



# Election Procedures

The Board of Directors shall at the regular meeting in October 2024 appoint a Nominating Committee. None of the Nominating Committee members may be eligible for election before the next annual meeting. It is the duty of the Nominating Committee to nominate at least one member for each vacancy, including any unexpired term vacancy, for which elections are being held, and to determine that the members nominated are qualified, agreeable to serving, and will accept office if elected.

The Nominating Committee shall file its nominations with the Secretary of the Board of Directors and Election Committee at least 90 days (no later than 12/18/24) before the annual meeting. The Secretary notifies all members eligible to vote at least 75 days (1/2/25) before the annual meeting that nominations for vacancies may also be made by petitions signed by 1% of the membership in good standing, currently 105 members.

Members must meet the following requirements to be nominated and elected to the Board of Directors:

- Member must be a Primary Accountholder (membership under their name and SSN);
- All accounts must be in good standing;
- Must be at least 18 years of age;
- Must never have caused a financial loss to COPFCU in any form;
- Must not have been convicted of a crime involving dishonesty or breach of trust; and
- Must be able to attend all regular Board of Directors meetings and any special meetings that may be called by the President or Board of Directors.

Any member (not nominated by the Nominating Committee) meeting the requirements above wanting to run for an elected position must submit the following to the credit union no later than 5:00pm EST on 1/17/2025 (60 days prior to the Annual Meeting):

- A Letter of Intent to run for an elected position.
- A Petition signed by at least 105 (or 1% of) COPFCU members but no more than 500 members.

Please contact the credit union for full details and requirements for the Letter of Intent and Petition.

Nominees' names will be posted 30 days prior to the election (2/16/25). In the event there is only one nominee for each position to be filled, ballots will not be mailed and the nominees will be declared elected at the annual meeting.

If an election will be held, the election date and rules of the election will be sent to all members at least 30 days prior to the election via email or postal mail. The election will be determined by plurality vote and will be conducted by ballot boxes, voting machines or electronic mail ballot. One vote per member. The Supervisory Committee will select an independent Auditing Firm or Voting Tabulation Firm to coordinate all election procedures. The candidates will be listed on the ballot in alphabetical order with all names and biographical information in the same size font for all candidates.

The election shall take place the week before the Annual Meeting. The Supervisory Committee will determine if voting will occur in-person or by electronic mail voting. If in-person voting is selected, voting will be spread over three (3) consecutive days from 9:00am to 5:00pm at all COPFCU locations. If electronic mail voting is selected, voting will be available the entire week (Monday-Friday) prior to the annual meeting.

Voting members are defined as:

- Member who is a Primary Accountholder (membership under their name and SSN);
- Membership share of \$5.00 is held in the Primary Share;
- All accounts must be in good standing; and
- Must be at least 18 years of age.

The voting process and the tabulation of ballots will be conducted by the independent Auditing Firm or Electronic Mail Ballot Firm. The results will be communicated to the Supervisory Committee, who will bring certification of the results to the Annual Meeting. There, the results will be announced by the Chair of the Board of Directors.

See the Section V of the Bylaws for any clarification of the election process used by COPFCU. The Bylaws supersede any information listed above and are available at [copfcu.com](http://copfcu.com).