



## Neal & Massy Credit Union Co-operative Society Limited

The NOMINATING PROCESS for the election of Officers at the Annual General Meeting has begun. The guidelines that will be used to determine eligibility to serve on the Board of Directors and Statutory Committees are stated below:

### GUIDELINES AND CRITERIA

- (1) Any member offering themselves to serve on the Board of Directors and Statutory Committees **MUST**:
  - a. Purchase at least four (4) shares monthly for twelve (12) consecutive calendar months prior to the date of his/her nomination application. For the purpose of eligibility to serve, a lump sum deposit to meet this criterion is not permitted; and
  - b. Not be a Delinquent Member. *Bye Law # 42*
- (2) Nominees shall complete the approved nomination forms and submit along with a resume indicating your competence to serve on separate 8.5 x 11 paper only.
- (3) All nominees are required to submit the following:
  - a. Copies of two (2) valid forms of Photo Identification
  - b. Proof of address not older than (3) months
  - c. One (1) recent (6 months) passport sized photo on white background, front facing.
- (4) Each nominee's form must be signed by two (2) members. One member being the Proposer and the other member the Secunder. Both the Proposer and the Secunder **MUST** be in good financial standing i.e., neither a Delinquent Member or an Inactive Member: *Bye Laws #1(a) x, xi and Bye Law #42.*
- (5) Place completed nomination forms and all supporting documents into sealed envelope. State the position you are seeking nomination for on the front of the envelope, i.e., the Board of Directors, Credit Committee or Supervisory Committee.

### **NO NAMES ON ENVELOPES PLEASE!**

The nominee must also address the envelope to Madam Chair, Nominating Committee, Neal & Massy Credit Union, 15-17 Borde Street, Port of Spain.

Deposit the sealed envelope(s) into the lockbox labelled '**Deposit Nominee Applications Here**', located in the Credit Union office's reception area, on or before the deadline of **4:00 p.m., Friday 19<sup>th</sup> April 2024**.

### NOMINATING SYSTEM

1. The Nominating Committee shall meet and consider the applications without any discrimination based on race, nationality or ethnic origin, colour, religion, sex or physical disability.
2. The Nominating committee will also be guided by the Central Bank of Trinidad and Tobago Fit and Proper Guidelines (Oct. 2019) in its assessment of each Nominee with attention to guidelines # 5 and # 5.1.1 Probity Honesty, Integrity and Reputation.
3. The financial status of all nominees will be verified, including but not limited to Credit Bureau reports. A reminder that any member offering themselves to serve on the Board of Directors and Statutory Committees **MUST**:
  - a. Purchase at least four (4) shares monthly for twelve (12) consecutive calendar months prior to the date of his/her nomination application.  
For the purpose of eligibility to serve, a lump sum deposit to meet this criterion is not permitted; and
  - b. Not be a Delinquent Member. *Bye Law # 42.*
4. The Supervisory Committee will review all the accepted nomination documents for accuracy. In so doing, if a member of the Supervisory committee is also a nominee, he/she must recuse himself/herself from the review process.
5. The Committee shall acknowledge receipt of the nomination forms of each nominee.
6. The Nominating Committee shall prepare a list of the recommended nominees which it shall deliver to the Board of Directors at least one (1) month prior to the AGM.



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7. The Committee shall interview all nominees.
8. Nominees are/will be required to attend any Orientation/Training Sessions recommended.
9. The names of the nominees proposed by the Nominating Committee shall be made available to the Annual General Meeting.
10. **Bye Law 33 (c)** states: - There shall be no nomination from the floor. Where, however, it is deemed necessary for the proper constitution of the Board, Credit and Supervisory Committee, nomination shall be obtained from the floor. Nominees from the floor must fulfil the requirements of the Nomination criteria and be subjected to all the Bye-laws of the Society.
11. **\*\*The Nomination period has reopened from April 11<sup>th</sup> 2024 to April 19<sup>th</sup> 2024 @ 04:00 p.m.**

### RESPONSIBILITIES

#### **THE BOARD OF DIRECTORS: (See Bye Laws 28-32)**

Shall be responsible for the overall management of the affairs and business of Neal & Massy Credit Union.

#### **THE CREDIT COMMITTEE: (See Bye Law 39-40)**

Shall be responsible for consideration and approval of loans to members.

#### **THE SUPERVISORY COMMITTEE: (See Bye Law 38)**

Shall be responsible for the examination of the affairs of the Credit Union.

### OTHER QUALIFICATIONS:

No person shall be eligible for election to the Board of Directors or the Credit Committee or the Supervisory Committee unless that person: -

- (a) is a member of the Neal & Massy Credit Union for at least one (1) year prior to the date of his/her nomination application.
- (b) is not a Delinquent Member in this or any other Credit Union or financial institution on the date of his/her nomination application.
- (c) is of the full age 18 years.
- (d) (i) is a citizen of Trinidad & Tobago or  
(ii) a person lawfully admitted for permanent residency who is ordinarily a resident in Trinidad & Tobago.
- (e) is not an employee of Neal & Massy Credit Union.
- (f) is not an undischarged bankrupt.
- (g) is not of unsound mind.
- (h) has not been convicted of:
  - (i) an indictable offence.
  - (ii) an offence involving dishonesty in connection with the promotion or management of any corporation.
  - (iii) an offence involving fraud or criminal activity.



# Neal & Massy Credit Union Co-operative Society Limited

The Bye Laws listed below is suggested reading for your guidance.

Please be sure to read the Table of Contents, Interpretation on page 4 of the Bye Laws.

- # 7 (a) Expulsion
- # 27 Powers and Duties of the Annual General Meeting
  - (e) To elect members of the Board, Credit and Supervisory Committees
  - (f) Substitutes
  - (l) Family Member
- # 28 Board of Directors
- # 29 Disqualification of Board or Committee Member
- # 30 Board Meetings
- # 31 Powers and Duties of the Board
- # 32 Rules
- # 33 Nominating Committee
- # 36 Duties of Officers
- # 38 Supervisory Committee
- # 39 Credit Committee
- # 40 Loans
- # 42 Age/Qualification of Officers.

- For easy reference, the following are all available on the website of the Neal & Massy Credit Union Co-operative Society Limited.**
- 1. Bye Laws of Neal & Massy Credit Union Co-operative Limited**
  - 2. Co-operative Societies Act 81:03 of Trinidad and Tobago**
  - 3. Co-operative Society Regulations 1971**
  - 4. Central Bank of T&T Fit and Proper Guidelines (Oct. 2019)**
  - 5. Code of Ethics Policy – Board, Committee & Liaison Officers.**
- Version 1.0 June 2023**