

# APPLICATION FOR NOMINATION BY COMMITTEE OR PETITION

**BOARD OF DIRECTORS**



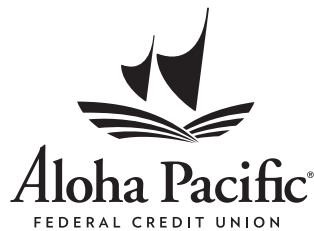
**Aloha Pacific**<sup>®</sup>

FEDERAL CREDIT UNION

832 South Hotel Street | Honolulu, HI 96813

Phone: 808-531-3711 | Fax: 808-531-0916

*With Aloha, Anything is Possible*



## DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors is responsible for directing and controlling the affairs of the credit union. To carry out this responsibility, it sets policies, approves programs, selects competent management and oversees management's administration of the credit union.

*Each member of the Board of Directors is required to:*

1. Attend Board meetings normally held on the second and fourth Wednesdays of each month (4:45-7 p.m.).
2. Attend monthly Operational Asset Liability Committee (ALCO) meetings (third Wednesday of the month) if appointed as the Board of Directors Representative by the Board Chair.
3. Attend quarterly Strategic Asset Liability Committee meetings if appointed to this committee by the Board Chair.
4. Attend special meetings during lunch hour or after 4:00 p.m.
5. Attend yearly Strategic Planning sessions.
6. Chair one or more of the following Standing Committees:
  - a. Nominations and Elections Committee (vice chair)
  - b. Strategic Asset Liability Committee (ALCO)
  - c. Human Resources Committee
7. Participate in credit union education programs like V.A.P. (Volunteer Achievement Program) to obtain Board of Directors certification. Certification must be achieved before any out-of-state travel is approved.
8. Meet NCUA requirement for financial literacy within six months of having been elected or appointed.

*The major duties of a Board Director include the following:*

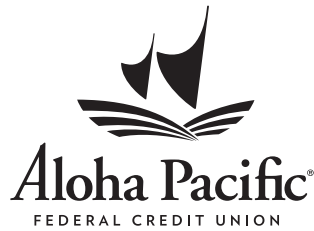
1. Meet promptly and regularly.
2. Approve and/or ratify membership applications and reactivation of accounts.
3. Establish and approve the annual budget.
4. Establish interest rates.
5. Declare dividends and establish reserves.
6. Authorize necessary bond coverage, investments and depositories for funds.
7. Review and act on delinquent loans.
8. Plan for the long-term development and needs of the credit union.
9. Receive and take appropriate action on the reports of the supervisory authorities (NCUA) and examining committee (Supervisory Committee).
10. Fill vacancies on the board and committees between annual meetings.
11. Hire/remove the president & CEO of the credit union.
12. Appoint the members of the Supervisory Committee.
13. Maintain working relationships with credit union management and committees.
14. Review progress of the credit union in serving members' needs.
15. Participate in relevant chapter and league programs.



## ELIGIBILITY REQUIREMENTS

To be nominated and serve on the Aloha Pacific FCU's Board of Directors, each candidate (nominee) must meet the following criteria:

1. Candidate must be an individual, primary member. Businesses, organizations, trustees, joint members and other legal representatives are not recognized as being an individual for the purpose of serving as a board of director.
2. Candidate must be 18 years old or older at the time of the election date.
3. Candidate must be a member in good standing, which requires a personal savings account with a \$5.00 minimum balance and no delinquent loans.
4. Candidate should be prepared to attend monthly board and periodic committee meetings if elected. Board meetings are normally held on the fourth Wednesday of each month from 4:45 pm to 7:00 pm. Per the Policy Manual, a director may be removed due to lack of attendance and his/her candidacy for a subsequent term may be rejected.
5. No nominee for office shall serve in any capacity in the election process. Supervisory Committee members shall not serve in the election process since they will have to count the ballots in case of a recount.
6. No employee or relative of an employee of our credit union shall be allowed to run for any elected office. A relative is defined as an immediate family member including spouse, siblings, parents, grandparents, children, grandchildren, stepchildren, stepparents, stepsiblings and adopted children.
7. All officials and employees of other financial institutions will be prohibited from running for elective office of this credit union because of Part II of the NCUA Rules and Regulations, which prohibits "Management Official Interlocks."
8. Any current or prior felony conviction may disqualify an applicant.



## APPLICATION PROCESS

Each year, qualified members of the credit union may run for one of the elected board seats. The candidate receiving the most qualified votes will serve a two-year term on the board. There are two ways to have your name placed on the ballot as a candidate:

**Option 1: Nomination by Committee** – This involves having your application reviewed and approved by our Nominations Committee. To qualify, you must: (1) Submit an Application for Nomination (incomplete applications may be rejected) AND (2) Receive the approval from the Nominations Committee. All documents for Nomination by Committee must be received by the close of business or postmarked on **December 6, 2019**. You will be notified of the committee’s decision by **December 12, 2019**.

