



# Ocean Beach People's Organic Food Market

Board Candidate Application  
Election 2021



Dear Prospective Board Candidate,

**Thank you** for your interest in serving on the Ocean Beach People's Organic Food Market Board of Directors (BOD). We ask that you read over the enclosed information carefully before filling out the application. Please feel free to contact us with any questions you may have. We look forward to meeting you!

This election will fill two (2) open consumer seats for a three-year term.

Co-op owners elect board members during the spring election season (see bylaws Article IV: Section 4.4, copies available in the Co-op and online). All candidates must be active owners in good standing. The Nominating Committee (NC) is charged within the bylaws to screen and recommend candidates according to their qualifications and the current needs of the Co-op. This process helps the BOD ensure that candidates understand the BOD's work before committing to serve.

As a potential candidate, you are required to:

1. Agree to abide by the **Board of Director's Code of Ethics** and **Board of Director's Code of Conduct** (included in this packet) by signing the two documents and submitting them with your application.
2. Personally submit your **candidate application** to the Information Desk upstairs in the Co-op. Deadline for applications is Tuesday, December 1, 2020, by 6 p.m. *No electronic submissions will be accepted.*  
Upon submission of application, obtain a signed receipt from the Membership Desk.
3. Schedule an **interview** with the NC for possible recommendation. Interviews must be held no later than December 13, 2020; please plan accordingly. To contact the committee, please email Sarela Bonilla at [storemanager@obpeoplesfood.coop](mailto:storemanager@obpeoplesfood.coop)
4. Applicants may or may not be recommended by the NC as a candidate on the ballot. Applicants not recommended by the NC will be given a specified amount of time to collect the signatures of 100 owners and return the petition (see bylaws Article IV: Section 4.3). Signatures must be collected upon the NC-approved and provided petition. Use of the NC-provided petition is mandatory in order for the collected signatures to be considered valid, and no other forms will be accepted. (see bylaws Article XI, Section 11.1)).

It is strongly encouraged that you:

1. Attend at least one meeting of the BOD. This can be a committee meeting or the board meeting. Meeting times are always posted on the stairway in the Co-op and on our website. The following is the anticipated schedule for upcoming meetings in the Community Room:  
Monday, October 12, 2020- Committee Meetings of the Board of Directors, 5:30 p.m.  
Monday, October 19, 2020 - Meeting of the Board of Directors, 6 p.m.  
Monday, November 9, 2020 - Committee Meetings of the Board of Directors, 5:30 p.m.  
Monday, November 16, 2020 - Meeting of the Board of Directors, 6 p.m.
2. Attend the **Board Candidate Meet and Greet**, time and place TBA.
3. Attend the **Annual Meeting** (TBA) to speak about yourself and your candidacy to the owners in attendance.

The election cycle begins when candidate statements, photos and ballots are published in the March 2021 issue of the Co-op's newsletter. Ballots are also available at the Co-op. The election will conclude at the Annual Meeting in April 2021, with the winners announced shortly thereafter.

Co-operatively yours,  
The Nominating Committee

## **Ocean Beach People's Organic Food Market**

### **Duties and Responsibilities of the Board of Directors**

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The primary responsibility of a director is to act to protect and advance the best interests of the Co-op and its owners. Directors also have the following responsibilities:

1. Directors set organizational policy, employ and evaluate the General Manager (GM), and approve the budget and monitor the financial health of the Co-op. Outside of the BOD room, a Director incurs only those privileges accorded to all other Co-op owners.
2. A director has the duty of attention, which requires active participation in the oversight of the Co-op's activities by attending meetings, reviewing information, and analyzing documentation.
3. A director has the duty of loyalty by committing allegiance to the Co-op over that of any individual or personal interest.
4. A director has the duty of confidentiality in all matters before the BOD until there is a general public disclosure or it is clear such information is a matter of public record or common knowledge. Matters related to personnel, real estate transactions, market strategy, and planning or pending litigation are confidential unless otherwise designated.
5. Directors are prepared to participate in activities associated with the Co-op's role in the larger community at the direction and within the definition of the BOD as a whole.

Directors are elected by the owners of the Co-op to strive to take actions that will fulfill the mission of the Co-op and to insure the continued success of the store so that high quality, nutritious vegetarian food will be available to owners at the best possible prices. If you are elected to the BOD, there are some specific duties that will be expected of you.

