

## Co-op Coalition Survey: Increasing Board Nominations Pool

Thanks to the 14 people who took the time to help another manager. The results are contained in the table, below. Once again, thanks for helping your other co-op Coalition members!

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In a message dated Tue, Jul 24, 2018 6:50 pm, CooperativesDC@aol.com writes:

This survey is being mailed to both Presidents and their Representatives to the Coalition--

A member co-op is examining its nominations efforts to increase their pool of candidates for their Board. The survey is a bit longer than usual, but your responses could be of import to this member. Their question follows, below. Please respond by Friday, August 3. We will share the results with everyone a few days later. Thanks for helping!

DC Cooperative Housing Coalition  
[www.CoopsDC.org](http://www.CoopsDC.org)

*Serving the District's cooperative housing community since 1984*

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Our Co-op has over 200 residents, and we need to increase the nominating pool for Board of Director positions. We would also like to create some social events to increase resident participation in governance. Please note on this survey if you are willing to be contacted by our Co-op. We would appreciate a response to the following questions:

1. What is the size of your co-op?  
 <50 units  
 50 - 99 units  
 100 - 149 units  
 150 - 199 units  
 200+ units
2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee.
3. What is your experience finding well-qualified candidates?
4. Does your co-op have qualifications for nominees or can anyone run?
5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance?
6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter?
7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines?
8. May we contact you to clarify/further discuss your responses?

<p>&lt;50 units</p>	<ol style="list-style-type: none"> <li>1. <b>20 units</b></li> <li>2. <b>We have a very small number of people so we do not have a nominating committee. Anyone owner can nominate a candidate at the annual meeting</b></li> <li>3. <b>Many members of the board serve for 10 years or more. It is not easy to find people who are willing to serve. Normally, if we need a new candidate for the board we personally ask people to consider serving.</b></li> <li>4. <b>We have no specific qualifications.</b></li> <li>5. <b>We have an annual meeting every year which includes a reception. All our board meetings are open to owners to attend and several attend.</b></li> <li>6. <b>We do not have forums.</b></li> <li>7. <b>We have no campaign guidelines.</b></li> <li>8. <b>Yes.</b></li> </ol>
<p>&lt;50 units</p>	<ol style="list-style-type: none"> <li>1. What is the size of your co-op? <b>&lt;50 units</b></li> <li>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>The process is stated in our by-laws. Shareholders can nominate themselves or other shareholders, either ahead of time (in writing/email to the Board), or at the meeting itself. To accept nominations at the meeting, however, the shareholder must be personally present. Usually someone on the Board (who is NOT running for reelection) prepares the slate.</b></li> <li>3. What is your experience finding well-qualified candidates? <b>Since we [are a small co-op with a small board] this experience is hit or miss.</b></li> <li>4. Does your co-op have qualifications for nominees or can anyone run? <b>The only "qualification" is that you have to be a shareholder to serve on the Board.</b></li> <li>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>We usually have a social hour after the annual shareholders' meeting. IN the past, we tried to have potlucks or picnics, with mixed results.</b></li> <li>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>No. We usually encourage people--if they nominate themselves or accept nominations ahead of time--to send an email telling the other shareholders something about themselves and why they want to serve, but this is optional and it is not required by our by-laws.</b></li> <li>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>We don't have any guidelines.</b></li> <li>8. May we contact you to clarify/further discuss your responses? <b>Yes.</b></li> </ol>
<p>&lt;50 units</p>	<ol style="list-style-type: none"> <li>1. What is the size of your co-op? <b>&lt;50 units</b></li> <li>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>The Board appoints two or three non-Board members to serve as a nominating committee. In addition to the slate selected by the nominating committee, nominations can be made from the floor at the annual meeting.</b></li> <li>3. What is your experience finding well-qualified candidates? <b>We have been fortunate over the years to have a core of well qualified candidates.</b></li> <li>4. Does your co-op have qualifications for nominees or can anyone run? <b>The only legal qualification is to be a resident owner in good standing.</b></li> <li>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>As a relatively small co-op, most residents know everyone else. There are occasional social gatherings that facilitate that.</b></li> <li>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>We don't hold candidate forums or debates.</b></li> <li>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>There are no campaign guidelines. Indeed, there is no campaign as such.</b></li> </ol>

