

# Western Organic Dairy Producers Alliance

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## Guidance WODPA Nominations and Elections

### 1. Purpose

This document is intended to provide the guidance necessary for the Nominations Committee (Committee) to recruit qualified candidates for election to the Board of Directors (Board) and Officer Team in accordance with the WODPA bylaws.

### 2. Scope

This guidance applies to the election of Board of Directors, President, Vice-President, Second Vice-President, Treasurer, and Secretary.

### 3. Nominations Committee

The critical role of the Committee is to identify WODPA's future leaders. The Committee recruits and screens potential Board members and officers and distributes the slate of candidates to the general membership. The Committee conducts the election, verifies the results, and reports the results to the membership.

The Committee consists of 3 members (including the Chair) all from different states. The Committee is appointed by the President at least 90 days prior to the annual meeting. The President designates the Committee Chair.

The Committee functions independently of the current officer team, including the President.

### 4. Nominations and Election Process

The Committee Chair establishes WODPA's election needs each year, and works with the Committee to identify potential candidates for election as vacancies become available or as terms expire. (Bylaws - Article 11, Section 1)

#### *On Cycle Vacancy*

The Committee Chair notifies the general membership of vacancies coming up for election not less than 60 days in advance of the annual meeting. The purpose of this notification is to solicit nominations from the general membership. (Bylaws - Article 11, Section 2)

Member notification of vacancies is accomplished via:

- Direct mail,
- Email,

- Integrity, and
- Web posting.

The committee may make direct contact with select individuals to solicit their agreement to run for a posted vacancy.

The committee vets all nominees to assure eligibility for the position to which they are nominated.

The Committee Chair compiles, from the eligible nominations submitted by the membership and the Committee, a slate of nominees for each available position. The Committee Chair distributes the slate of nominees to the general membership 30 days prior to the annual meeting. This list of nominees shall include the statement that “nominations will also be taken from the floor at the annual meeting and added to the ballot as write-in candidates.” (Bylaws - Article 11, Sections 3 and 4)

The election is held during the business session of the annual meeting and is conducted by the Committee Chair.

Any organic dairy producer who is actively producing and selling organic milk, and is located in the 12 Western States is eligible to vote. Each farm shall have one designated representative with one vote. Producers owning more than one eligible dairy farm are entitled to one vote per eligible farm. For example, a producer owns two farms in California and one in Oregon each of which is actively producing and selling organic milk. This producer is entitled to three votes for each position being voted on during the election.

A simple majority of the votes cast is needed for election.

### *Off Cycle Vacancy*

#### Director

Any Director vacancy that occurs off cycle will be filled by the Committee and approved by a majority vote of the Board. A Director elected to fill a vacancy shall be elected for the unexpired term of the preceding Director. Any Director completing an unexpired term may seek reelection.

#### Officer

A vacancy in the President position is filled by the Vice-President. When the Vice-President position is also vacant, the Second Vice-President ascends to the presidency. The term of the new President shall be the unexpired term of the preceding President. The ascending President may seek reelection.

This system of Presidential succession is consistent with the absence and incapacity provisions of Article 5, Section 3b of the bylaws. This provision of the bylaws provides that the Vice-President shall serve in the absence or in the event of incapacity of the

President. It further provides that the second Vice-President shall serve in the absence or in the event of incapacity of the President and Vice-President.

A vacancy in any officer position, other than the President, shall be filled by the Committee, from among the existing Board members, and approved by a majority vote of the Board. A Director elected to fill an officer vacancy shall be elected for the unexpired term of the preceding officer. Any officer completing an unexpired term may seek reelection.

## **5. Board Member Qualifications**

The WODPA Board has stated that the success of our organization depends on our ability to:

1. Effectively organize the organic dairy producers in the Western Region.
2. Become proactive on the most important issues facing our community and our membership's family dairy business.  
Examples include: Origin of Livestock regulations, GMO contamination, Farm Bill negotiations, reform of the Federal Milk Marketing Order system, and the Organic Research & Promotion Program proposed by the Organic Trade Association, as well as other potential promotional programs being proposed by the National Organic Coalition.

Board membership provides an opportunity to join with others of like mind on behalf of a cause. By working together as a board, individual efforts are more effective. Accordingly, WODPA is looking for leaders who will:

1. Bringing their interests and ideas to WODPA, especially as they relate to enhancing fulfillment of WODPA's mission.
2. Serve Western Region organic dairy farmers by actively participating in WODPA activities intended to fulfill WODPA's mission.
3. Lend their voice, time, and energy to help WODPA address the important issues affecting our members and drive the process so that our opinions and positions are heard.
4. Represent WODPA to the membership by acting as goodwill ambassadors for WODPA as they educate, inform, and recruit support.
5. Assist in fundraising from members.
6. Financially support WODPA.
7. Serve with the intent of enhancing WODPA's management effectiveness.

### ***Eligibility***

*Director* – Only active voting WODPA members, including designated representatives in non-ownership positions, are eligible for election to the Board.

*Officer* – An individual must retain a minimum 10 percent ownership in a milking organic herd to be eligible for election to the officer team. The Office of Secretary is exempt from this requirement.

Any individual who holds the office of President cannot simultaneously hold a position on a milk handler or processor board.

**6. Election Cycle and Terms**

<b>Position</b>	<b>Election</b>	<b>Term</b>	<b>Term Limits</b>
President	Even Years	2-Years	6 consecutive years
Vice-President	Even Years	2-Years	6 consecutive years
Second Vice-President	Even Years	2-Years	6 consecutive years
Treasurer	Odd Years	2-Years	No term limit
Secretary	Odd Years	2-Years	No term limit
Director	Staggered	3-Years	No term limit
Ex Officio President	Non Applicable	2-Years	2-Years

**7. Board Composition**

- Officer Team (President, Vice President, Second Vice President, Secretary, and Treasurer).
- State Representatives (one from each of the 12 Western States) or Members at Large (to bring the number of State Representatives to a total of 12),
- Ex Officio President
- University Advisor(s).

When a State Representative cannot be found to serve on the Board, the nominating committee will propose to elect additional “members at large” bringing the total number of state representatives to a minimum of 9 and a maximum of 12.

**8. Job Descriptions**

- Director – See attachment 1
- President – See attachment 2
- Vice-President – See attachment 3
- Second Vice-President – See attachment 4
- Treasurer – See attachment 5
- Secretary – See attachment 6