



2012

CANDIDATE PACKET

for

Board of Directors

Audit Committee

Nominations & Elections Committee



2012 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.

What positions in GHI are elected by the membership?

The GHI corporation has three elected bodies. The nine members of the Board of Directors are elected to two-year, staggered terms, with four members elected in even years and five elected in odd years. The members of the three-member Audit Committee and the five-member Nominations & Elections (N&E) Committee serve one-year terms.

When does GHI's annual election take place?

GHI holds elections each May in conjunction with its annual membership meeting, which will take place this year on Thursday, May 17, at 7:30 p.m. 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 that begins immediately following the recess of the annual meeting, with voting continuing from 7-10 a.m. and 5-8 p.m. the next day, Friday, May 18, at the GHI management office.

How would I go about running for a GHI office?

To be nominated by the N&E Committee, you must fill out a candidate consent form and return it to a member of N&E or to the GHI management office not later than Thursday, May 3. 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 on Monday, May 7. If you miss the May 3 filing deadline, you may still have your name placed on the ballot by filing 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 5 p.m. on Tuesday, May 8.

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. Traditionally, joint members on a Mutual Ownership Contract are not allowed to hold offices elected by the membership at the same time.

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.

Are there other ways to learn about the candidates who are running?

Yes, the N&E Committee sponsors a Candidate Forum, which this year will be held on Tuesday, May 8, at 7:30 p.m. in the Council Room of the Greenbelt Municipal Building. Although it is best to come in person to meet the candidates and ask questions, the forum is also cablecast on the city's cable station and video-streamed live from the city's web site. The video is subsequently available on demand from the city's web site and rerun until the election on the city's cable station. Candidate bios will be published in the *Greenbelt News Review* the week before the election, as well as being posted on the GHI web site.

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 the development and approval of the annual operating budget. The Board acts on all membership applications and considers exceptions to existing policy and regulations requested by the members.

The work of the Board is carried out mainly at its regular meetings, which are held twice per month (once a month in the summer). The Board also typically meets for additional work sessions throughout the year to address various 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 accountable directly to the membership and reports on its activities at least annually to the members. It has been suggested that a more apt name for the Audit Committee would be "Oversight Committee," since that name would better describe the committee's role. It does not perform the yearly audit of GHI's finances. Its responsibilities, as described in detail in the Bylaws, are to review and evaluate finances and other operations of the corporation. Generally this means taking steps to ensure that day-to-day management and business at meetings are conducted according to the Bylaws and established policies of GHI. Not all Audit Committee members must attend all meetings of the Board, but many of them do.

Audit members do not have to be financial or legal experts, but the committee is well served when its members bring to their work 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 solicits members to become candidates for office, prepares nominations for the annual election, administers all aspects of membership elections, and certifies election results.

Would I receive any compensation if I held a GHI office?

The Board of Directors and the Audit Committee receive a small stipend to help defray expenses incurred as a result of their service. The monthly stipend for Audit Committee members is \$54; for Board officers, \$149; for other members of the Board, \$128.

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

Yes. GHI's bylaws permit members to vote absentee because of their religious beliefs, physical condition, or absence from Greenbelt on election days. This year, you may pick up an absentee ballot from noon on Thursday, May 10, until noon on Wednesday, May 16, from Joan Krob, director of member services, at the GHI management office. Fill out the ballot and return it to the office no later than 5 p.m. on Wednesday, May 16.

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 2012, the official proxy form must be submitted to the GHI management office by 5 p.m. on Thursday, May 10, or to Board Secretary Ed James (56D Crescent Road) by Friday, May 11.

How can I reach a member of the N&E Committee?

Contact information for N&E members is as follows: Karen Yoho, kyoho@comcast.net (chair); Paula Clinedinst, cotteterp@comcast.net, Don Dorsey, 301-474-4399, Henry Haslinger, hdhaslinger@comcast.net, Rick Ransom, 301-441-1597.