	8. May we contact you to clarify/further discuss your responses? <b>Blank</b>
<50 units	<p>1. What is the size of your co-op? <b>&lt;50 units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>We accept nominations from the floor during our Annual Meeting. Any resident member is eligible (bylaws). It sometimes takes a bit of arm-twisting to fill the slate. Very occasionally we have more nominees than slots; generally one nominee will decline to serve if this happens.</b></p> <p>3. What is your experience finding well-qualified candidates? <b>The Board chooses Officers, and tries to balance tasks/assignments with member strengths and interests.</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>Must be resident member of coop. If Board Member sells unit during term, Board May elect to choose replacement or leave position unfilled for remainder of term.</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>We explain at initial (pre-purchase) interview that all members are expected to take turns serving on the Board and has what strengths the prospective member(s) bring to the Coop.</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>We don't do this.</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>We have never had anyone campaign beyond chatting up neighbors in the hall in the weeks immediately prior to Annual Meeting.</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Yes, of course.</b></p>
<50 units	<p>1. What is the size of your co-op? <b>&lt;50 units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>Ad hoc</b></p> <p>3. What is your experience finding well-qualified candidates? <b>Very difficult in a small building.</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>Anyone</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>We have an annual holiday party</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>NA</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>NA</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Sure</b></p>
<50 units	<p>1. What is the size of your co-op? <b>&lt;50 units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>Letter of nominations sent to all residents. They can nominate themselves or others. At the board meeting interested nominees say a blurb about themselves. If there aren't enough nominees group will organically encourage someone they nominate on the spot to accept the nomination. During major transitions (e.g change of management company) the board ran as a slate. Bylaws do not spell out how the process must work but it spells out number of people and positions.</b></p> <p>3. What is your experience finding well-qualified candidates? <b>It's hard. Just b/c a person works in a certain field doesn't mean they want to do it during their spare time.</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>As long as you are in good standing- not delinquent and no unresolved violations you can run.</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>Unfortunately not. We do movie night once a year, Xmas party some years, snowball fight. We have lots of ideas and</b></p>

	<p><b>people say they are for it but it's hard to get them implemented. No one wants to head things up.</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>N/A</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>N/A</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Blank</b></p>
<p>&lt;50 units</p>	<p>1. What is the size of your co-op? <b>&lt;50 units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>In early 2017, the Nominating Committee instituted new procedures for election to the Board, primarily to attract more Members to run for the Board. Basically, a solicitation was sent to all Members a month before the Annual Meeting, requesting that everyone consider running for the Board. Applicants were required to state why they wanted to be on the Board along with a brief resume, which were sent to all members prior to the Annual Meeting. Voting took place during the Annual Meeting using paper ballots. Those with the most votes were elected to serve. Prior to that time, the Nominating Committee recommended a slate of candidates to fill all vacant Board positions and that slate was voted on by a show of hands during the Annual Meeting.</b></p> <p>3. What is your experience finding well-qualified candidates? <b>This is the hardest part of the process. Existing Board members identify good candidates and the Board contacts them personally to encourage them to run for the Board's open positions. However, anyone can self-nominate by submitting a statement and resume.</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>Anyone can run, although Treasurer is the one position that calls for someone who is project management savvy and has financial planning and budgeting capabilities.</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>Not yet. We do encourage those who we identify as good candidates to attend several Board meetings to get an idea of the types of issues and decisions we encounter.</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>N/A</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>N/A</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Yes.</b></p>
<p>50 – 99 units</p>	<p>1. What is the size of your co-op? <b>50 - 99 units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>We have five Board members, serving two year terms. Two or three new Board members are elected every October at the Annual Meeting of shareholders. Our By-laws state: "At least sixty (60) days before each annual meeting of the Shareholders, the President shall appoint a Nominating Committee, composed of five (5) Shareholders who shall nominate one or more persons for each anticipated vacancy on the Board of Directors. The names of such nominees shall be mailed or distributed to each Shareholder at such address as appears upon the books of the Corporation, at least twenty (20) days prior to this annual meeting."</b></p> <p>3. What is your experience finding well-qualified candidates? <b>It hasn't been easy to get people to run for the Board. We have [a bit more than 50] units and some residents have served multiple times. Others are reluctant to serve for various reasons, including travel and work schedules. There is very low turnover in the building, which complicates matters</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>Any shareholder can run for the Board.</b></p>

