



**VANTAGE WEST CREDIT UNION
PACKET FOR NOMINATIONS BY PETITION
FOR ANNUAL BOARD OF DIRECTORS ELECTION**

This packet contains important information as well as documents needed for members who are seeking nomination by petition. (Only Vantage West members may seek nomination by petition.)

Please carefully read the packet in its entirety to assure compliance with all requirements of the petition process. Included, you will find the following:

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SECTION 1: BACKGROUND INFORMATION; BOARD AND ELECTION PROCESS

The Board of Directors

The Board of Directors at Vantage West consists of 7 Directors, who are elected by the membership for 3-year terms which expire on a rotating basis so that approximately the same number of seats come up for election each year. In 2018, two Director seats are up for election for new, 3-year terms.

Nomination Process

There are two ways in which a member may obtain a nomination for the annual board election; *nomination by the Nominating Committee* and *nomination by petition*.

Nomination by the Nominating Committee

The Nominating Committee ("the Committee") starts the election process by calling for applications for nomination. It is the duty of the Committee to nominate at least 1 candidate for each seat up for election.

Interested applicants complete this [online application](#) by the designated due date, providing biographical and experience information, their agreement to serve if elected, and other agreements & acknowledgements of certain requirements to serve on the board. The Committee then reviews applicants' qualifications and experience, and interviews qualified candidates to determine which applicant(s) to nominate.

Nomination by Petition

Once the Committee makes their selections, their nominees will be announced to the membership and the deadline for nominations by petition will be announced.

However, members seeking nomination by petition are welcome to begin the process before the Committee announces their nominees.

To be nominated by petition, along with the petition itself, interested members must also complete the [online application](#), meet and agree to the required criteria to serve on the board, and obtain the valid signatures of 500 other members who support their nomination. If the member qualifies and obtains the required signatures, s/he will be placed on the ballot.

Election

Once all nominees by the Committee and by petition are determined, the membership is notified of all nominees. If there are more nominees than the number of seats up for election, voting takes place. The results, tallied by third-party election tellers, are determined by a plurality of votes. The election's results are announced at the Annual Meeting of the Membership, at which time the newly-elected Directors take office. In cases where the number of nominees is equal to the number of seats up for election, the nominee(s) win by acclamation. (In the rare situation where there is not at least one proper nominee per open seat, a call will be made for nominations from the floor during the Annual Meeting and voting will take place during the meeting.)

SECTION 2: CURRENT ELECTION STATUS & TIMEFRAMES

2018 Election Status & Timeframes

In 2018, two Director seats are up for election for new, 3-year terms.

The window for submitting applications for nomination by the Nominating Committee closed as of the end of business (5PM Arizona local time) on November 3, 2017.

The Nominating Committee will announce its nominees in the Spring 2018 edition of the *Vantage Point* newsletter.

The deadline to submit petitions for nomination (along with a completed [online application](#)) is May 17, 2018.

When petitions are submitted, Vantage West's internal audit department reviews petition signatures in order to validate them. Candidates are notified approximately a month after the petition deadline as to whether or not their petition is valid.

Currently, the 2018 Annual Membership Meeting is anticipated to take place in August, 2018. The meeting date is subject to change; further election and Annual Meeting information will be announced to the entire membership via Vantage West's newsletters, eNews, website, and in branches.

SECTION 3: NOMINATION BY PETITION

Nomination by Petition

Even if a member is not nominated by the Nominating Committee, s/he may seek to be nominated by petition. To be effective, a petition signed by at least 500 qualified members must be submitted along with a completed [online application](#). The petition/signature requirement helps to assure that only members who have a sincere and dedicated interest in serving as an elected, volunteer Director, and who have a representative share of the membership's support, are placed on the ballot in addition to the Committee's nominees.

Upon receipt of a member's petition, the internal audit department reviews signatures to determine if there are at least 500 valid signatures. If the applicant has obtained the required number of valid signatures, and barring any disqualifying factors, his/her name is placed on the ballot.

Petition Requirements

Membership Requirement

To seek Nomination by Petition, one must be a qualified Vantage West member (having one share in the credit union, known as "par value of ownership" in the form of a \$5.00 deposit in a Vantage West Savings Account). A "joint owner" on an account is not considered a member unless s/he has his/her own \$5.00 par value on deposit in another account on which s/he is listed as the primary account-holder.

Age Requirement

All officers (Board Members) must be at least 18 years of age. Therefore, to petition for nomination, an applicant must be at least 18 years old. Similarly, only members who are 18 years of age or older are allowed to vote. Thus, petitions must be signed by members who are at least 18. Signatures obtained from members who are under the age of 18 will be disqualified.

Signature Requirements

Only the signatures of qualified members (as defined in the "Membership Requirement" section above) who are at least 18 years old can be counted toward the 500 signatures needed to obtain

nomination by petition and secure a place on the ballot. Members must also be at least 18 years old to sign a nomination petition.

Caution: When acquiring signatures, remember that a “joint owner” is not a “qualified member” unless s/he has their own par value of membership on deposit in their own account.

