



Election Code

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Overview

The Sacramento Natural Foods Cooperative (SNFC) Bylaws specify that SNFC will conduct annual elections (using mailed ballots) to fill positions on the Board. This code is intended to meet the mandates specified in Bylaws section 10.02 and other related sections, and to provide additional guidance as necessary to ensure that elections are conducted fairly and consistently.

It is SNFC policy that elections are conducted in an open and fair manner. As such:

- Election information, materials, and deadlines are made available to SNFC members.
- Campaign practices are spelled out to ensure a level playing field.
- Results of elections or other policies are posted promptly in the store(s) and made available to members online.

The Co-op Bylaws also specify that email or other electronic communications qualify as written material and mail. Thus, elections may be conducted electronically in accordance with the above principles and following guidelines (per Bylaws section 2.10).

General Election Schedule

(see also Election Checklist Timeline and Responsible Parties, Addendum A)

1. Events Prior to the Election Cycle

1. The Election Committee Chair is appointed by the Board at its November meeting.
2. The Board Administrator creates a draft schedule in January with dates specific to that year's election. Election Committee Chair and Board Candidate Development and Nominations Chair will review the draft schedule. The Board approves the draft schedule at its February meeting.
3. The Board Administrator distributes the schedule to the Board and General Manager, and posts it to the co-op's website, Co-op publications, and other distribution channels as needed.
4. The spring member meeting (usually held in March) is the last quarterly meeting at which measures may be submitted from the floor and placed on that year's general election ballot.
5. The Board Candidate Development and Nominating Committee prepares the Election Information Packet with updated information for members to learn about the processes and schedule for the election. The Packet is available online and in the store in March. The Packet includes all needed information and forms for becoming a candidate for the Board, for sponsoring and submitting a measure to the Board for certification to the ballot and for submitting an argument and rebuttal for or against a measure that will appear on the ballot.
6. Potential candidates for any election must be current in their fair share investment at least 6 months prior to the date of his/her "election day" (election day is the 9th Saturday after the start of the election cycle for general or special elections). The eligibility deadline is in March for the August general election.
7. If needed, the Election Committee Chair is responsible for reserving a location for ballot counting, recruiting Election Committee members, submitting them to the Board for appointment to the committee and determining an adequate number to serve on the Election Committee.

8. The last day for members to submit a measure or to have a special membership meeting at which to vote to submit a measure to the Board Secretary for the general election is 14 days prior to the June Board meeting. Notice for this special membership meeting must be mailed to the members at least 20, and no more than 90, days prior to the meeting (per Bylaws section 7.01).
9. Per Bylaws section 10.05(b) and other Board policies, proposed ballot measures are reviewed by the Board's Policy Committee prior to the Board certifying any measure for inclusion on the ballot.
10. All measures must be certified by the Board by its July meeting and posted in the store and online within two days following certification. Instructions for submitting arguments for and against a measure are included in the posting.
11. The Board Candidate Development and Nominating Committee submits the names of eligible candidates that the Committee has reviewed to the Board for nomination by the June Board meeting.
12. Candidates only may begin campaigning after the June Member meeting. Campaign rules are provided in the Election Information Packet.

2. Election Cycle Schedule Overview

1. The general election cycle begins the first or second Saturday in July and runs for 9 weeks, with most deadlines occurring on Saturdays at the time the store closes (currently 11 pm).
2. Declaration of Candidacy forms from all nominated candidates and Declaration of Candidacy forms and petitions to run for the Board of Directors, if used for nomination, are due 1 week after the election cycle starts. The Board Administrator works with Co-op staff to verify eligibility of petition signers and nominated candidates.
3. Candidate statements (maximum 275 words) and photographs for the ballot pamphlet are due by the beginning of Election Cycle Week 2. Optional videos are also due at that time or at another date noted in the Election Calendar. Other materials may be requested by the Board Candidate Development and Nominating Committee with deadlines established in the Election Calendar.
4. Candidate statements and photos will be posted as soon as possible after the deadline for their receipt.
5. Arguments for and against ballot measures (maximum 275 words) are due on the third Saturday of the election cycle. Arguments are posted within two days after the deadline for their receipt or when finalized if revision is needed. Rebuttals (maximum 150 words) to arguments (if any) are due on the fifth Saturday of the election cycle and are posted within 2 days after the deadline or when finalized if revision is needed. Arguments and rebuttals that exceed the maximum number of words will not be accepted.
6. The Election Committee Chair submits the final names of proposed committee members for appointment to the board by the August meeting.
7. Current SNFC members in good standing on the date of the August Board meeting are eligible to vote and receive a ballot packet as outlined in the Bylaws.
8. The ballot packet must be written and presented to the members in accordance with Bylaws section 10.02 to ensure a secret ballot and to provide clear information to members regarding the matters to be voted on and clear directions on how to submit a valid ballot. Ballot packets must contain the information specified in Bylaws sections 10.02(e) and (f).