1. Selecting a GM to handle the operation of the store and rating the performance of the GM. It is the job of the BOD to find a replacement whenever a GM leaves.
2. Attending monthly BOD meetings, usually on the 3rd Monday evening of the month is a key requirement of each director. They normally start at 6 p.m. and run for about 2 hours.
3. Each director is expected to join at least two of the following committees: Planning, Finance, Nominating, and Outreach and Education. They normally meet on the 2nd Monday of each month and each run from a half hour to an hour.
4. Director terms are staggered so that 1/3 of the member terms end each year. If you are elected this year, you may serve on the Nominating Committee (NC), thereby avoiding conflict of interest in the election process. The NC meets monthly and as needed to set up the nominating process, conduct the election, and find replacements if Directors depart during the year.
5. At the first BOD meeting following the annual election, and under the direction of the NC, the BOD selects officers unless otherwise decided by the BOD. Officers of the Cooperative shall be elected from incumbent Board members. Incumbent directors are free to nominate themselves or other incumbent directors as candidates for the four officer positions: President, Vice President, Secretary, and Treasurer. The four officers elected by the BOD constitute the Executive Committee, which meets as necessary for the GM performance evaluation and other special requirements that may arise.
6. Directors are expected to participate in the annual meeting of owners, the birthday celebration, and other special events of the Co-op. Directors are also expected to attend training opportunities that may require out of town travel at the Co-op's expense.

*Updated September 2017*

# Ocean Beach People's Organic Food Market BOARD OF DIRECTORS CANDIDATE APPLICATION 2021



Thank you for supporting your Co-op by offering to serve on the Board of Directors (BOD). We, the members of the Nominating Committee, appreciate you taking the time to respond to these questions regarding your qualifications, interest, and commitment to serving on the BOD. We invite you to include any information that you think would help us consider your nomination.

**All applications in hard copy must be turned in at the Co-op by 6 p.m. on Tuesday, December 1, 2020, to the Information Desk on the 2<sup>nd</sup> floor. Be sure to receive a receipt for the application.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

OWNER NUMBER\*: \_\_\_\_\_ (must be an owner for at least 6 months)

CONTACTS (Circle the one that you would prefer we use for contacting you)

Home#: \_\_\_\_\_ Work# \_\_\_\_\_

Cell#: \_\_\_\_\_ E-mail: \_\_\_\_\_

For questions with regard to completing the application, please call the Co-op at (619) 224-1387 and ask for Sarela Bonilla or Amber Forest, or email [Storemanger@obpeoplesfood.coop](mailto:Storemanger@obpeoplesfood.coop)

**\* Ownership must be held in your name and must be active.**

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**Office use only:**

Date/time submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

## **CANDIDATE BACKGROUND AND COMMUNITY INTERESTS**

**NOTE: Please respond by typing on a separate sheet of paper if necessary.**

1. Biographical Information
  - a. Occupation (Does your employer do business or compete with O.B. People's Co-op?):
  - b. Education:
  - c. Other interests (Do you belong to an organization that does business with or competes with O.B. People's Co-op?):
2. Can you make a commitment to serve a three-year term on the O.B. People's Co-op Board of Directors?
3. Do you have a sufficiently flexible schedule to attend one board meeting per month and two committee meetings per month (Monday evenings for 2-3 hours each) and work at special events (2-3 per year, usually weekends, for four hours each)?
4. Cooperative experience (please include your history as a member of this and other co-ops):
5. How do you use and support People's Co-op? How long have you been an owner of People's? Are you familiar with our bylaws (copies available in the store and online)?
7. How would you define the cooperative business model to someone who asks you how it is different from other business models?
8. Please list:
  - a. Organizations that you volunteer for:
  - b. Membership/affiliations in organizations:
9. Do you now, or have you ever served on a Board of Directors? Please describe the organization and your role in it:
10. Please summarize the aspects of your work/personal experience that you feel would be helpful to O.B. People's Co-op and its board should you be elected:
11. As a board member, how would you help the Co-op to fulfill the values of the Co-op's Mission Statement?
12. What do you feel are O.B. People's current challenges, and how would you help to meet these challenges within the parameters of your board responsibilities?
13. What do you think is the role of the Co-op in the community?

## CANDIDATE STATEMENT

Candidate statements will appear In the Co-op Newsletter if you become a candidate. Please limit it to 200 words or less. **In order to ensure that each candidate's statement is relayed as you wish, we will not edit your statement; please proof for spelling, punctuation, etc.**

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

Signature of Applicant: \_\_\_\_\_

**CODE OF ETHICS** *adopted March 2003*

The Ocean Beach People's Board of Directors believes it to be helpful and expedient to agree to a code of ethics in order to provide clarity and uniformity for actions exercised by members of the board.

