



# Board of Directors' Candidate Application

Applications are due to City Market by August 31, 2024

## Board Candidacy

Thank you for your interest in running for City Market's Board of Directors. Please review the information in this application and return it by August 31, 2024 for our Board's review. We will confirm your eligibility and ballot inclusion upon submission via email. Questions? Contact Cheray MacFarland using the contact info at the bottom of the application.

## Board Basics

City Market is governed by a 9-member Board of Directors, elected from among our 12,000+ Co-op Members. Board Members generally serve 3-year terms. When a Board Member vacates a seat before the end of their 3-year term, the Board may appoint a new Board Member who will serve until the next election process. This year, elections will be held from October 1<sup>st</sup> to 21<sup>st</sup>. There are three seats up for election. The three candidates who receive the most votes will be elected for 3-year terms, starting January 2025 and ending December 2027.

## Director Requirements

To run for the City Market, Onion River Co-op Board of Directors, you must:

- Be a City Market, Onion River Co-op Member in good standing. Any household member wanting to run for the Board must purchase Equity under their own Membership by August 31, 2024.
- Be 18 years of age as of August 31, 2024.
- State all potential conflicts of interest on the application and must not have an overriding conflict of interest.

If you meet these requirements, please submit a completed City Market, Onion River Co-op Board of Directors' Candidate Application and all required attachments by August 31, 2024.







## Candidate Summary of Relevant Experience or Resumé

Please share a current summary of relevant experience or resumé as part of your application, leaving off personal contact information such as your home address, phone number and email. This summary of experience or resumé will be shared with Members on the Elections Page of our website. This will provide Members with more information about your professional background, volunteer experience, personal interests, and education. Please keep your summary of experience/resumé to one or two pages in length.

## Additional Required Application Materials

Please include a headshot photo of yourself for use on our website and with other Election materials attached. If hand-delivering or mailing your application, you must email your digital photo to Cheray MacFarland using the contact information below. Please make sure that the picture is in focus, your face is clearly visible, you're not wearing sunglasses and that you're the only person in the photo.

## Candidate Education Checklist

To better educate new candidates about Board work, the Board has created a list of optional preparedness activities. **Please note:** While the activities are optional, you must indicate on this application which portions you have or have not completed upon application submission or it will not be considered for candidacy. For candidates who are not incumbents, the information about your checklist **will** be shared with Co-op Members for their consideration as they vote.

- Attend an Orientation with Michael Healy.** [Michael Healy](#) is a Co-op Member, our Board Facilitator and a consultant with Columinate. We have scheduled three orientations this summer to be conducted through a remote video call:
  - Tuesday, August 6, 6:00 – 7:00pm
  - Wednesday, August 21, 5:00 – 6:00pm
  - Monday, August 26, 4:30 – 5:30pm

To attend one of these sessions, please RSVP at least 48 hours in advance to Cheray MacFarland using the contact information at the bottom of the application. If you RSVP and then need to cancel, please let Cheray know.

- Read suggested materials on Policy Governance.** You can read these articles online at <https://www.citymarket.coop/elections2024>. If you would prefer printed versions, please contact Cheray using the information at the bottom of the application.
  - *The Four Pillars of Cooperative Governance*
  - *Taking Policy Governance to Heart*
  - *The Policy Governance Quick Guide*
- Review a Board packet from a prior meeting.** City Market's Board packets are reading materials that Board Members receive prior to each meeting. Board Members read the packet in order to be prepared to fully participate in the monthly Board meeting. You can find a recent Board packet online at: <https://www.citymarket.coop/elections2024>. If you would like a printed version of the packet, please contact Cheray MacFarland using the contact information at the bottom of the application.

- **Attend a Board meeting.** There are three opportunities to attend Board meetings through a remote video call or in person before the Thursday, August 31 Board Candidate Application deadline. Please RSVP to Cheray MacFarland (using the contact information at the bottom of the application) prior to the meeting. Cheray will provide directions for attending the meetings.
  - Monday, June 24, 6pm – 8:30pm (in-person, South End Community Room)
  - Monday, July 22, 6pm – 8:30pm (virtual, Zoom)
  - Monday, August 26, 6pm – 8:30pm (virtual, Zoom)
  
- **Talk with a current Board Member.** This will give you a Board Member’s perspective of the Co-op’s governance process. Board Members will be available during the orientation sessions with Michael Healy (see above). Otherwise, please use the contact information on our [Board webpage](#) to get in touch with a Board Member directly.
  
- **Incumbent.** If you’re a current Board Member running for your next term, you’ve already done all of the above items. We’ll make sure to note that in the Elections materials.

# Board of Directors Member Agreement & Disclosure of Conflict of Interest

The undersigned Member or nominee of the Board of Directors of City Market, Onion River Co-op hereby agrees as follows —

1. To abide by and uphold the By-Laws and the policies set forth in the City Market, Onion River Co-op Policy Register, as such policies may be from time to time modified or amended.
2. To ensure that my Membership remains in good standing and my Equity payments are current for the length of my term.
3. To disclose any actual, perceived or potential conflict of interest (by self or any immediate family member or person with whom a significant personal relationship is maintained) with respect to fiduciary responsibility, including but not limited to any employment or significant financial relationship with the Cooperative, any current or potential supplier or distributor, any competitor of the Cooperative or any organization that receives or is eligible to receive donations under any charitable program of the Cooperative, or any significant personal relationship with any employee of the Cooperative.

I hereby disclose the following actual or potential conflicts of interest (or state “none” if appropriate):

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Application Checklist

- Meets Director requirements.
- Personal Information completed.
- Candidate statement completed.
- Completed items indicated on Candidate Educational Checklist.
- Agreement & Disclosure statement completed and signed.
- Current summary of relevant experience or resumé attached.
- Digital headshot photo is attached.
- I plan to deliver my speech at Member Meeting:
  - In-person
  - Through a pre-recorded video

Please submit via email, mail or at our Customer Service desk by Saturday, August 31, 2024.

City Market/Onion River Co-op  
Attn: Cheray MacFarland  
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Burlington, VT 05401  
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