



Board of Directors' Candidate Application

Applications are due to City Market by August 31, 2025

Board Candidacy

Thank you for your interest in running for City Market's Board of Directors. Please review the information in this application and return it by August 31, 2025 for our Board's review. We will confirm your eligibility and ballot inclusion upon submission via email. Questions? Contact Lauren Jones using the contact info at the bottom of the application.

Board Basics

City Market is governed by a 9-member Board of Directors, elected from among our 12,000+ Co-op Members. Board Members generally serve 3-year terms. When a Board Member vacates a seat before the end of their 3-year term, the Board may appoint a new Board Member who will serve until the next election process. This year, elections will be held from October 1 to 21. There are four seats up for election; three of these seats are for 3-year terms and one seat is for a 1-year term to finish out a vacated seat. The three candidates who receive the most votes will be elected for 3-year terms, starting January 2026 and ending December 2028. The candidate with the fourth most votes will be elected to the 1-year term, starting January 2026 and ending December 2026.

Director Requirements

To run for the City Market, Onion River Co-op Board of Directors, you must:

- ☐ Be a City Market, Onion River Co-op Member in good standing. Any household member wanting to run for the Board must purchase Equity under their own Membership by August 31, 2025.
- ☐ Be 18 years of age as of August 31, 2025.
- ☐ State all potential conflicts of interest on the application and must not have an overriding conflict of interest.

If you meet these requirements, please submit a completed City Market, Onion River Co-op Board of Directors' Candidate Application and all required attachments by August 31, 2025.

Personal Information

Name: _____ Member Number: _____

Street Address: _____

City/State/Zip: _____

E-Mail Address: _____ Telephone: _____

If elected, you will be asked to provide (per State regulations) your date of birth, place of birth, social security number and whether you have been convicted of a felony. This information is kept secure and used because Board Members must sign documents related to the Co-op's alcohol licenses.

Candidate Statement

Your responses will be your statement for our online ballot. Please limit your response to each question to 200 words or you will be asked to resubmit your statement.

The Co-op emails information regarding Board candidates to each of our active Members. Your answers to all questions will appear on the online ballot and on our website. Candidates are also invited to speak to Members at our Annual Member Meeting (2 minutes per candidate), which will be held in the evening on Thursday, September 25. You may deliver the speech in person or submit a pre-recorded video to be played during the meeting. Co-op staff will reach out with additional directions around candidate speeches after your application is submitted.

Co-op staff do not edit or otherwise alter any portion of the candidate statement. The information you submit to us is what will be presented to Members, so please check it over carefully.

1) Why would you like to serve on the City Market Board? What excites you about becoming a Board Member?

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[illegible]

4) The Board collaborates with the General Manager to support inclusion, diversity, equity, access, and social justice (IDEAS) at City Market. How would you ensure that the Board’s work is grounded in these principles? How would you help point City Market in the right direction when it comes to IDEAS? Please describe any prior involvement in IDEAS work either personally or professionally.

5) What opportunities and challenges do you see in the future of City Market?

Candidate Summary of Relevant Experience or Resumé

Please share a current summary of relevant experience or resumé as part of your application, leaving off personal contact information such as your home address, phone number and email. This summary of experience or resumé will be shared with Members on the Elections Page of our website. This will provide Members with more information about your professional background, volunteer experience, personal interests, and education. Please keep your summary of experience/resumé to one or two pages in length.

Additional Required Application Materials

Please include a headshot photo of yourself for use on our website and with other Election materials attached. If hand-delivering or mailing your application, you must email your digital photo to Lauren Jones. Please make sure that the picture is in focus, your face is clearly visible, you're not wearing sunglasses and that you're the only person in the photo.

Candidate Education Checklist

To better educate new candidates about Board work, the Board has created a list of optional preparedness activities. **Please note:** While the activities are optional, you must indicate on this application which portions you have or have not completed upon application submission or it will not be considered for candidacy. For candidates who are not incumbents, the information about your checklist **will** be shared with Co-op Members for their consideration as they vote.

