



# Chariton Valley Electric Cooperative, Inc.

Your Touchstone Energy® Partner



## Director Candidate Petition Information & Process

### Director Qualifications:

In accordance with CVEC Bylaws, Article III, Section 2 & 3 and General Board Policies:

- To be eligible to become or remain a director, a person must be a CVEC member and receive electric service from CVEC at the member's primary residence in the district they represent.
- The director candidate must be able to meet all provisions of Qualifications of Eligibility as stated in General Board Policy A-105, abide by the Code of Conduct for directors listed in General Board Policy A-106 and follow What is Expected of a Director defined in General Board Policy A-105.03.
- No member shall be eligible to become a member of the Board of Directors of the cooperative who is in any way employed by, or financially interested in a competing enterprise or a business selling electric energy or supplies to the cooperative.
- No member shall be eligible to become a member of the Board of Directors who has been an employee of the cooperative during the preceding five (5) years. Nor be or have been an immediate family member of a former employee during the one year immediately before becoming a director.

### Director Nominations:

Nominations for director candidates shall be by petition, with any interested member submitting a petition containing the signatures of at least fifteen (15) members who reside in the district for which the individual is seeking nomination. All petition forms must be submitted to the cooperative no later than sixty (60) days prior to the date of the meeting where the director election shall be held.



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## Instructions for Submitting a Director Candidate Petition

1. Complete the petition packet in its entirety, including the:
  - a. Director Candidate General Information Form
  - b. Board of Directors Official Nomination by Petition Form
  - c. Signature Form(s)
  - d. Director-Candidate Questionnaire
  - e. Affirmation of Director Qualifications (Must be completed and signed in front of witness)
2. Petition packets must be submitted by the candidate either by email at [election@cvrec.com](mailto:election@cvrec.com) or in person, at CVEC's headquarters office located at 2090 Hwy 5, Albia, IA 52531.
3. The director candidate petition packet deadline is **June 6, 2024**. NO LATE SUBMISSIONS WILL BE ACCEPTED. Candidates are encouraged to submit completed petition packets prior to this deadline.
4. All petitions shall be reviewed by a committee who will examine the petitions and verify the requirements of the petition have been satisfied and the candidate meets all eligibility requirements to serve as a director candidate. All candidates shall be finalized no less than thirty (30) days prior to the date of the meeting where the director election shall be conducted.
5. Any individual who submits a petition shall be notified by CVEC of the acceptance or rejection of the petition no less than forty-five (45) days prior to the date of the meeting where the director election shall be conducted.
6. If a petition is rejected, the committee shall explain the reason for rejection and the individual submitting the petition shall have ten (10) days to remedy any defect and resubmit the petition.

Once the completed petition package is received, the candidate material will be reviewed by the Qualifications and Election Committee to verify eligibility for approval of placement on the ballot. The submitted photo and biography will be included in the Annual Meeting Notice mailed to each member of the cooperative.

The official notice and mail-in ballots will be sent to the membership at the beginning of July.

A member may vote by mail within the time prescribed for such voting.

The 2024 Chariton Valley Electric Cooperative, Inc. Annual Membership Meeting is scheduled for Monday, August 5, 2024.

For additional information about director responsibilities or general inquiries, please contact CVEC at [election@cvrec.com](mailto:election@cvrec.com) or 641.932.7126.



# Chariton Valley Electric Cooperative, Inc.

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## Director Candidate General Information Form

Please read all instructions thoroughly prior to completion. Required attachments must be submitted with the petition packet by 4:30 p.m. on June 6, 2024.

### Please Print:

Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

CVEC District \_\_\_\_\_ CVEC Account # \_\_\_\_\_

I, (Print Name) \_\_\_\_\_, am petitioning to have my name placed on the official Chariton Valley Electric Cooperative, Inc. Director Election ballot for District \_\_\_\_\_.

