



# NOMINATION FORM AGM 2020

*“Applicants are advised to complete the entire form in writing that is legible.  
Please be guided by the Eligibility Criteria (overleaf)*

The completed Nomination Form must be sent to the Chairman of the Nominating Committee no later than 2pm on Thursday 19<sup>th</sup> March, 2020

Applicant's Full Name: \_\_\_\_\_  
(BLOCK LETTERS)

Membership Account #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Branch: \_\_\_\_\_ Year of Joining Eastern Credit Union: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Tel #. (H) \_\_\_\_\_ (O) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_ Company Employed: \_\_\_\_\_

Company's Address: \_\_\_\_\_

Office Nominated for (please tick one)

Board of Directors	<input type="checkbox"/>
Supervisory Committee	<input type="checkbox"/>
Credit Committee	<input type="checkbox"/>

Have you participated in any Eastern or Co-operative Orientation Training Program over the past three years?

If yes, please state? YES  NO

YEAR	PROGRAMME

Credit Union Experience \_\_\_\_\_

Education \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposer's Name: \_\_\_\_\_ Proposer's Account No: \_\_\_\_\_

Proposer's Signature: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

Seconder's Name: \_\_\_\_\_ Seconder's Account No: \_\_\_\_\_

Seconder's Signature: \_\_\_\_\_

Seconder's Address: \_\_\_\_\_

I \_\_\_\_\_ do declare that I have read the contents of Eastern Credit Union's Bye Laws and eligibility criteria (See overleaf) and that I am not in breach of the existing Bye-Laws or eligibility criteria.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NB: PLEASE ENSURE THAT YOUR RESUME TOGETHER WITH A COPY OF A VALID NATIONAL ID IS ATTACHED TO THIS NOMINATION FORM**

The nomination process for election of Officers at the Year 2020 Annual General Meeting has begun. Details of the nominating system and qualifications for eligibility to the Board of Directors and the various Committees are given below:

**NOMINATING SYSTEM**

**Composition:**

The Nominating Committee shall consist of at least five (5) Members of the Credit Union., The members of the Nominating Committee shall be appointed annually by the Board of Directors at the first (1<sup>st</sup>) regular monthly meeting following the Annual General Meeting of the Credit Union and shall include at least one and no more than two directors.

**Main Functions:**

The Nominating Committee shall propose members for each vacancy on the Board of Directors, the Credit Committee and the Supervisory Committee for which an election is to be held.

**Detailed Duties:**

1. The Nominating Committee shall cause notice to be given so that members may submit nominations to the Nominating Committee in the following manner:
  - Nominations shall be signed by two Eastern Credit Union Members – a Proposer and a Seconder in good standing. Must have saved on their shares, a minimum of \$500 in last financial year. Proposer and Seconder must not propose or second more than one applicant for The Board of Directors or any other Statutory Committee. Proposer and Seconder must not propose or second any immediate relative.
  - Nominations must be received by the Nominating Committee on or before March 19<sup>th</sup> 2020. Nominations received after this date will not be considered.
2. The Nominating Committee shall meet and consider the nominations without discrimination based on race, nationality or ethnic origin, colour, religion, sex or physical disability.
3. The Nominating Committee shall prepare a list of the nominees, which it recommends and shall deliver such list to the statutory meeting of the Board of Directors held in the month of March 2020.
4. The names of the candidates proposed by the Nominating Committee shall be made available to the Annual General Meeting.
5. The complete list of nominees and their résumés shall be made available prior to and during the Annual General Meeting.

**RESPONSIBILITIES**

The **BOARD OF DIRECTORS** is responsible for the overall management of the affairs and business of Eastern Credit Union.

The **CREDIT COMMITTEE** is responsible for the consideration and approval of loans to members.

The **SUPERVISORY COMMITTEE** is responsible for the examination of the affairs of the Credit Union.

**ELIGIBILITY**

Persons shall be eligible for election to the Board of Directors or the Credit Committee or the Supervisory Committee of Eastern Credit Union who fulfill the following requirements:

- They must have contributed not less than one thousand, two hundred dollar (\$1,200.00) in shares at the end of the last financial year immediately preceding nomination (consistent with bye-law 4(b) (vii) and bye-laws 17(a) (i) to (iv).
- Persons with litigation against ECU shall not be allowed to serve on the Board or Committees of ECU.
- Officers from other credit unions shall not be allowed to serve on the Board or Committees of ECU. (see asterisk below)
- Nominees are required to meet the fit and proper criteria under the Central Bank of Trinidad and Tobago Act, the Cooperative Societies Act Chap 81:03 and Regulations and Board policies as ratified per ECU Bye Law 15 (b) (vi)
- A grace period of three years must elapse before a former employee of ECU becomes eligible to serve as an elected official.
- Nominees must be a member of ECU for no less than 3 years prior to the period for which he/she is seeking to be elected.
- Submits a Police Certificate of Character prior to the AGM.
- Nominees must have Credit Union Experience and/or have successfully completed the Institution's Credit Union Organization and Management Programme.
- ❖ *According to Co-operative Societies Act, "Officer" includes the Chairman or President, secretary, treasurer, member of the board or other person empowered under the regulations or under the bye-laws of a society to give directions with regard to the business of that society.*

- He/ She should not be delinquent in his/her loan payments on the date on which his/her nomination application was signed.
- Over the age of 18 years.
- A citizen of Trinidad & Tobago or a person lawfully admitted to permanent residency who is ordinarily a resident in Trinidad & Tobago.
- not an employee of Eastern Credit Union.
- not an undischarged bankrupt or declared bankrupt
- not of unsound mind and has not been convicted of:
  - An indictable offence.
  - A criminal offence involving dishonesty in connection with the promotion or management of a corporation or co-operative
  - An offence involving fraud

NB.

Nomination Forms shall be available at all Branches of Eastern Credit Union from February 21<sup>st</sup> 2020. These should be completed and returned no later than 2.00pm on March 19<sup>th</sup>, 2020.

For further information, please consult a current copy of the Bye Laws and forward your application:

To: The Chairman  
Nominating Committee  
Eastern Credit Union  
Administrative Building  
La Joya, Eastern Main Road  
ST. JOSEPH