	<p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>Not really. When we interview prospective buyers, the Board stresses the importance of serving on the Board or one of the committees (Finance, Property, Landscape).</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>Apart from the Annual Shareholders' Meeting in October, The co-op Board holds monthly meeting and shareholders are invited to attend. Minutes are sent out to shareholders after each meeting. We also hold Special Shareholder Meetings when planning large projects. Decisions are made by shareholder vote. Rules for conducting all these meetings are outlined in the By-laws.</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>Our practice is for shareholders campaigning to run for the Board to write a brief bio that is circulated to all shareholders before the Annual Meeting. At the meeting, candidates say a few words and votes are cast and counted. Results are announced at the meeting.</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Yes</b></p>
50 – 99 units	<p>1. What is the size of your co-op? <b>50 - 99 units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>A nominating committee nominates candidates. Members may suggest potential candidates to the committee. This process is covered by our by laws</b></p> <p>3. What is your experience finding well-qualified candidates? <b>Generally good. Difficulty getting well qualified residents who are open to new ideas to volunteer</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>No</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>No</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>Blank</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>Blank</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Yes</b></p>
50 – 99 units	<p>1. What is the size of your co-op? <b>50 - 99 units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>Generally no one requests to run for a board seat so about 3 months prior to our annual board meeting the board will select someone who has shown an interest in the running of the co-op and ask that person to join the board. There is a process. outlined in the by-laws but it is useless because no one ever nominates themselves or others to run. We do not have either a nominating or an elections committee.</b></p> <p>3. What is your experience finding well-qualified candidates? <b>So far it has been fine - we are lucky that the people chosen have been diligent about the work of the board.</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>Any shareholder can run for a board seat. Our by-laws do not stipulate that the shareholder must also be a resident of the building, but so far. no non-resident shareholder had been asked to or requested to run.</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>We have started to have twice-yearly get-togethers in the lobby of our building for all residents, not just shareholders. We also have started open board meetings to encourage shareholder participation. If a confidential matter needs to be discussed we go into executive session.</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>We do not hold such events.</b></p>