I acknowledge elections will take place during the Chariton Valley Electric Cooperative, Inc. Annual Meeting, that is to be held on Monday, August 5, 2024.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Candidate Signature

### Additional Required Attachments

- Director Candidate Biography** – Candidates are asked to complete and submit the Director Candidate Questionnaire that will be used to compose a director candidate biography. The biography must be informational and biographical in nature. Negative appeals to members will not be published on the official ballot.
- Director Candidate Photo** – This photo will be included on the official ballot and candidate information in the Annual Meeting Notice mailed to every member. A **high-quality digital** headshot photo is preferred to be submitted via email to [asee@cvrec.com](mailto:asee@cvrec.com). Should a candidate not have a headshot, please contact CVEC's office to arrange for a photo to be taken by a staff member.



# Chariton Valley Electric Cooperative

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We, the undersigned, being members of Chariton Valley Electric Cooperative, Inc. of Albia, Iowa and residing in District \_\_\_\_\_, do hereby nominate \_\_\_\_\_ (Candidate Name) \_\_\_\_\_ of \_\_\_\_\_ (Candidate Address) \_\_\_\_\_ (City), IA, as a candidate for the Board of Directors for District \_\_\_\_\_.

## Candidate Petition Form

Signing of this Petition Form does not constitute a vote for any specific candidate but affirms placement of the candidate's name on the CVEC Board Election Ballot. By signing this petition, I am stating, I am a member of CVEC who resides in the district for which the candidate listed above is seeking nomination.

<b>Signature:</b>	<b>Address:</b>	<b>Date:</b>
<b>Print Name:</b>		<b>Phone #:</b>
<b>Signature:</b>	<b>Address:</b>	<b>Date:</b>
<b>Print Name:</b>		<b>Phone #:</b>
<b>Signature:</b>	<b>Address:</b>	<b>Date:</b>
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<b>Print Name:</b>		<b>Phone #:</b>
<b>Signature:</b>	<b>Address:</b>	<b>Date:</b>
<b>Print Name:</b>		<b>Phone #:</b>

Page \_\_\_\_ of \_\_\_\_

*This form may be duplicated.*

**Due Date June 6, 2024**

The Bylaws of CVEC require a minimum of 15 signatures of members who reside in the district for which the individual is seeking nomination.

Signatures of husband and wife holding a joint membership count as one.



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Page \_\_\_\_ of \_\_\_\_

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# Chariton Valley Electric Cooperative, Inc.

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## DIRECTOR CANDIDATE QUESTIONNAIRE

ATTACHMENT A-105.02

### CONTACT INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

### ADDITIONAL INFORMATION:

Spouse's Name \_\_\_\_\_

Children's Names \_\_\_\_\_

Acres Farmed (If Applicable) \_\_\_\_\_

Location And Type Of Farm (County And Township) \_\_\_\_\_

\_\_\_\_\_

### EMPLOYMENT INFORMATION:

Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Years of Service \_\_\_\_\_

Briefly summarize your work experience \_\_\_\_\_

\_\_\_\_\_

**QUALIFICATIONS:**

Do you receive distribution electric service from Chariton Valley Electric Cooperative at your primary residence?  Yes  No

Are you a bona fide resident currently residing in and receiving electric service from Chariton Valley Electric Cooperative?  Yes  No

How long have you been a member of CVEC \_\_\_\_\_

Are you employed by:

- A competing enterprise? (electric, gas, propane, etc.)  Yes  No
- A business selling electric energy or supplies to CVEC?  Yes  No

Do you have financial interest in:

- A competing enterprise? (electric, gas, propane, etc.)  Yes  No
- A business selling electric energy or supplies to CVEC?  Yes  No

What other boards or committees do you **currently** serve on? \_\_\_\_\_

\_\_\_\_\_

What other boards or committees have you served on, or leadership positions have you held in the **past**? \_\_\_\_\_