**AUTHORITY:** The board recognizes its authority as that of overseeing the affairs of the Cooperative in a manner deemed beneficial to the Cooperative as a whole; to employing a manager to be responsible for the overall and day-to-day management of the business under the direction of the board; and to performing other duties as provided by the bylaws or by general or specific corporate laws. The board is the legal holder of the Co-op's state liquor license. Officers of the board may be required to submit a liquor license affidavit. Officers shall provide a copy of their social security card to the Sec.

**LIMITS TO AUTHORITY:** Each director recognizes that, except when the board is in formal meeting, his/her authority is equal only to the rights and authority of any individual member of the Co-op and that no individual director may take action on behalf of the Cooperative alone unless explicitly delegated that authority by action of the board.

**MANAGERIAL AUTHORITY:** The board recognizes the authority of the manager to manage the day-to-day affairs of the Co-operative. The manager shall employ, supervise, and discharge all employees, agents, and laborers. The manager shall engage in all other negotiations and discussions on behalf of the Co-operative as necessary and/or as directed by the board.

**DISAGREEMENT:** The board agrees that, while an individual director may disagree with a policy or action adopted by the majority of the board, s/he should support said policy or action as being the considered judgment of the board. Such an individual director shall have the right and duty to present evidence and argument to the board for further consideration in a manner consistent with the board's practices and the board shall have the duty of reconsidering its actions appropriately.

**CONFIDENTIALITY:** The board and each individual director agree that individual directors shall use the utmost professional judgment and discretion in discussing corporate actions, policies, or issues with Co-op members, employees, or the general public. All personnel, real estate, legal matters, and any other matters so deemed will be considered confidential and will not be discussed outside the board's meeting formulated for that purpose.

**PROFESSIONAL CONDUCT:** Board members agree to treat each other and Co-op staff respectfully. Board members shall avoid any conflict of interest with their fiduciary responsibility to the Co-op's ownership. All directors shall disclose any economic conflicts of interest to the board at the next regularly scheduled board meeting. Board members, in carrying out their duties as members of the board, shall represent loyalty to the Co-op that supersedes any conflicting loyalty such as that to advocacy or interest groups or membership in other businesses, organizations, boards, or staffs. It is each member's responsibility to notify the President of the Board immediately if individual circumstances change in respect to any matters in this paragraph.

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Board of Director **Candidate** Signature

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Date

Ocean Beach People's Organic Food Market

Board of Directors: Candidate Applicant Signature required

CODE OF CONDUCT *adopted May 2012*

As a co-op director, I pledge to do my best for Ocean Beach People's Food Market and will:

- Devote the time needed to fulfill the responsibilities of the position;
- Attend all regular and special board and committee meetings;
- Be prompt, attentive, and prepared for all board and committee meetings;
- Contribute to and encourage open, respectful, and thorough discussions by the board;
- Attend and actively participate in the board's training sessions and annual planning retreat to enhance board understanding and cohesiveness;
- Consider the business of the Co-op and its members/owners to be confidential in nature;
- Disclose any personal or organizational conflict of interest that I may have and refrain from discussing or voting on any issues related to that conflict;
- Be honest, helpful, diligent, and respectful in my dealings with the Co-op, with other directors, and with the Co-op's management, staff, and members/owners;
- Refrain from becoming financially involved or associated with any business or agency that has interests that are, or could be perceived to be, in conflict with the Co-op's
- Work for continued and increased effectiveness in the coop's ability to serve its members/owners;
- Be a team player and agree to abide by the majority action of the board, even if it is not my own personal opinion;
- Present the agreed-upon view of the board of directors, rather than my own, when I speak for the Co-op to employees, members/owners, shoppers, and the general public;
- Refrain from asking for special privileges as a board member and from interfering with management's authority;
- Work to ensure that the Co-op is controlled in a democratic fashion by its members/owners and that all elections are open, fair, and encourage the participation of all members/owners;
- Strive at all times to keep members/owners informed of the Co-op's status and plans, and of the board's work, as appropriate;
- Continually seek to learn more about the co-op and its operations and about my responsibilities as a board member by pursuing educational opportunities.

*As a co-op director, I agree to abide by this Statement of Agreement. I agree that if, in the opinion of two-thirds majority of co-op directors, I have violated the letter or spirit of this agreement, I shall resign my position on the board immediately and shall not seek to cause continued disruption to the co-op and the co-op board for that action.*

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Board of Director Signature

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Date