

Dear Prospective Council Candidate,

Thank you for your interest in serving on GreenStar's Council, our Board of Directors. We look forward to getting better acquainted with you through the Council Candidate application process, as outlined in this packet.

Serving on Council is a serious commitment that can be rewarding and fun. Council members are expected to attend monthly council and committee meetings; arriving prepared, and on-time (Council members review the agenda, proposals and other documents in advance, and come prepared to discuss and vote on issues at the meeting). They must also remain informed, carry-out tasks in between meetings, frequently engage with member-owners, regularly communicate with fellow Council members, and actively work to increase their knowledge and skill-sets. Members spend at least 10-12 hours per month on Council-related tasks. Most Council members do more than this, especially if they serve as an officer, chair a committee, serve on multiple committees, and/or lead a project.

Council members must act in the best interest of the Co-op, and abide by the Council Code-of-Conduct. Additionally, New York State Liquor Authority requires Council members be at least 21 years of age, a US citizens or permanent resident, and have no past felony convictions.

Some further considerations before completing the application process and declaring your candidacy:

- Candidates must attend a Council Candidate Information Session. These hour-long sessions will be held at various times throughout the year.
- Candidates must attend at least one, full Council meeting. Meetings are held on the 2nd Tuesday of every month, from 6:30 to 9:30 pm, in [The Classrooms @ GreenStar](#) / 702 West Buffalo Street.
- During the election period, candidates must attend two member-owner functions: the Spring Member meeting (held in mid-April), as well as a Council Candidate Forum (also held in April). Attendance at these events gives fellow member-owners an opportunity to meet you, and ask questions ahead of casting their vote.
- Candidates for appointment to a vacant seat (between June and November) must satisfy the first two requirements.

Please thoroughly review this packet for detailed information about the election process, and steps you will need to take to run for council.

Thank you for your interest in serving GreenStar Co-op!

Laura Buttenbaum  
Governance Committee Chair

### Requirements for Council Candidates

1. Fill out a Council Candidate Application and submit it by March 1st or earlier (to appear on the ballot)
  - Starting on Page 5 of this packet
  - Candidates for appointment to a vacant seat must submit their application between June and the November Governance Committee meeting
  
2. Attend a Council Candidate Information Session (look for dates and details in stores or on our website!)
  - Council hosts Information Sessions that potential candidates are required to attend. In addition, current Council members occasionally table in the stores. Watch for notices about upcoming Council Candidate Information Sessions in stores, in the GreenLeaf, or on the website.
  
3. Attended a full Council Meeting - be sure to make time in your schedule by the March Council meeting!

Additionally, you can find more information about GreenStar's Council via our website ([greenstar.coop/council](http://greenstar.coop/council)), including contact information for current Council members.

### Legal Duties of Council Members

State law requires GreenStar, as a cooperative corporation, to have a Board of Directors, which we call our Council. In practice, Council makes big-picture policy decisions, approves the annual budget, and provides oversight of the Co-op's finances. Day-to-day management of the stores and their operations is delegated to a General Manager (GM), chosen and evaluated by Council.

<p><b>*Duty of Care</b></p> <ul style="list-style-type: none"> <li>● Show up</li> <li>● Be Prepared</li> <li>● Protect the Council process</li> </ul>	<p><b>*Duty of Loyalty</b></p> <ul style="list-style-type: none"> <li>● Disclose conflicts</li> <li>● Don't compete with the co-op</li> <li>● Don't breach confidentiality</li> </ul>
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\*from the [CBL 101 Reader](http://library.cdsconsulting.coop/cbl-101-reader) / [library.cdsconsulting.coop/cbl-101-reader](http://library.cdsconsulting.coop/cbl-101-reader)

### Campaigning

Council Candidates are encouraged to spread the word among their friends and peers – the more people who care, get involved, and vote, the healthier our Co-op will be! Tabling in our stores can be arranged with Front Desk staff at our West End Store, or management staff at one of our two satellite stores. If you do table in the store, we ask that you be respectful of others, and not interrupt the normal functioning of the store.

NOTE: per our Tabling Policy - there is no electioneering (actively engage in the activities of an election campaign) within 10 feet of the ballot box.

<p><b>Notable Dates:</b></p> <ul style="list-style-type: none"> <li>● <b>Through the Year:</b> Council Information Sessions (<i>look for dates and details in stores/on our website</i>)</li> <li>● <b>March 1st:</b> Candidate Application Deadline</li> <li>● <b>March 21st:</b> Write-in Candidate Deadline</li> <li>● <b>April 1st - April 30:</b> Elections</li> <li>● <b>Mid-April:</b> Spring Member Meeting</li> <li>● <b>June:</b> New Council Members Seated &amp; Officers elected at the June Council Meeting</li> </ul>	<p><b>Current Standing Council Committees:</b></p> <ul style="list-style-type: none"> <li>● Bylaws &amp; Policy Review Committee</li> <li>● Diversity &amp; Inclusion Committee</li> <li>● Expansion Committee</li> <li>● Finance Committee</li> <li>● Governance Committee</li> <li>● Membership Committee</li> <li>● Personnel Committee</li> </ul> <p><b>Current Ad-hoc Council Committees:</b></p> <ul style="list-style-type: none"> <li>● Fundraising Committee</li> <li>● Ombuds Committee</li> </ul>
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## Policy Governance

GreenStar's Council operates under the policy governance model. Council focuses on long-term planning and visioning for the Co-op, as expressed through our policies, while management focuses on day-to-day operations. Understanding and respecting the distinction between Council and Management roles is crucial to the success of the organization. Each Director must take personal responsibility for knowing the specific limits of their role.

