

**La Montañita Co-op Board**  
**Nominations & Elections Committee (NEC)**  
**#NEC#**

**Overall Roles and Responsibilities**

The Nominations and Elections Committee (NEC) is responsible for the independent, fair, and democratic nominations and elections processes each applicable year. The NEC will review the processes used annually and may propose changes to current processes to be implemented by the board. The NEC oversees these processes in compliance with La Montañita Cooperative's (LMC)'s Bylaws & policies.

**Responsibilities**

The NEC's specific responsibilities include:

- Monitor nominations and elections in accordance with the bylaws and policies.
- NEC will be responsible for the development of policies for nominations and elections.
- Review and recommend updates and changes to the procedures used for nominations and elections processes, including but not limited to, the Candidate Packages. Note that the Candidate Packages will be then forwarded to the Board for approval then, once approved, they will be forwarded to applicable staff members for posting to the website and other media outlets.
- Conduct an annual solicitation and review of the NEC procedures and processes used, whereby member-owners are requested to provide any feedback on the nominations and elections processes.
- Report the results of nominations and elections to the member-owners at large.
- Submit the results as described in the bylaws.
- Communicate the results of the elections to the membership. Note that as per Article II, Section 2.1 of the Bylaws, at a minimum, the election results shall be reported at the next meeting and in the newsletter.
- Create the structure for the onboarding and orientation to occur during the mandatory meeting that will take place after the Board elections, to include the roles and responsibilities of Board Committee members, the Board, and Co-op Management, as well as an organizational chart and the Section 2.5 and Section 3.3 of the Bylaws
- Create an ongoing electronic election schedule.
- Work with the Member Engagement Committee to educate member-owners about the roles and responsibilities of being a Board Member, while developing a pipeline of future committed Board Members.

**Meetings:**

The NEC meets bi-monthly (every other month) at a minimum, or when necessary at the discretion of the NEC.

**Members:**

The members of the NEC shall consist of the following:

LMC Member-Owners  
NEC Chair. Note that the NEC Chair is a Board member.  
LMC Team Members (e.g. staff, employees, etc.)

Members of the NEC are ineligible for candidacy in the elections during their service to the Committee. A candidate for Board seat cannot be a member of the NEC.

After each election, the NEC will actively recruit a Core Team, which becomes the voting body of the NEC. Core Team members must attend the NEC meetings with consistency, and be prepared to attend emergency meetings, if any. Only the Core Team members have a vote.

**Reports:**

The NEC will construct and review the following reports:

- Report all proposed changes to procedures used for the upcoming nominations and elections to the board and the membership for approval.
- Report the results of nominations and elections to the board and the membership for approval.
- Report of our annual compliance procedure to the New Mexico States Corporation.

**Annual Committee Goals:**

Goals will be established after each election.