\_\_\_\_\_

Level of Education \_\_\_\_\_

What knowledge, expertise, or special abilities would you bring to the board? (e.g., business/management, finance, accounting, nonprofit experience, cooperative experience, outreach/advocacy, communications, electric utility experience, others?) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any connections (i.e., family relationships, business agreements) to the cooperative that might possibly be seen as a conflict of interest?  Yes  No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of or plead guilty to a felony?  Yes  No

Are you a member of the cooperative with no outstanding debts owed to the cooperative? \_\_\_Yes \_\_\_No

Have you received a past due notice within the past 24 months? \_\_\_Yes \_\_\_No

Have you had a check returned for insufficient funds? \_\_\_Yes \_\_\_No

Are you willing to accept and support Board decisions that received a majority vote of approval but that you disagreed with and voted against? \_\_\_Yes \_\_\_No

Are you willing to represent all members, regardless of where they might live or receive electric service? \_\_\_Yes \_\_\_No

Will you devote the time necessary to read and be familiar with information and financial reports from CVEC, other state and national associations? \_\_\_Yes \_\_\_No

Are you willing to refrain from disclosing confidential information of CVEC and thereby avoid material harm to CVEC? \_\_\_Yes \_\_\_No

**YOUR ABILITY TO SERVE:**

Are you willing to devote approximately twenty-five (25) days each year representing CVEC? (Part of this time commitment requires attending training seminars in state and out of state.) \_\_\_Yes \_\_\_No

How comfortable are you with being able to make that commitment of time and energy?

Very comfortable

Somewhat comfortable

I would have to make some adjustments to do it

**YOUR VIEWPOINTS:**

What are some of the important issues that you believe the co-op board needs to be focused on in the next few years? \_\_\_\_\_

What interests you most about serving on the board of directors? \_\_\_\_\_

Are you familiar with the elements of the cooperative business model? \_\_\_\_\_

If you answered “yes” to the question above, what do you like or dislike about the cooperative form of business? \_\_\_\_\_  
\_\_\_\_\_

Do you believe it is important for the whole Board of Directors to work in harmony together?      \_\_\_ Yes      \_\_\_ No

**COMMUNITY:**

Thinking beyond Chariton Valley Electric Cooperative and the utility business, what do you think are some of the biggest challenges our local area faces? \_\_\_\_\_  
\_\_\_\_\_

How would you describe your personal involvement in the community? \_\_\_\_\_  
\_\_\_\_\_

What types of projects or organizations have you been involved in? \_\_\_\_\_  
\_\_\_\_\_

What about speaking up for the co-op in the community — is that

- something you would be comfortable doing
- probably would be OK doing, or
- something you would rather not do

Electric utilities are in a heavily regulated industry. What is your view about participating in the political process (such as contacting your Congressional representatives) on behalf of the cooperative, if needed?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

*The signature above indicates that you (the candidate) attest to the fact that you are providing full and accurate information to the best of your ability and that you have received and read copies of the cooperative’s Director Qualifications, and Code of Conduct Policies and satisfy the qualifications for directors noted there.*



# Chariton Valley Electric Cooperative, Inc.

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## **Chariton Valley Electric Cooperative, Inc. Affirmation of Director Qualifications Attachment A-105.01**

I, the undersigned, hereby attest and affirm as follows:

1. I have read the Cooperative's Board Policy A-105 entitled "Qualifications for Eligibility to Serve on the Cooperative's Board of Directors" and all attachments hereto.
2. I am qualified in accordance with the policy to be nominated and elected or appointed as a Cooperative Director.
3. I am qualified to serve as such Director.

I have signed my name hereto this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Signature

\_\_\_\_\_

Witness



# Chariton Valley Electric Cooperative, Inc.

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## Director Candidate Petition Packet Submission Confirmation

**Deadline:** June 6, 2024, at 4:30 p.m.  
CVEC Headquarters Office 2090 Hwy 5  
Albia, IA 52531

*For CVEC staff purpose only if hand delivered or received by mail. Not required if submitting electronically.*

Candidate Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

CVEC Staff Member Initials \_\_\_\_\_ Date/Time Stamp \_\_\_\_\_