9. If the ballot packet is sent by bulk mail, it must be mailed by the 6th Saturday after the election cycle starts (if included in the regular Co-op publication, it must be an early August issue).
10. If the voting materials are sent by first class mail or email, they must be mailed by the 7th Saturday after the election cycle starts.
11. The end of the election cycle ("Election Day") is the 9th Saturday after the election cycle starts. This is the final day that ballots can be dropped off at the store, voted online or postmarked.

3. Events after Election Day

1. The last day to accept mailed ballots (must be postmarked by Election Day) is 5 days after Election Day or as outlined in the Election Calendar.
2. Ballots must be counted and validated or presented to the Election Committee Chair in a certified report of online voting within 1 week after Election Day.
3. The Election Committee Chair prepares an Election Report, posts election results in the store immediately and shares the Report with the Board President (or other Board designee not on the ballot) who will notify candidates and with the Board Administrator for posting on the SNFC website as soon as possible.
4. The last day to file a challenge to the election is 1 week after Election Day.
5. New directors are installed at the October Board meeting after Board decisions are made. New directors will be introduced at the first member meeting following the election.

Preparing, Receiving, Counting & Reporting Ballots

4. Ballot Packet Preparation

The Board Administrator is responsible for overseeing preparation of the ballot materials and having drafts reviewed by the Board President (or other Board designee not on the ballot) and the Election Committee Chair.

1. Information required by the bylaws (sections 10.02(e) and (f)) must be in the ballot information including:
 - The number of votes required to meet a quorum (100)
 - The number of eligible voters (members active on the day of the August Board meeting)
 - The percent of votes required to pass a measure (2/3 of valid votes received)
2. Other information to include in ballot information:
 - Ballot arguments and rebuttals for and against measures, as deemed appropriate by the Board.
 - Candidate statements.
 - How to contact the Election Committee Chair and/or the Board Administrator to learn more about how the election is conducted or to arrange to observe the vote count if done by the Election Committee.
 - How to challenge election results (by a letter to the Board President detailing the problem and submitted by the date of the vote count).
 - Instructions for completing and returning the paper ballot (insert the completed ballot in the return envelope and deliver to the Co-op or postmark by Election Day).
 - Instructions for completing the online ballot using the member's Co-op number,

individual password and the internet address for the voting website. The emailed ballot should include a link to the voting website.

- It is customary to include a letter from the Board President or other Board designee who is not on the ballot.
3. The Ballot (paper and online) should include:
 - Names of Board nominees in random order with a choice for approval including the maximum number of nominees to select.
 - The proposed measures and choices for approval, disapproval and abstention.
 - A QR code or bar code that includes the member's Co-op number.
 4. The Ballot Return envelope provided in the packet should be addressed to return directly to the contracted online voting firm, if used, or to the Co-op if using an internal online system or only paper ballots.

5. Ballot Handling and Security

At the beginning of the Election Cycle ballot security goes into effect as follows:

1. A ballot box is placed in the store by the Board Administrator.
2. The Board Administrator maintains the key and is responsible for working with administrative and store staff to ensure the security of the ballots as they are received.
3. The Board Administrator periodically forwards packets of received paper ballots to those responsible for entering paper ballots into the online system, if used.
4. On Election Day final in-store collection of ballots ends at store closing time and the ballot box is removed by the Board Administrator (or designee) and the final packet of paper ballots is forwarded overnight to those responsible for entering paper ballots into the online system, if used.