Council does not have any involvement in operational decisions. All decisions relating to day-to-day operation of the retail business are made by management and are not subject to Council approval. Alternatively, the General Manager is not involved in making Council policy decisions. Council makes policies to guide and limit management's actions, and regularly evaluates the management's performance with respect to those policies.

## GreenStar's Ends Statements

The purpose of GreenStar Cooperative Market is:

- **COMMUNITY:** to Nurture a constructive, dynamic, and supportive cooperative community, and a culture of shared purpose and respect among people of diverse backgrounds.
- **COOPERATION:** to Foster cooperative attitudes, cooperative ownership as an alternative economic model, collaboration among cooperatives and like-minded businesses, and engagement with the larger co-op movement.
- **LOCAL, DEMOCRATIC CONTROL:** to Ensure local, democratic control of the cooperative through open participation in and transparent governance of a member-owned retail food store.
- **GOOD FOOD, PLUS:** to Provide wholesome, healthy, affordable and ethical food choices, as well as quality goods and services to support a healthy lifestyle.
- **SUSTAINABILITY:** to Make a meaningful contribution toward ecological sustainability, including a zero-carbon footprint and increased local and regional food self-reliance.
- **EDUCATION:** to Ensure that its members and shoppers can learn about cooperatives, food, regional and community-based food systems, health, sustainability and social justice.
- **FAIRNESS:** to Show by example that a successful business can be an empowering and safe work environment, committed to fair treatment of both people and animals, and dignity and non-discrimination for all, including those whose labor produces and provides the goods carried by the Co-op.

## Characteristics of an Effective Council Member

- Has high integrity, and is unafraid to hold themselves and others accountable for our commitments
- Is willing to devote the time required
- Is primarily interested in a future vision of the Co-op, and less interested in short term operating issues
- Has good listening skills, and the ability to capture themes and threads from multi-faceted conversations
- Is knowledgeable about (or able to learn), and willing to use policy governance system for board work
- Appreciates opposing views; can engage in lively debate and work toward successful implementation when in the minority
- Is not joining Council because they have an axe to grind about one or two problems, but want to focus on the big picture and long-haul issues
- Is not overly interested in the nuts and bolts of how the store is running; Council does not deal with operational issues
- Is good at thinking conceptually, and in terms of systems
- Is willing to use their own time to gather incidental information and/or bring themselves up to speed on issues before board decision-making.
- Has excellent written/oral communication and interpersonal skills
- Has an ability to deal with ambiguity and uncertainty to work toward ever evolving targets

**\*Seven Cooperative Principles**

1. **Voluntary and Open Membership:** Cooperatives are voluntary organisations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.
2. **Democratic Member Control:** Cooperatives are democratic organisations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary cooperatives members have equal voting rights (one member, one vote) and cooperatives at other levels are also organised in a democratic manner.
3. **Member Economic Participation:** Members contribute equitably to, and democratically control, the capital of their cooperative. At least part of that capital is usually the common property of the cooperative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their cooperative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the cooperative; and supporting other activities approved by the membership.
4. **Autonomy and Independence:** Cooperatives are autonomous, self-help organisations controlled by their members. If they enter into agreements with other organisations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.
5. **Education, Training, and Information:** Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.
6. **Cooperation among Cooperatives:** Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.
7. **Concern for Community:** Cooperatives work for the sustainable development of their communities through policies approved by their members.

\*from the International Cooperative Alliance ([www.ica.coop](http://www.ica.coop))

**Benefits to members of Council**

For their service, Council members receive:

- A modest, quarterly stipend
- A 15.5% discount on purchases at GreenStar
- Support with childcare during Council meetings (upon request)

Council members also have opportunities to network with fellow cooperators, attend events, trainings and conferences, and become more involved in your Co-op than you thought possible!



Council Candidate Application

Instructions for Submission:

For your name to appear on the ballot, this completed application, plus signed Declaration of Candidacy (included below), must be received by GreenStar by 11:00 pm, on March 1st. Please submit via email, if possible, to governance@greenstar.coop (including electronic copy of your signature). You can find this application on our website, at: https://greenstar.coop/council. Alternatively, you can mail a hard copy to: ATT'N: Governance Committee, 701 W. Buffalo Street, Ithaca, NY 14850, or deliver to any store location by close of business on March 1 (please turn the application in to a Manager).

After March 1, it's still possible to run as a write-in candidate, but only if you submit this form by March 21, 11 pm. Write-in candidates who don't declare by March 21 are not eligible for election.

