

# **Petition for Nomination to the Board of Directors**

## **School Employees Lorain County Credit Union, Inc. (SELCCU)**

The following requirements are provided to make as clear as possible the process by which a petitioner's name may be placed on the ballot, in accordance with the bylaws of the School Employees Lorain County Credit Union, Inc. (SELCCU).

*Reference: Article VI, Section 1, of the School Employees Lorain County Credit Union, Inc. bylaws: "...Nominations for vacancies may also be made by petition signed by one percent of the members... (with) a maximum of 500...To be effective such nomination shall be accompanied by a signed certificate from the nominee...stating that they are agreeable to nomination and will serve if elected to the office. Such nominations shall be filed with the Treasurer of the Credit Union...and the Treasurer shall cause such nominations to be posted in a conspicuous place in the credit union office and presented to the membership at the annual meeting..."*

### **Guidelines for nominees:**

- Must be at least 18 years old
- Must be a member of SELCCU in good standing

### **Instructions**

Petitions must comply with the above bylaw article, which incorporates the following:

1. Review the Director Job Description.
2. Read and sign the Statement of Consent to Serve form.
3. Complete the attached Petition for Nomination Application form.
4. Complete petition signed by at least 100, but no more than 500, SELCCU members. Only credit union members who are at least 18 years old and who are members in good standing are eligible to sign the petition.
5. Submit completed petitions to the Treasurer through the School Employees Lorain County Credit Union, Inc., 340 Griswold Road, Elyria, Ohio 44035 no later than the close of the business day on **Friday, February 2, 2018**.

By February 16, 2018, the Treasurer will post the names of the nominees by petition at the credit union in a conspicuous place. The Secretary of the Board of Directors will cause the printing of the ballots to be initiated after interviews and biographies of the candidates are conducted on or before March 2, 2018.

Nominations by the Nominating Committee and by petition are the only means of having names placed on the mail ballot. **NO NOMINATION WILL BE MADE OR ACCEPTED AT THE ANNUAL MEETING.** Voting will be conducted at the beginning of the annual meeting after introductions at the annual meeting.

Election results will be reported by the Supervisory Audit Committee members and conducted by the attorney of the credit union at the business portion of the annual meeting.

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**School Employees Lorain County Credit Union**  
**Director Job Description**

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**Position Title:** Board of Director  
**Reports to:** Membership  
**Supervises:** President/CEO

**Term:** Three years  
**Pre-requisites:** Recommended committee position(s) service

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**PRIMARY DUTIES:**

Maintains the general direction and control of the credit union. This includes guiding the organization to fulfill its purpose; setting policies which guide the credit union; and ensuring those policies are properly implemented in accordance with the credit union charter, bylaws, all applicable federal and state laws, sound business practices and membership desires.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Attends all regular and special meetings of the Board of Directors, meeting at least monthly.
2. Participates on Board committees where necessary.
3. Amends the credit union bylaws, subject to the supervising authority, as appropriate.
4. Hires, fixes duties and compensation for and evaluates the performance of the President /CEO.
5. Appoints an Executive Committee, if appropriate, of not fewer than four directors, to act with respect to a specifically delegated function authorized by regulation.
6. Appoints a Supervisory Committee, which is responsible for making or causing to be made all appropriate audits and checks and ensures the committee is properly functioning.
7. Appoints the credit union's Credit Committee (if one exists), which is responsible for reviewing and approving of Loan Consultants acting on loans, extensions and releases of collateral according to the bylaws and Lending Policy.
8. Receives the report of the Membership Officer monthly.
9. Maintains all business affairs and affairs of its members in a confidential manner.
10. Fills vacancies on the Board and Board committees as prescribed by the bylaws and/or board policies.
11. Acts as a positive ambassador for the credit union and its products and services.
12. Holds or causes to be held an annual meeting of the membership and presents a report of the Board of Directors' activities.