6. Ballot Verification/Validation and Counting

1. All mailed ballots must be postmarked by the Election Day and received by the end of the fifth day after the Election Day.
2. Ballot verification and validation ensures that a member only votes once and that only votes by eligible members are counted. The validation and verification process is conducted following these procedures:
 - a. Periodically as paper ballots are received at the Co-op, they are sent to those responsible for entering paper ballots into the online system, if used. If online voting is not used, ballot envelopes are bundled in batches of 50. Problem ballots are kept in batches and labeled according to the particular problem. These problems can include, but are not limited to, the return envelope postmarked or received too late.
 - b. If the election is conducted with only paper ballots the ballot counting location is identified and reserved at least two months before Election Day. Customer Service Desk staff need to know the counting location on Election Day. The Election Committee Chair is responsible for making sure the location has the equipment and supplies needed to ensure a successful and accurate count. These include:
 - Two separate spaces. One for Committee members to count and another for the Committee Chair to examine invalid ballots, discuss questions that arise and prepare the Election Report.

- Sufficient tables and chairs for Committee members and Chair to be comfortable with space to lay out ballots and counting materials.
- Computer access with bar code or QR code reader, list of eligible, member numbers; electronic files to compute Election Report and internet access.
- Supplies such as rubber bands, name tags, pencils, erasers, tape, letter openers, markers, post-it notes.

3. The paper only election ballot counting process includes:

- a. All votes submitted by the voting deadline are counted unless it is unclear that the voter is eligible or what choices the voter has made.
- b. The contents of each problem ballot return envelope are examined by the Election Committee Chair or appointee to determine whether the ballot can be validated, and the vote counted.
- c. A ballot is deemed invalid if:
 - i. If there are more candidates for the Board of Directors than there are seats to be filled; the vote for candidates on that ballot is invalid.
 - ii. If more than one choice: yes, no or abstain is marked for the same measure; the vote on that measure on that ballot is invalid.
 - iii. The ballot was received or postmarked after the deadline.
- d. The results of the vote are determined as follows:
 - i. Directors elected to full terms are those candidates receiving the highest number of votes consistent with the number of full term Directors to be elected.
 - ii. Directors elected to complete unexpired terms (if any) are those candidates receiving the highest number of votes consistent with the number of unexpired terms to be filled.
 - iii. To pass, all other measures require a simple majority of those voting.
 - iv. In the event of a tie vote between candidates, the outcome is decided by coin toss by the Election Chair. The candidate whose last name comes earlier in the alphabet is heads, and the latter, tails.
 - v. In the event of a tie on a ballot measure that is not an advisory survey, the ballot measure does not pass.
- e. Received ballots in a paper only election, including those determined to be invalid, shall be held securely until after the deadline for a challenge to the election.

4. When an election is conducted using electronic ballots and voting:

- a. Submission of the member's online ballot generates a verification receipt and is automatically included in the vote counts.
- b. The final vote report from the electronic vote system includes a raw vote list, a certified report of election results and a report of vote anomalies (over-votes, attempted duplicate votes, ballots received after the post-mark deadline, etc.)

7. Ballot Count Observers

If a paper only ballot is used, observers are welcome to view the ballot counting and are required to contact the Election Committee Chair at least five days prior to ballot counting day to reserve a seat. All observers must be members of the Co-op. There may be one observer per candidate and one per each side for each ballot measure. Three independent members can also observe ballot counting.

All observing member's names will be recorded on an attendance sheet. They will not be credited with member volunteer hours by the Co-op. Observers will not be allowed to have any electronic devices and they will be instructed not to be disruptive or in any way interrupt the ballot counting. One warning of disruption is given and after a second incident the Election Committee Chair will ask the observer to leave.

There is no provision for ballot count observation if online voting is used but members can learn the details of the process from the Board Administrator or Election Committee Chair.

8. Election Report

1. After all votes have been counted and recorded, the Election Committee Chair prepares a report summarizing the election results (see Appendix B for an example). This report includes:
 - a. The total number of ballot return envelopes received, and the number of valid ballots. Explanation of discrepancies observed in the numbers shall be included.
 - b. The number of votes received by each candidate or measure.
 - c. Indication of successful candidates.
 - d. Indication of each measure passed or failed with the number of votes received for each side, including the identifying sentence or phrase that appeared on the ballot.
 - e. The votes for and against any recall election.
 - f. Signature of the Election Committee Chair and date.
2. The Election Report is immediately emailed to the Board President (or Board designee who is not on the ballot), who is responsible for notifying candidates of results and the Board Administrator who is responsible for posting the Report online. The Election Committee Chair or Board Administrator enters the information on a poster in the store and provides a copy of the Report to accompany the poster.
3. The Election Report is presented for approval to the Board of Directors at the October board of directors meeting by the Election Committee Chair, who will answer any questions.
4. The Election Report is placed, along with a copy of the ballot pamphlet and the ballot, in the permanent files of the Board of Directors. This material is also stored electronically.

