

Alger Delta Cooperative Electric Association

OWNED BY THOSE WE SERVE

426 North 9th St
Gladstone, MI 49837

Phone: 906-428-4141
Fax: 906-428-3840

Cover Letter to Members Requesting Director Nomination Petitions

Dear Member:

Please find enclosed documents regarding running for the Alger Delta Cooperative Board of Directors. Documents included in this packet are:

1. Cover Letter to Members Requesting Director Nomination Petitions
2. Qualifications – Duties and Responsibilities – Term and Compensation – Nomination Process
3. Verification of Qualifications and Declaration of Candidacy
4. Four (4) pages of the Director Nomination Petition

Serving as an Alger Delta director is rewarding, both personally and professionally. There are opportunities for education; to participate in the political process; and, to help shape the future of the cooperative as we go forward with our mission. This information packet describes the position and the commitment necessary to fulfill the duties of a director. Please review all the documents carefully. If you have any questions, contact Tom Harrell at Alger Delta at 906-428-4141 or email tharrell@algerdelta.com.

Regards,

Tom Harrell – CEO

Please follow these instructions for completing the documents.

1. **Review all the documents. If you have any questions or wish to discuss any of the areas covered, please call Tom Harrell at 906-428-4141.**
2. **Complete the Verification of Qualifications and Declaration of Candidacy. Answer all the questions; sign and date at the bottom.**
3. **Circulate your petition. Sign and date each petition sheet. ONLY THE PETITION SHEETS PROVIDED BY ALGER DELTA WILL BE ACCEPTED.**
4. **Attach the Verification of Qualification to the completed Petition Sheets and submit them to Alger Delta.**
5. **All documents must be received 60 to 90 days prior to the district meeting.**

Qualifications – Duties and Responsibilities – Term and Compensation – Nomination Process

Qualifications:

- You must be a member of the cooperative within the district you are seeking to represent, or the designated representative of a non-natural member. This means you must take electric service at either a permanent residence; a seasonal residence; or a commercial location within the district. (If you are running for the board as a representative of a non-natural member additional qualifications apply. Please contact Tom Harrell at 906-428-4141 for information on additional qualifications.)
- You must be at least 18 years old.
- You must not be employed by, or have a financial interest in a business that competes with the cooperative, or a business selling energy, supplies, services, or equipment to the cooperative.
- For more detail, refer to Article III in the Bylaws (algerdelta.com/bylaws) or contact the CEO.

Duties and Responsibilities:

- Board members are charged with the responsibility of overseeing the Cooperative, including: strategic planning, fiduciary responsibility, setting policy and direction, corporate duties, governance, and other general duties relating to the business of the cooperative.
- Board members are provided with an information packet in advance of each board meeting. Directors are expected to review the material in preparation for the meeting.
- Directors are expected to personally attend:
 - Board Meetings – The Alger Delta Board meets on the third Wednesday of each month, usually at the Cooperative’s office in Gladstone, MI. Board meetings usually begin at 1 PM Eastern Time. Board meetings may occasionally be scheduled for other locations, other days and/or to begin at other times.
 - The Annual Meeting – The annual meeting is usually held on the third Saturday in June. Start time may be as early as 10 AM Eastern Time.
 - Standing Committee Meetings – Directors serve on at least one Standing Committee. Standing Committees are: Policy, Employee Relations, Finance & Rates, and the Executive Committee. Committees meet between 2 and 4 times per year, or more if needed. Committee meetings are usually held on the same day as a Board Meeting and may be scheduled as early as 10 AM Eastern Time. Committees may be scheduled for other dates and at other times including evenings.
 - Other committee meetings – from time to time, Directors may be assigned or asked to participate on ad hoc committees.
- Directors are encouraged to attend training and become a Credentialed Cooperative Director (CCD). The CCD program is 6 days in duration. Expenses associated with this training are paid by the Cooperative.
- Directors are scheduled to participate in a variety of regional, state and national meetings relevant to the electric industry. Participation in these events is voluntary and strongly encouraged. Participation requires travel by car or plane. These events usually require advanced preparation including reading the materials provided and familiarizing oneself with the issues involved. Events range from a half-day to five days for travel and participation. Events may be business or training related, or political in nature. Directors who attend regional, state, and national meetings are expected to provide a report to the rest of the board.
- Directors are required to review, acknowledge and abide by the Code of Conduct.