Declaration of Candidacy for Election to GreenStar Cooperative's Council:

Every candidate must provide the following information and sign the Declaration of Candidacy on page 7. Your current address, phone number, and email address is needed for Council purposes; as a candidate or Council member, you will need to provide at least one way for member-owners to contact you.

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NAME OF CANDIDATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME/CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ GREENSTAR MEMBER #: \_\_\_\_\_

A. How can Co-op member-owners contact you \_\_\_\_\_
NOTE: this information will be published on election materials

B. Are you now and/or have you previously been a member of Council? YES \_\_\_ NO \_\_\_
\*If so, what were your years of service? \_\_\_\_\_

C1. Are you currently a paid employee of GreenStar? YES \_\_\_ NO \_\_\_

C2. If Yes, what is your job title? \_\_\_\_\_
NOTE: No more than 2 GreenStar employees may serve on Council at any one time. Management-level staff in the Area Supervisors Group - except for the Store Designer - are not eligible to serve.

D. Do you have any other relationship with GreenStar, any of its staff members, or a competing business (for example, as a vendor, owner of another business, or spouse/partner of a GreenStar employee, vendor or competitor), or any other role, that could pose a conflict of interest for you as a GreenStar director? NOTE: A limited conflict of interest, provided it is disclosed, does not make you ineligible to be a candidate; Your disclosure will be published with your candidate statement. YES \_\_\_ NO \_\_\_
\*If Yes, please explain, briefly, using a separate page if necessary.

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**Council Candidate Application****Required Questions for Candidates Seeking Election to Council**

In considering your candidacy for Council, many member-owners will want information about your background and your perspective on relevant GreenStar issues and concerns. All responses submitted by March 1st will be published in the Member Mailing that is sent to all member-owners before voting begins on April 1st. All responses received by March 21 will be posted near the ballot boxes in both stores.

Please limit your responses to a total of 600 words (which is an average of 150 words per question). If the total length of your responses exceeds the cumulative limit of 600 words, one or more of your responses may be shortened or omitted.

Please answer questions either electronically (preferred) or on another sheet of paper, and submit your answers together with your completed and signed Declaration of Candidacy.

1. Describe your experience with this cooperative, and cooperatives generally. What makes you passionate about the co-op and/or its mission?
  
  
  
  
  
  
  
  
  
  
2. Please explain how your skills and experience will help you to be an effective Council Member and contribute to the work of Council.
  
  
  
  
  
  
  
  
  
  
3. What's your vision for the future of our cooperative?
  
  
  
  
  
  
  
  
  
  
4. **New candidates:** What is your motivation for running for Council?

**Incumbents:** What do you believe has been your most important contribution to Council during your tenure?

**Board Candidate Certification of Compliance:**

For Council elections, candidates must meet the following Bylaw requirements. Items 4 - 9 are State requirements which Board members must meet in order for the Co-op to maintain its' operational licenses.

1. I am an honest and caring person.
2. I am a current GreenStar Co-op Owner, in good standing.
3. I will find sufficient time to devote to duties as a Director.
4. I am a US citizen or permanent resident alien.
5. I am at least 21 years old (or will be by the time I would join the board, following the election).
6. I am not a convicted felon. I do not have alcohol-related or prostitution-related convictions that have not been expunged (for you, or in some cases, your spouse as well).
7. I have not had a previously-held liquor license revoked, or violation of NYS liquor law in the past 2 years.
8. I am not a police officer.
9. I agree to be fingerprinted by the State of NY.
10. I am committed to cooperation as a viable economic relationship.

As part of my application to run for the Board of Directors of GreenStar Natural Foods Cooperative Market, by signing below I certify that I am in compliance with the above requirements for Board candidacy. I understand that any deliberate or accidental misrepresentation of my compliance may result in my disqualification as a candidate and/or my removal if I am elected.

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**Signature\***

*\*If you submit this form without a verifying signature, you will be contacted by a Co-op representative, designated by Council, to discuss the matter in confidence and discuss other ways to contribute to our co-op.*

**Declaration (must be signed and submitted by all candidates):**

By my signature below (or by my affirmation that this completed form is submitted by me, via my email account), I hereby declare that I am a member-owner in good standing of GreenStar Cooperative Market, Inc. (my membership fees are paid up to date, etc), that I have answered all of the preceding questions accurately and truthfully, and that I am a candidate for election to Council in this year's Council election, or for appointment to a vacant seat.

I am aware of the legal, fiscal, ethical and practical responsibilities of a member of GreenStar's Council (board of directors), including the substantial time commitment, and the Code of Conduct for directors, and can (and will, if elected) respect and fulfill them.

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(Signature)

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(Date)

**Thank you for your interest in serving GreenStar Co-op!**



**FOR STAFF USE ONLY:**

**Date Received** \_\_\_\_\_ **Store Location** \_\_\_\_\_ **Staff Initials** \_\_\_\_\_

*Please send to Membership Department via interoffice envelope.*

**Membership Department:**

*Please photocopy and place both copies in Laura Buttenbaum's Council folder in WE Office.*