Resolving Election Problems

9. Disputes to the Election Process

Disputes regarding the election process or questions on election-related matters are handled as follows:

1. Board Candidate Development and Nominating Committee handles matters related to candidate eligibility prior to recommending nomination.
2. Election Committee handles matters following nomination related to candidate disqualification; ballot collection, counting, and reporting of results; bylaw amendments and all other disputes. Any complaints/disputes about these matters must be reviewed by the Election Committee within 48 hours of receipt.
3. Board Resolution of a challenge to the election:

- a. The Board shall consider the merits of the challenge at its next regularly scheduled meeting unless the Board calls a special meeting earlier to consider the matter. The Board shall determine after hearing all evidence offered by the candidate, sponsor, and/or challenger:
 - i. Whether the election was improperly administered or unauthorized campaign practices were committed.
 - ii. Whether the improper administration or practice prejudiced the outcome of the election.
 - iii. Board Redress - Where the Board determines the improper administration of the election or an unauthorized campaign practice has prejudiced the outcome of the election, the Board may fashion a remedy that serves the best interests of the Cooperative.

Other Election Information

10. Eligibility for Member Participation in Elections

Only active members of SNFC (as defined in Bylaws section 2.02) may vote, run for the Board, sponsor a measure, submit arguments or rebuttals for or against a measure, sign a petition, challenge an election, or serve on a Board committee. Specific "active membership" dates related to elections are:

1. Voting: For their vote to count in a general election, a member must be active on the first Tuesday in August. For any special or emergency election the date by which a member must be active will be specified in the Election Calendar approved by the Board.
2. Signing Petitions: Signatures on petitions will be considered valid only if the member is active on the day the petition is submitted.
3. Eligibility for Board candidacy is spelled out in Bylaws section 8.01.
4. Sponsoring a measure: To sponsor a measure, the member must be active on the day the measure is submitted.
5. Submitting arguments or rebuttals for or against a measure: To submit arguments or rebuttals for or against a measure, the member must be active on the day the item is submitted.
6. Challenging an election: Members can only challenge an election in which they voted.

11. Types of Elections

There are three types of elections that may be conducted by SNFC:

1. **General Election.** A general election is the annual election held primarily to fill seats on the Board of Directors and to vote on measures submitted by the membership and by the Board. Whenever possible, measures to be submitted to a vote of the membership shall be included in the general election to conserve the resources of the Co-op.
2. **Special Election.** The Board of Directors may, by majority vote, call a special election if it determines that the matter at hand cannot be held for the next general election. The election cycle scheduling for a special election is the same as for general elections, except that the Board determines when the cycle will begin.
3. **Emergency Election.** The Board may, by majority vote, declare any measure to be subject to an emergency election. The schedule for emergency elections other than the recall of a Board Director shall be created by the Board as soon as possible upon declaration of an

emergency election. The Board Administrator shall ensure that the schedule accepted by the Board is posted in the store within 24 hours of Board acceptance and communicated to the membership. Unless taking place at a member meeting, elections to recall a board director are required to be conducted as an emergency election. See Section 14 of this Election Code for information on conducting a Board Director Recall Election.

12. Nominations for the Board of Directors and Withdrawal of Candidate

1. There are several ways to become a candidate for the Board of Directors as described in Bylaws section 9.02. Procedures and requirements for each method are described in the Election Information Packet, which is maintained and distributed by the Board Candidate Development and Nominating Committee. The ways to be nominated as a candidate include:
 - a. Candidates may be recommended by the Board Candidate Development and Nominating Committee to the Board for nomination by the Board.
 - b. Candidates may be nominated and seconded by any two members at a member meeting preceding the election (quorum of 100 owners must be present).
 - c. Candidates may be nominated by submitting a petition signed by 3% of active members on the date petitions are due.
2. A candidate may withdraw by submitting a request to the Election Committee.
 - a. The request is appended to the candidate's Declaration of Candidacy and a notice of withdrawal posted in the store and online.
 - b. If practical, the candidate's name and statement are removed from the ballot and ballot pamphlet or a notice of the withdrawal is included in every ballot packet.
 - c. If ballots have already been prepared and mailed, the Election Committee will not count the votes for a withdrawn candidate.

13. Measures Submitted to the Voters

Information about the various types of measures that can be submitted by members or by the Board to a vote of the members, and the avenues for doing so is contained in the Bylaws sections 10.06, and 10.07.