Signature Validation Requirements

In order for a signature to be counted, it must be able to be validated as a qualified member by Vantage West’s internal audit department. For that purpose, each signer must provide the following information, in legible form, or by electronic means (provided such means allow for an electronic signature to be collected and forwarded to Vantage West for validation):

- First and Last Name
- Phone Number currently on record with Vantage West
- Numerical portion (ONLY) of physical address currently on record with Vantage West
- Signature
- Date of Signature

Important: For accurate validation, the information provided by signers MUST match the information they currently have on-record with Vantage West.

For the privacy and protection of members who sign a potential candidate’s petition, candidates are to refrain from requesting Member Numbers (Account Numbers), Debit or Credit Card numbers, any other personal financial information, or the signers’ full physical addresses. Regardless of the petition method used, in all cases, ONLY the information listed above should be requested from signers.

Petition Document Requirements

For potential candidates’ convenience, Vantage West has provided a petition document (see last page). Its format and contents are considered “pre-approved” by Vantage West for use in collecting signatures for nomination for the 2018 Board election.

Applicants may utilize this paper petition (copying it at their expense as many times as needed until at least 500 valid signatures are obtained), or they may utilize an electronic petitioning method of their choice (at their own expense).

Should an electronic/online petitioning method be utilized, it must be capable of capturing electronic signatures (along with the other required information and ONLY the required information), and providing a report in a manner that it can be sent to Vantage West for validation when the petition is submitted. It must also be able to display the same instructional information for signers that is contained on the top of the paper petition below, *prior* to a signer signing the electronic petition.

Upon receipt of a petition and validation of signatures, Vantage West must be able to test the petitioning tool to assure the proper information was displayed to signers (potential candidates may also request us to pre-test the tool).

Submitting Completed Applications and Petitions

Obtaining nomination by petition requires that potential candidates submit BOTH an online application, and a completed petition no later than the deadline at 5PM.

Step 1: Submit an application by following this [application link](#), completing the application form, and clicking “submit”.

Step 2: Submit a completed petition by hand-delivery, or by email or mail, as follows:

- Hand Delivery – Bring the petition documents in a sealed envelope to Vantage West's Corporate Office at 2480 N Arcadia Ave, Tucson, AZ 85712 no later than the deadline at 5PM. Mark the envelope "Attn: Supervisory Committee; Time-sensitive correspondence".
- Email – Send an email to the Supervisory Committee by attaching a scan (.pdf) of the signed petition documents (paper or a report of electronic signatures), or by providing a link and log-in information to an electronic report that can be reviewed and validated. Email must be received by the deadline at 5PM.
- Mail – Send the paper documents by mail to the attention of the Supervisory Committee at Vantage West Credit Union, PO Box 15115, Tucson, AZ 85708. **Note:** Mail must be **RECEIVED BY** the deadline (regardless of post-mark date), or the petition will **not** be reviewed. If mailing, assure adequate time for delivery; Vantage West is not responsible for delayed deliveries.

Signature Collection/Campaigning Methods

Petition signatures may be sought and collected by any of the following means:

- Soliciting for signatures in-person, in and around the community, in any legal way a candidate deems fit to do so. Potential candidates are solely responsible to assure these activities do not impede in any business' operations, or private citizens' property without express permission from business or property owners. Candidates are also responsible to obtain any permits that may be required for the activity; Vantage West will not advise on these matters.
- Obtaining mail or email lists from data providers, and sending mail or email to members of the community.
- Placing advertisements in any print or other online forum.
- Reaching out to friends, contacts, and colleagues, etc. via social media.
- Arranging with Vantage West to petition on-site at Vantage West branches during specific times/dates. This must be pre-arranged with our Compliance Department for security and safety purposes. To request such assistance, email the Supervisory Committee. Once approved, a table and designated space will be provided for petitioning purposes at the designated times and locations.

For questions on other proposed campaigning methods, please email the Supervisory Committee.

Any and all costs associated with campaigning activities are the sole responsibility of the potential candidate.

For legal purposes, and to protect member privacy, Vantage West will **not** provide member lists or member contact information. Locating members and soliciting their signatures is the sole responsibility of potential candidates.

In no case will potential candidates be allowed to "advertise" their campaign on Vantage West's website, in newsletters, or any other communications generated from, by, or on behalf of Vantage West.

Thank you for your interest in Vantage West and the important leadership positions on the Board of Directors.

For any other petition-related questions, please email Vantage West's [Supervisory Committee](#).

PETITION FOR NOMINATION - VANTAGE WEST CREDIT UNION - 2018 BOARD OF DIRECTORS' ELECTION

I, _____,
 am seeking a nomination by petition for Vantage West Credit Union's 2018 Board of Directors Election, and I am requesting your support for my nomination.

Attention Signers: Signing this petition is an indication that you are a member of Vantage West Credit Union, and you support the above-stated candidate's nomination for the 2018 Board of Directors' Election. Should the candidate obtain the required number of valid signatures, and provided the candidate meets all other requirements to serve on the Board, he/she will be placed on the ballot for the 2018 Election. *For privacy purposes, please provide ONLY the identifying information requested below. For verification purposes, the information provided must reflect what you currently have on record with Vantage West. Signatures that cannot be verified will be disqualified. Please print legibly.*

#	PRINTED FIRST & LAST NAME	PHONE NUMBER	NUMERICAL PORTION OF PHYSICAL ADDRESS	SIGNATURE	DATE
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