

Guidelines for Submitting Statements of Candidacy New Hampshire Electric Cooperative Board of Directors

Article III, Section 3., paragraph 2, of the Code of Bylaws, effective June 7, 2023 states:

. . . Accompanying the ballot when mailed to members, there shall be a brief consolidated summary of each candidate's qualifications and views not exceeding two hundred fifty (250) words, if submitted by the . . . deadline for filing nominations with the secretary.

The Co-op Board of Directors and staff have interpreted this to mean that each board candidate may submit a statement of their qualifications and views as prepared by themselves.

Deadline

The Bylaws require such statements be submitted by the deadline for filing nominations with the board secretary, which is 60 days prior to the June 17, 2025 Annual Meeting. This makes the **deadline Friday, April 18, 2025.**

Guidelines

Candidates' statements are consolidated into a brochure and delivered with the ballots, official notice of the annual meeting, and any other required accompanying materials. In order to provide a uniform presentation to the membership, please follow these guidelines.

- *Adhere to the 250-word limit*, which includes headlines, subhead lines, numbers (whether digits or spelled out) and symbols. Statements that surpass the 250-word limit will be returned to the candidate for editing, and must be re-submitted by the deadline. Candidate statements re-submitted after the deadline will not be included in the brochure.
- *Use common text formatting*, i.e., no use of bold, italic, underline, all capitals letters, and other non-standard text formatting. Statements will be presented in a uniform font, font size, font style, and font color, and text will be formatted as determined by Co-op staff.
- *Photos to accompany candidate statements* shall be provided in electronic format such as tiff, jpeg, gif. A hardcopy professional photograph is also acceptable.
- *Do not submit graphics*. No graphics other than a photo of the candidate will be included.
- *Submit the statement as a Microsoft Word document* via email.
- *Submit statements and photos to the Executive Services Administrator.*

The Board of Directors reserves the right to offer corrections to inaccurate statements/information.

The specifics concerning ballot and ballot material information and form are determined by the Board Secretary, subject to the advice of the Cooperative's attorney. For any vote in which the secretary is a candidate, the Board of Directors shall appoint a non-candidate director to perform the secretary's duties concerning the preparation of the ballot.

If you have questions regarding these guidelines, please contact Maida Lessard at 603-536-8861 or lessardm@nhec.com.