Nominations & Elections Committee

GHI ELECTION SCHEDULE

**Annual Meeting and Election—Thursday, May 17, 2012, 7:30 p.m.
Voting Continues—Friday, May 18, 7-10 a.m. and 5-8 p.m.**

Sunday, April 1	Members place items to censor or remove a member of the Board or an elected committee on the annual meeting agenda by petition submitted to Board Secretary Ed James at the GHI management office by 5 p.m. Thursday, March 29 or at 56D Crescent Road by April 1.
Wednesday, April 11	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.
Thursday, April 26 - Sunday, May 6	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, May 3 by 5 p.m.	To run for office, candidates file consent-to-serve forms ("consent forms") with GHI management office or an N&E Committee member.
Monday, May 7	N&E Committee submits a list of nominated candidates for all elective offices to the Board secretary for immediate publication/posting.
Monday, May 7 by 12 noon	Candidates who filed by May 3 without submitting 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, May 8 7:30 p.m.	Candidate Forum: All candidates for Board or Audit Committee give statements and answer questions posed by GHI members in the City Council Room of the Greenbelt Municipal Building.
Monday, May 7 by 5 p.m.	For additional candidates to have their names placed on the official ballot, nomination must be made by written petition with at least 10 member signatures, together with a consent form executed by the nominee, to be filed at the GHI management office or submitted to Board Secretary Ed James (56D Crescent Road).
Friday, May 11	Members submit official proxy forms to GHI management office by 5 p.m. on Thursday, May 10, or to Board Secretary Ed James (56D Crescent Road) by Friday, May 11.
Thursday, May 12, 12:00 p.m. - Wednesday, May 16, 12:00 pm	Pick up applications for absentee ballots from GHI Director of Member Services Joan Krob at GHI management office.
Wednesday, May 16 by 5 p.m.	Return absentee ballots to Director of Member Services Joan Krob at GHI.
Thursday, May 17 7:30 p.m.	Annual Membership Meeting, Community Center gym. Check-in starts at 7 p.m. Attendees elect new N&E Committee during the meeting.
Thursday, May 17 after meeting recess	Members begin casting ballots for Board of Directors and Audit Committee candidates immediately after annual meeting is recessed.
Friday, May 18 7-10 a.m. & 5-8 p.m.	Polls are open at GHI Board room to vote for Board and Audit Committee candidates.
Friday night after the count is completed.	Election results will be posted at the GHI management office and on the "Greenbelters" Yahoo group late Thursday evening and as early as possible at the Co-op supermarket, on the GHI web site, and in the <i>Greenbelt News Review</i> .



2012 GHI CANDIDATE CONSENT FORM

NOTE: 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 5 p.m. on Thursday, May 3. After that time, for a name to be printed on the official ballot, nomination must be made by written petition with at least 10 signatures from GHI members and must either be filed at the GHI management office or be submitted to Board Secretary Ed James at 56D Crescent Road by 5 p.m. on Monday, May 7, 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 17-18, 2012.

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 the:

- 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)



2012 GHI CANDIDATE BIOGRAPHY COVER SHEET

Name: _____

Position sought:

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

Signature

Date

Instructions:

For your biography to appear along with those of all other candidates in the Greenbelt News Review, this form, attached to your biographical sketch, must either be filed with your consent form by Thursday, May 3, or be returned to the GHI management office or a member of the N&E Committee no later than noon on Monday, May 7.

The biographical sketch **must** be limited to 150 words. Any text in excess of 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.

This statement should constitute a résumé or statement of qualifications for the elected position you seek. Please use other more appropriate vehicles for discussion of goals you may have for your service to GHI or issues you are interested in pursuing. Potential vehicles for discussion of your "platform" include, for example: the Candidate Forum on May 8, paid advertisements in the *Greenbelt News Review*, fliers/handbills distributed within the community, and the "Greenbelters" Yahoo Group (join by sending a message from your own e-mail address to: Greenbelters-subscribe@yahogroups.com).