**BASIC QUALIFICATION REQUIREMENTS:**

1. Be a member of the credit union in good standing.
2. Be free of conflicts of interest or affiliations with business entities that compete in a material manner with School Employees Lorain County Credit Union, Inc.
3. Have the ability and desire to attend all regular and special meetings of the Board of Directors.
4. Have the ability and desire to attend the annual board planning session, educational program(s), and chapter meetings where these are necessary to perform the duties of a Director.
5. Have a demonstrated desire to learn about the School Employees Lorain County Credit Union, Inc., the duties of its elected/appointed officials, its products and services, and the laws and regulations that govern it.
6. Have the requisite business knowledge to perform the duties of a Director as demonstrated by business or professional experience.
7. It is recommended that a person interested in a Board position serve on a credit union committee or with the organization as an Ambassador prior to nomination.

## Statement of Consent to Serve

To be signed by all elected/appointed officials of School Employees Lorain County Credit Union, Inc. prior to nomination by the Nominating Committee or commencement of service. I, the undersigned, fully understand and do hereby agree that, if elected to serve on the Board of Directors, I will conform to and abide by the following:

1. Attend all regular and special meetings of the Board when notified, unless prevented by circumstances outside my control.
2. Participate to the best of my ability in determination of policy and other matters coming before the Board, give full attention to problems of the credit union, and vote on all issues for which I have no conflict of interest that are submitted or proposed for Board action.
3. Give all assistance possible to my fellow Board members, appointed officers and employees of the credit union in the discharge of the duties of their offices.
4. Disclose any conflict of interest to the Board as required by School Employees Lorain County Credit Union, Inc. Bylaws, the Code of Conduct, and the Nominating Committee policy and refrain from voting on issues related to such conflict.
5. Attend the credit union's annual board retreat, the annual meeting, regular meetings, significant number of chapter meetings, and any other events where Board participation is desired.
6. Continually seek to learn more about the credit union, its services, and my individual responsibilities as a Board member.
7. Understand that, as a director of a financial institution, I have a fiduciary responsibility to that institution as required by law, and as such may be subject to personal legal liability.

I grant the Nominating Committee of School Employees Lorain County Credit Union, Inc. the right to perform appropriate background checks as necessary to verify my eligibility for bond coverage as a Director and understand that my nomination and Board service are contingent upon confirmation of that eligibility.

I further certify I am not presently, and if elected/appointed will not become, an officer, director, or employee or otherwise an interested party of any business entity that competes in a material manner, directly or indirectly with this credit union.

I further certify I am officially recognized as a member in good standing with School Employees Lorain County Credit Union, Inc.

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Signature

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Date

## Board of Directors Application Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I am seeking nomination as a Director of School Employees Lorain County Credit Union, Inc. because:

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***Credit Union Board Position(s) Held:***

Current Position: \_\_\_\_\_ Beginning: \_\_\_\_\_

Previous Position(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

(Please include all experience relating to the credit union industry. You may attach an additional sheet if needed.)

***Service in Other Organizations (Elected or Appointed Positions):***

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Organization: \_\_\_\_\_ Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

(You may include an additional sheet if needed.)

***Educational History:***

College Attended: \_\_\_\_\_

Degree: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Degree: \_\_\_\_\_

Specialized Training: \_\_\_\_\_

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Other Degrees, Certificates or Educational Information: \_\_\_\_\_

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Please include any notable accomplishments that demonstrate your commitment to credit unions:

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Military, Civic or Volunteer Service: \_\_\_\_\_

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Family (optional): \_\_\_\_\_

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I hereby certify the following by my signature below:

- I wish to be nominated for the School Employees Lorain County Credit Union, Inc. Board of Directors and intend to serve if elected.
- I agree to abide by the procedures of the Nominating Committee in the resolution of any tie vote.
- I have read, signed and returned the School Employees Lorain County Credit Union, Inc. Statement of Consent to Serve form.
- The above biographical information is correct and I grant to School Employees Lorain County Credit Union, Inc. its use in the conduct of its Board of Directors election or subsequent election-related announcements.

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Candidate's Signature

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Date

# Petition for Nomination to the Board of Directors

DATE: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I am an eligible member, 18 years or older and that I am agreeable to the nomination and will serve if elected to office on the Board of Directors at School Employees Lorain County Credit Union, Inc.

## **SIGNATURES REQUIRED:**

(Please sign your name, followed by your printed name and address.)

	Signature	Printed Name	Address
1.	_____	_____	_____
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Signature

Printed Name

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Signature

Printed Name

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