May 10 after polls close and count is complete. | Election results will be posted as soon as possible at the GHI management office, at the Co-op supermarket, on the GHI web site, and the next edition of the <i>Greenbelt News Review</i> . |



2019 GHI CANDIDATE CONSENT FORM

NOTE: To be considered for nomination by the Nominations & Elections Committee, return this form to the GHI management office or to a member of the N&E Committee no later than 5pm on Thursday, April 25. After that time, for a name to be printed on the official ballot, nomination must be made by written petition with signatures representing at least 10 GHI memberships and must either be filed at the GHI management office or be submitted to Board Secretary Ed James at 56D Crescent Road by 5pm on Tuesday, April 30, together with this consent form.

I, _____ of
(please print name)

(please print residence address)

in Greenbelt, Maryland, being an accredited member of GHI, give the Nominations and Elections (N&E) Committee permission to review my Mutual Ownership Contract to determine my eligibility to run for elected GHI office.

I do herewith consent to have my name appear on the ballot for the GHI election to be held on May 9–10, 2019.

I understand that the N&E Committee has the authority to formulate procedures it deems appropriate for the conduct of fair and expeditious GHI elections, and I agree to follow such procedures.

If elected, I will serve to the best of my ability as a member of (check only one):

- Board of Directors (2-year term)
- Audit Committee (1-year term)
- Nominations & Elections Committee (1-year term)

Signature Date

E-mail Address

Telephone Number(s)



2019 GHI CANDIDATE BIOGRAPHY COVER SHEET

Name: _____

Position sought (check one):

- Board of Directors
- Audit Committee
- Nominations & Elections Committee

Signature

Date

Instructions:

For your biography to appear along with those of other candidates in the Greenbelt News Review, your biographical sketch with this cover sheet must either be filed with your consent form, due by 5pm Thursday, April 25, or be returned to the GHI management office or a member of the N&E Committee no later than noon Monday, April 29.

The biographical sketch **must** be limited to 150 words. Any text exceeding that limit will not be printed. Consider providing information about yourself in the following areas: how long you have lived in GHI, relevant educational background, your occupation or work experience, committees you have served on, and other experiences or skills you would bring to the position you seek. Biographies are expected to appear in the May 2 *News Review*.

This statement should provide a brief resume or statement of qualifications for the elected position you seek. You are welcome to use other means to present your platform, concerns, and goals. Options include the Candidates' Forum, paid advertisements in the *Greenbelt News Review*, and fliers distributed within the community.

As long as circumstances permit, each candidate is also provided a 3-minute period to speak directly to the membership gathered at the annual meeting.