**Option 2: Nomination by Petition** – Any eligible member (including those not approved by the Nominations Committee) may choose to run for office. To qualify, you must: (1) Submit an Application for Nomination (incomplete applications may be rejected) AND (2) Submit a Membership Petition with signatures from 1% of the qualified membership (up to 500 maximum). This year the total is **500**. All documents for Nomination by Petition must be received by the close of business or postmarked on **January 6, 2020**. You will be notified of your nomination status by **January 11, 2020**.

All documents may be mailed to the address below or dropped off at any branch during normal business hours.

**Aloha Pacific FCU  
Attn: Marketing Department  
832 South Hotel Street  
Honolulu, HI 96813**

If you have questions regarding this procedure, you may contact the current Nominations Committee Chairperson:

**Stan Miyata  
(808) 554-0563 or  
stanmiyata@gmail.com**

# APPLICATION FOR NOMINATION

ALOHA PACIFIC FCU - BOARD OF DIRECTORS 2020

NAME (Last, First, Middle Initial) *Please Print*

MEMBER NUMBER (Account No.)

HOME PHONE

BUSINESS PHONE

CELL PHONE

ADDRESS

E-MAIL ADDRESS

EMPLOYER

DEPARTMENT

POSITION/TITLE

1. Do you have a relative(s) who works for the credit union?

YES

NO

IF YES, PLEASE LIST:

NAME

RELATIONSHIP

2. Have you ever been convicted of a felony?

YES

NO

IF YES, PLEASE EXPLAIN:

3. List any credit union committees (include dates) you have served on, APFCU or other:  
(If more space is needed, attach a separate piece of paper.)

4. List any other experience (include dates) related to the financial / banking industry:  
(If more space is needed, attach a separate piece of paper.)

List all other community service or charitable organizations you have been involved with. Include length of service and any offices or positions held with such organizations:  
(If more space is needed, attach a separate piece of paper.)

## Board of Directors Election - Year 2020 Questions & Answers Form

This section will be reprinted verbatim in the KalalLine newsletter and on posters displayed at the credit union. The intent is to provide members with a better understanding of what would make you a good board member. Answers are limited to 75 words or less per question. The credit union reserves the right to edit or truncate your response to comply with the word limit. If more space is needed, you may attach a separate piece of paper.

\_\_\_\_\_ **Initial**    **CANDIDATE PHOTO:** I attached a current headshot (photo) to my application and give permission to use that image in all related credit union material relating to my candidacy or board membership. Note: If you do not have a photo, our Marketing Department can take one for you. Call 531-3711 for an appointment.

\_\_\_\_\_ **Initial**    **CANDIDATE RESUME:** I attached a current resume to my application.

**QUESTION 1: IF ELECTED, WHAT ASSETS (I.E. SKILLS, EXPERTISE, ETC.) WOULD YOU BRING TO THE BOARD OF DIRECTORS, AND HOW WOULD THESE BENEFIT THE CREDIT UNION AND ITS MEMBERS?**

QUESTION 2: IF ELECTED, WHAT WOULD BE YOUR PRIMARY FOCUS FOR THE YEAR AS A MEMBER OF THE BOARD?

**Nominee Acknowledgment & Commitment:**

By signing below, I (the nominee) acknowledge and commit to the following:

1. I read and understood the DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS, ELIGIBILITY REQUIREMENTS and APPLICATION PROCESS.
2. I understand that a board of directorship at Aloha Pacific FCU is a non-paying, volunteer position.
3. I pledge that if elected, I will carry out the responsibility of a director to the best of my abilities and work for the betterment of Aloha Pacific FCU.
4. I promise that, to the best of my knowledge, all the information provided in this Application for Nomination is true and accurate.
5. I acknowledge that I must become financially literate within 180 days of being elected and will take the action necessary to do so.

NOMINEE SIGNATURE

DATE

NOMINEE NAME (Print)

On behalf of the Nominating Committee, I hereby (initial one):

Accept the Candidate's Nomination

Reject the Candidate's Nomination for the attached reason.

NOMINATION COMMITTEE CHAIR / REPRESENTATIVE

DATE

NOMINATION COMMITTEE NAME (Print)



**Board of Director Elections - Year 2020  
Membership Petition**

*This portion must be completed if applying by petition.*

**Nominee Petition Certification:**

To the best of my knowledge, I (the nominee), believe the information provided in this Membership Petition is true and accurate. There are enough valid member signatures to meet the 1% of the qualified membership (up to 500 maximum) requirement for nomination by petition. Please accept this petition and my application for the coming year's election.

∞

\_\_\_\_\_  
Nominee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominee Name (Print)

As a member of Aloha Pacific FCU, I sign this petition nominating the above person to serve as one of the board of directors of the credit union. Please place his/her name on the ballot for the coming election year. You have my permission to verify my signature and membership status.



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