



## 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 one (1) share for twelve (12) consecutive 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 Seconder. Both the Proposer and the Seconder **MUST** be in good financial standing i.e., neither a Delinquent Member or an Inactive Member. *Bye Law #42*
- (5) Completed nomination forms and all supporting documents must be placed in a sealed envelope and deposited in the Lock Box labelled "**Deposit Nominee Applications Here,**" located in the Reception Area, Ground Floor of the Society's head office:
  - a. Stating the position, you are being nominated for i.e., the Board of Directors, Credit Committee or

Supervisory Committee; (**Please do not state your name on the envelope**) and

- b. Addressed to: Madam Chair, Nominating Committee, Neal & Massy Credit Union, 15-17 Borde Street, Port-of-Spain as outlined on page 4 of the Nomination Form on or before **03:00 p.m., Friday 26<sup>th</sup> February 2021.**

### 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 one (1) share for twelve (12) consecutive 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.
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.



# Neal & Massy Credit Union Co-operative Society Limited

**Bye Law 33 (b)** states: - Notwithstanding the recommendations of the Nominating Committee, any member shall have the right to nominate other members for election to the Board, Supervisory or Credit committee at the Annual General Meeting

## RESPONSIBILITIES

### **THE BOARD OF DIRECTORS:**

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

### **THE CREDIT COMMITTEE:**

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

### **THE SUPERVISORY COMMITTEE:**

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.

**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
  - (f) Term of office
  - (g) Family Member
- # 28 (b,d,e) 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
- # 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
2. Co-operative Societies Act 81:03
3. Co-operative Society Regulations 1971
4. Central Bank of T&T Fit and Proper Guidelines (Oct. 2019)
5. Code of Ethics (Draft)
6. Code of Conduct (Draft)