- Directors represent Alger Delta in the community and elsewhere, which may include making public presentations.
- Directors may be eligible to serve on boards of companies or organizations affiliated with Alger Delta.

Term & Compensation:

- The term is three (3) years beginning with the Annual Meeting (June).
- Directors who miss three (3) board meetings within a twelve (12) month period shall be deemed to have forfeited their seat on the board. For details, see the Bylaws, Article III, Section 7 (b). Bylaws can be found at (algerdelta.com/bylaws).
- Directors are required to keep and submit time sheets and expense reports.
- Directors are compensated according to the following schedule:
 - Communication allowance \$400 per year
 - Regular board meeting \$350
 - Annual Meeting \$350
 - Out of town meeting \$350 per day
 - Committee meeting (same day as a Board Meeting) \$100
 - Committee meeting (other than same day as a Board Meeting) \$150
 - District Meeting (voting) \$100 + mileage
 - District Meeting (non-voting) Mileage only
 - Reasonable and customary travel expenses

Note: amounts are subject to change.

Nomination Process

- Nominations shall be made by petition.
- The petition must be signed by at least ten (10) members from the district you are seeking to represent. Candidates are encouraged to acquire more than the minimum number of signatures.
- Joint members (typically a husband and wife) count as one member.
- The completed petition shall be submitted to the cooperative between 60 and 90 days prior to the election.
- For complete details on the nomination procedures see Article III, Section 3 of the Bylaws (algerdelta.com/bylaws) or contact the General Manager.

Alger Delta Cooperative Electric Association

Verification of Qualifications and Declaration of Candidacy

Name of Candidate: _____

Mailing Address: _____

Service Address (if different than mailing address):

Home phone: _____ Work phone: _____

Mobile: _____ Email: _____

Verification of Qualifications

Please read each qualifying statement carefully and indicate your answer by checking the appropriate box.

	Yes	No
1. Are you a member of the cooperative?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you receive electric service within the district you seek to represent?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you eighteen (18) years old or older?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you employed by a company that competes with or sells energy to Alger Delta?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you employed by or do you own a business that routinely performs work for Alger Delta?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a direct financial interest in any company that sells energy to Alger Delta?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a direct financial interest in a contractor, vendor, company or organization that routinely provides materials, equipment or services to Alger Delta?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have any outstanding debts to Alger Delta (regardless of how long ago)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you read the document entitled "Qualifications – Duties and Responsibilities – Terms and Compensation – Nomination Process?"	<input type="checkbox"/>	<input type="checkbox"/>
10. To the best of your knowledge, are you able to fulfill the duties and responsibilities of serving as a member of the board of directors?	<input type="checkbox"/>	<input type="checkbox"/>

By completing and signing this form and submitting it to the Secretary of the Cooperative, I declare my candidacy for election to the Alger Delta Cooperative Electric Association Board of Directors. I understand that my nomination to stand for election requires the submission of a petition with at least 10 signatures of members in good standing from within the district I seek to represent and compliance with all of the nomination requirements outlined in Article III, Section 3 of the cooperatives' bylaws.

Signed: _____ Date: _____

Alger Delta Cooperative Electric Association – Director Nomination Petition

We, the undersigned, hereby petition the Secretary of the Cooperative to nominate the candidate named below to stand for election as a Director of the cooperative representing the District named herein. I am a member in good standing of the cooperative and receive service from the cooperative in the district this candidate seeks to represent.

Candidate Name: _____ District: _____

Print Name	Signature	Service Address	Account # OR Phone #	Date

I, _____, affirm that I circulated this petition and am acquainted with the persons whose names are affixed hereto and that these persons signed this petition in my presence.

Signature: _____ Date: _____

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