

Hunger Mountain Co-op Council Committee Charter:

Ballot Committee

Overview

This charter outlines the role, responsibilities, and authority of the committee. The charter provides a framework for effective operation, in alignment with the goals of Hunger Mountain Co-op and the objectives of the Co-op Council.

1. Committee Name:

Ballot Committee

2. Purpose and Function:

The Ballot Committee is established to execute the Council election process and vote tabulation.

3. Authority and Powers:

The committee is authorized to execute the Council election process and vote tabulation.

4. Membership and Composition:

Membership:

This annual ad hoc committee shall consist of up to five members, including up to four Member-Owners. The Co-op General Manager shall designate a co-op staff member who has approved access to member data to verify member status to work with the committee. The committee may appoint additional Co-op Member-Owners to assist in counting the votes. In the case of council elections, candidates running for council may not serve on the Ballot Committee or as an appointed counter. The council president and the co-op general manager are *ex officio* members of the committee but are not counted for purposes of calculating the size of a quorum.

Appointment: Members are appointed by the Co-op Council and serve until their successors are appointed; the Co-op Council shall appoint or re-appoint committee members in connection with its annual review of the committee.

Chair: The chair shall be a Co-op Council member appointed by the council.

5. Quorum:

A quorum for making committee decisions shall be a majority of the committee (not counting the council president or general manager) or three, whichever is fewer. Members of the committee may meet to conduct committee business without a quorum being present; meetings lacking quorum shall not make decisions for the committee, without specific authorization from the committee.

6. Meetings:

Frequency: The committee shall meet as needed.

Notice: Meetings shall be called with three days' notice to all committee members.

Procedures: The committee shall meet to share information, plan, and make decisions, seeking consensus through discussion that shows respect for the group by being concise and civil. While

seeking consensus, the committee may finalize decisions through a simple majority vote. Within these parameters, the committee may organize its meeting procedures in a way that it considers effective and useful.

7. Reporting Requirements:

The committee shall report its activities, findings, and recommendations to the Co-op Council in writing, at least eight (8) days ahead of the next regular council meeting following a committee meeting.

8. Duration and Review:

The committee is established as an annual ad hoc committee and shall remain active until the Council Election votes are tabulated. The committee's charter and performance shall be reviewed annually by the Co-op Council.

9. Conflict of Interest:

Committee members shall follow the bylaws and governance policies regarding disclosing any potential conflicts of interest and recusing themselves from decisions when a conflict may arise. In the event of a disagreement about a conflict of interest, the committee may follow the ordered recusal process that the bylaws (3.6 (c)) prescribe for the Co-op Council.

10. Budget and Resources:

The committee shall operate within the budget allocated by the Co-op Council (if any) and manage resources as directed.

11. Amendments:

This charter may be amended by a majority vote of the Co-op Council.

Approval:

This charter was approved by the Co-op Council on October 22, 2024.