	<p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>We have no such guidelines.</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Yes.</b></p>
50 – 99 units	<p>1. What is the size of your co-op? <b>50 - 99 units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>There has not been a nominating committee in a while. I wish there was such a committee. The management company sends out the information about the upcoming election and includes the application for the nominees.</b></p> <p>3. What is your experience finding well-qualified candidates? <b>It's difficult because there does not seem to be any qualifications written. I think a financial or banking person is good to have, someone with management skills would be helpful and a legal background would be great as well.</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>Anyone can run but it is usually someone who has been at the Cooperative for a few years, not newbies.</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>No, we don't but that sounds like something worthwhile.</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>N/A</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>N/A</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Yes</b></p>
100 – 199 units	None
200+ units	<p>1. What is the size of your co-op? <b>200+ units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>Our bylaws require a nominating committee, appointed by the President of the Board with 5 members who are to nominate one person for each vacancy. Nominations may also be made by any group of 10 or more Members submitting in writing the name of such nominee, including a written acceptance by such nominee.</b></p> <p>3. What is your experience finding well-qualified candidates? <b>Normally, it is relatively easy to find good candidates.</b></p> <p>4. Does your co-op have qualifications for nominees or can anyone run? <b>Anyone who is a Member in residence of the cooperative, or the spouse or registered domestic partner residing in the cooperative can be nominated.</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>Usually not.</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>These types of events are not in our bylaws or any committee description. These are not regularly held, but might be from time to time.</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>No guidelines are defined.</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Blank</b></p>
200+ units	<p>1. <b>200+ units</b></p> <p>2. <b>Candidates submit their resumes to Management and a ballot is developed and distributed to shareholders. Two election coordinators are appointed each year to manage procedures ( timing of presentations, counting ballots, etc.)</b></p> <p>3. <b>The number of candidates running varies from year to year. Finding well qualified candidates is always a challenge.</b></p> <p>4. <b>Any resident shareholder may run.</b></p>

	<p>5. <b>No. Occasionally an issue arises that energizes shareholders and results in increased participation.</b></p> <p>6. <b>There is a forum before the election in which candidates present themselves to the community and respond to questions. This is not defined in the bylaws.</b></p> <p>7. <b>Campaign guidelines are distributed with the ballots by the board and management. Breaching guidelines can result in disqualification.</b></p> <p>8. <b>Yes</b></p>
<p>200+ units</p>	<p>1. What is the size of your co-op? <b>200+ units</b></p> <p>2. How does your co-op handle nominations of candidates to the Board of Directors? Please include procedural details, such as whether the process is stated in your co-op's by-laws or maintained and enforced by a Nominating or Elections Committee. <b>The nominating process is managed by an elections committee. A person must fill out a nomination form, sign a commitment to participate form, and submit a 1 page bio/position document that is distributed to the community with the annual meeting packet and the election ballot.</b></p> <p>3. What is your experience finding well-qualified candidates? <b>Grassroots recruitment by other board members and concerned residents.</b> Does your co-op have qualifications for nominees or can anyone run?</p> <p>4. <b>Our by-laws define eligibility for who can be a director.</b></p> <p style="padding-left: 20px;">1. <b>must be an owner</b></p> <p style="padding-left: 20px;">2. <b>must be in good standing (interpreted to mean no arrears greater than 30 days)</b></p> <p><b>We have a new by-law amendment that just passed which causes immediate resignation:</b></p> <p><b>"A Director elected in 2019 and thereafter who rents out all units that he owns at Harbour Square will be deemed to have resigned from the Board. A Board director who fails to participate in three consecutive regular meetings (not including special meetings) of the Board (either by attending in person or participating remotely by technological means) during a calendar year shall be deemed to have resigned."</b></p> <p>5. Does your co-op have any social events or elections procedures that work exceptionally well to increase resident participation in governance? <b>No. We usually have declared candidates ranging from 2-6 candidates in excess of the slots to be filled. Quality candidates is a problem, not quantity.</b></p> <p>6. If your co-op holds candidate forums or debates, are these events defined in the by-laws or in a committee charter? <b>They are not in either the by-laws or the committee charter (but probably should be in the elections committee charter). Our "meet the candidates forum" is administered by the elections committee and they do publish a formal process that is followed during the community meeting.</b></p> <p>7. If your co-op has campaign guidelines, are the guidelines defined in the by-laws or published by the board or a committee? What are the consequences, if any, for breaching the guidelines? <b>An election committee publishes, administers, and interprets the election campaign rules. When a candidate breaches the guidelines, the election committee intervenes and makes a recommendation to the board for how to handle the breach. A 3 person committee of board members not up for re-election make final decisions with the advice of the elections committee.</b></p> <p>8. May we contact you to clarify/further discuss your responses? <b>Yes</b></p>