1. The Policy Committee reviews all proposed ballot measures (initiatives and referendums) to ensure clarity and alignment with Federal Law, California Law, SNFC Bylaws and Articles of Incorporation, and the Rochdale Cooperative Principles.
2. Sponsorship: Each measure must have a sponsor who is responsible for:
 - a. Ensuring that authorized campaign practices are followed.
 - b. Working with the Board and its committees to address any issues regarding the measure.
3. Arguments and Rebuttals: SNFC provides for arguments (pro and con statements) and rebuttals concerning all measures. The following policies apply:
 - a. To be considered eligible, arguments must not exceed 275 words and rebuttals must not exceed 150 words. Both must be submitted by the deadline for each specified in the Election Calendar.

- b. Arguments and rebuttals will be reviewed by the Board Administrator, the Board President and the Election Committee Chair for accuracy. Contents of the arguments must be accurate. If challenged, the authors must provide evidence to the Election Committee that supports their arguments. The Election Committee has authority to amend or delete portions of arguments to ensure accuracy. Authors must be contacted by the Election Committee Chair if changes are made or proposed.
 - c. Arguments and rebuttals must be submitted by the Board or at least five active members.
 - d. No person may submit both an argument in support of and an argument in opposition to the same measure.
 - e. A member who has signed a petition for a measure may not submit an argument against that measure.
 - f. A Board member or Board committee member may not submit an argument against a measure submitted by the Board.
 - g. When arguments are submitted both in support of and in opposition to a measure, rebuttals may be submitted to the arguments.
 - h. Only the measure sponsor can submit the pro argument and the rebuttal to con argument for the ballot.
 - i. The pro argument and rebuttal to con argument submitted by a measure sponsor that meet eligibility requirements for number of words and submission deadline are posted on the Co-op website and in the store.
 - j. If multiple eligible con arguments are submitted, the authors will be put in touch by the Board Administrator and given two days to collaborate on preparing a joint con argument. If the authors are unable to prepare a joint con argument, the Election Committee Chair randomly selects one of the eligible con arguments for the ballot. In addition to the single con argument selected for the ballot, the other eligible con arguments are posted on the Co-op's website. The measure sponsor may post additional rebuttals in response to these additional arguments.
 - k. If multiple eligible rebuttals to the pro argument are submitted, the authors are put in touch by the Board Administrator and given two days to collaborate on preparing a joint rebuttal to the pro argument. If the authors are unable to prepare a joint rebuttal to the pro argument, the Election Committee Chair randomly selects one of the eligible rebuttals to the pro argument for the ballot. In addition to the single rebuttal to the pro argument selected for the ballot, the other eligible rebuttals to the pro argument received are posted on the Co-op's website.
4. Advisory Surveys: Bylaws section 10.07 provides for "advisory surveys" as a way for the Board to get member input on an issue. The Board may set the schedule and design the voting process for advisory surveys on a case-by-case basis to best meet the needs of SNFC.

14. Recall of Directors

SNFC Bylaws section 10.04 provides processes by which an active member may initiate a recall of a member of the Board of Directors.

1. A director is recalled by vote of a majority of the total active membership at a duly called meeting as specified in Bylaws section 10.04(c)).
2. A measure to recall a member of the Board of Directors is initiated by petition and put to a

vote of the membership. Recall elections are considered and conducted as emergency elections, with special scheduling requirements outlined below. If the emergency election recall process is initiated, the affected director has the right to submit a written statement of defense to be provided to the members by the same means used to publicize other recall election information.