- ☐ **Attend an Orientation with Michael Healy.** [Michael Healy](#) is a Co-op Member, our Board Facilitator and a consultant with Columinate. We have scheduled three orientations this summer to be conducted through a remote video call:
 - Tuesday, August 5, 6:00 – 7:00pm
 - Wednesday, August 20, 5:00 – 6:00pm
 - Monday, August 25, 4:30 – 5:30pm

To attend one of these sessions, please RSVP at least 48 hours in advance to Lauren Jones. If you RSVP and then need to cancel, please let Lauren know.

- ☐ **Read suggested materials on Policy Governance.** You can read these articles online at <https://www.citymarket.coop/elections>. If you would prefer printed versions, please contact Lauren.
 - *The Four Pillars of Cooperative Governance*
 - *Taking Policy Governance to Heart*
 - *The Policy Governance Quick Guide*

- ☐ **Review a Board packet from a prior meeting.** City Market's Board packets are reading materials that Board Members receive prior to each meeting. Board Members read the packet in order to be prepared to fully participate in the monthly Board meeting. You can find a recent Board packet online at: <https://www.citymarket.coop/elections>. If you would like a printed version of the packet, please contact Lauren.

- ☐ **Attend a Board meeting.** There are three opportunities to attend Board meetings through a remote video call or in person before the August 31 deadline. Please RSVP to Lauren Jones prior to the meeting. Lauren will provide directions for attending the meetings.
 - Monday, June 23, 6pm – 8:30pm (in-person, South End Community Room)
 - Monday, July 21, 6pm – 8:30pm (virtual, Zoom)
 - Monday, August 25, 6pm – 8:30pm (virtual, Zoom)
- ☐ **Talk with a current Board Member.** This will give you a Board Member's perspective of the Co-op's governance process. Board Members will be available during the orientation sessions with Michael Healy (see above). Otherwise, please use the contact information on our [Board webpage](#) to get in touch with a Board Member directly.
- ☐ **Incumbent.** If you're a current Board Member running for your next term, you've already done all of the above items. We'll make sure to note that in the Elections materials.

Board of Directors Member Agreement & Disclosure of Conflict of Interest

The undersigned Member or nominee of the Board of Directors of City Market, Onion River Co-op hereby agrees as follows —

1. To abide by and uphold the By-Laws and the policies set forth in the City Market, Onion River Co-op Policy Register, as such policies may be modified or amended from time to time.
2. To ensure that my Membership remains in good standing and my Equity payments are current for the length of my term.
3. To disclose any actual, perceived or potential conflict of interest (by self or any immediate family member or person with whom a significant personal relationship is maintained) with respect to fiduciary responsibility, including but not limited to any employment or significant financial relationship with the Cooperative, any current or potential supplier or distributor, any competitor of the Cooperative or any organization that receives or is eligible to receive donations under any charitable program of the Cooperative, or any significant personal relationship with any employee of the Cooperative.

I hereby disclose the following actual or potential conflicts of interest (or state “none” if appropriate):

Dated this _____ day of _____, 2025.

Signature: _____ Print Name: _____

Application Checklist

- ☐ Meets Director requirements.
- ☐ Personal Information completed.
- ☐ Candidate statement completed.
- ☐ Completed items indicated on Candidate Educational Checklist.
- ☐ Agreement & Disclosure statement completed and signed.
- ☐ Current summary of relevant experience or resumé attached.
- ☐ Digital headshot photo is attached.
- ☐ I plan to deliver my speech at Member Meeting:
 - ☐ In-person
 - ☐ Through a pre-recorded video

Please submit all application materials via email, mail or at our Customer Service desk by August 31, 2025.

City Market/Onion River Co-op
Attn: Lauren Jones
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Burlington, VT 05401
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