- a. Required Information on Petition for Recall. A Petition for Recall of a director must include the following:
 - i. The name, member number, address, and phone number of the sponsor or sponsors. If more than one sponsor is listed, the name of the sponsor who is the contact person for the Election Committee must be indicated.
 - ii. The name of the director to be recalled.
 - iii. The reasons the recall is desired.
- b. Signatures on the Petition for Recall
 - i. Number of Signatures Required: A Petition to Recall an elected or appointed member of the Board of Directors must be signed by 20 percent of active members (10.04(a)).
 - ii. Format of Signatures: Each signer of a Petition for Recall must be an active member and must sign their name and print their name and member number.
 - iii. Collection of Signatures: Signatures for Petition for Recall are collected in accordance with the campaigning guidelines of this Election Code.
- c. Submission of Petition for Recall.
 - i. The Petition for Recall of a Board Member is submitted to the General Manager of SNFC.
 - ii. The General Manager delivers the Petition to the Election Committee Chair for verification.
 - iii. If there is no Election Committee in existence, the General Manager appoints an interim Election Committee and designates a Chair.
- d. Recall Notification. At the time of receipt of a Petition for Recall of a Director, the Election Committee Chair personally, or by certified mail, notifies the Director(s) affected and the President of the Board of Directors (or the Vice President if the President is affected).
- e. Verification of Petition for Recall by Election Committee. The Election Committee verifies that the petition has the required number of signatures of active members.
 - i. Validity of each signature is based on a list of members active on the day the petition was submitted.
 - ii. If there is a question as to the validity of a signature, the signature is verified with the membership records.
- f. Statement of Defense. Upon verification of the required number of signatures, the Election Committee Chair again notifies the Director affected and informs them of the deadline for submitting a written statement of defense.
- g. Posting of Recall Information. Once the petition has been verified, the reasons for recall are posted in the store. The statement of defense is also posted.
- h. Cycle/Schedule for Recall Elections. In accordance with Bylaws section 10.04(a), the schedule for the recall election is created by the Election Committee and approved by the Board within 30 days of receipt by the General Manager of the petition and

the schedule is posted in the store within 24 hours after Board approval. The following schedule is suggested to complete the recall election within 40 days of receipt of the petition to recall:

- i. Within 48 hours of the petition being submitted to the General Manager, the Election Committee is formed (if there is none) and the petition delivered to the Election Committee Chair.
- ii. Within 48 hours of its receipt of the petition, the Election Committee notifies the affected Director and the President of the Board, and the Vice President if the President is affected.
- iii. Within 1 week after receiving the petition, the Election Committee verifies the signatures and creates an Election Calendar based on this section.
- iv. Within 24 hours of verification, the reasons for recall are posted in the store.
- v. Within 48 hours of verification, the Election Committee requests a statement of defense from the affected Director and notifies them of the deadline.
- vi. The statement of defense is submitted within 1 week after the petition is verified (2 weeks after it was submitted) and is posted in the store within 24 hours after it is received.
- vii. The ballot packet, including the ballot, reasons for recall, and statement of defense (if submitted), is sent by first class mail to all members within 3 weeks after the petition was submitted.
- viii. The last day of the election is 5 weeks after the petition was submitted.
- ix. Ballots are counted within one week following election day.

15. Authorized Campaign Practices

1. Campaigning is defined as promotion or other discussion of any candidate, measure, or recall petition; distribution of any material regarding a candidate or measure; or collection of signatures on a petition for a candidate, measure, or recall. Each candidate or sponsor(s) of a petition is responsible for the conduct of their campaign.
2. SNFC funds may not be used for campaigning as specified in Bylaws section 10.02(d). Election-related materials can only be posted on store premises by the Election Committee and designated staff. Members are free to produce and distribute other campaign literature within the restraints of this policy. SNFC does not supply member contact information to any individual for the purposes of campaigning. Member contact information can be used by appointees of the Board to promote participation in an election.
3. Co-op publications can include candidate statements and the arguments and rebuttals in respect to any issue but must print them as accepted by the Election Committee. Any editorial commentary must include equal representation of all candidates or sides of an issue.
4. Campaigning must not interfere with the conduct of meetings or the operation of the store. As such, campaigning may not be conducted within the store or during any SNFC function unless the function, or portion of the function, is designed specifically to allow member discussion of candidates or measures. Campaigning outside the store must not impede store operations. Specific restrictions are spelled out in the Board Candidate Packet and SNFC guidelines on tabling/leafleting.
5. The Election Committee is responsible for determining if violation of authorized campaign practices has occurred.
 - a. The Committee may disqualify from the ballot a candidate who has violated these practices.

- b. The Committee may disqualify from further campaigning on store premises or at authorized SNFC election functions a supporter or opponent of a ballot measure who has violated these practices.

16. Submission of Materials

Materials for Board Members, the General Manager, Board Committee Chairs and/or the Board Administrator may be left at the Customer Service Desk in the store or emailed to board-admin@sac.coop. All material received by Customer Service staff shall first be signed and dated by the clerk at the Customer Service Desk in the store. It is the responsibility of the member submitting the material to contact the Board Administrator for routing of the material as appropriate.

Addendum A

TBD: Election Checklist Timeline and Responsible Parties

Addendum B

TBD: Sample Election Report