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Owner Representative
Candidate Guide
2023



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About Libro

Libro Credit Union is a credit union that brings more than 70 years of history serving the families, farms, and enterprises of southwestern Ontario. Our co-operative values, passionate staff, and commitment to investing in our communities set us apart.

Be Libro is why we exist. At the heart of who we are is the social aim of growing prosperity for our Owners, communities, and staff. It means we're focused on growing prosperity in southwestern Ontario by investing 100% of profits back into the people, businesses, and communities we serve. It means we think differently about how we conduct our business, making decisions that have a positive impact on our Owners, our communities, and our staff. We call this our **Prosperity Purpose**.

Be Libro



To **grow prosperity** in southwestern Ontario by transforming banking.



Be epic humans
Be passionately accountable
Be bold explorers
Be mutually inclusive



Inspiring financial happiness
Joyful in our work

Libro's Owner Representatives

Libro values strong and democratic governance as a member-owned and purpose-based cooperative. We are an organization that continues to evolve proactively and to grow throughout southwestern Ontario. Libro Owner Representatives are elected by the Owners to act on behalf of the collective interest of all Owners. Our unique governance structure puts Owners first by ensuring their voices are heard via the Owner Representatives who form our regional councils. Owner Representatives deliver representative decision making, are highly informed and are a tremendous asset in terms of advocacy in growing prosperity in southwestern Ontario.

Important Dates

Advance Nomination Period	September 1 – October 31, 2022
Elections by Ballot (as required)	November 14 – November 30, 2022

Where there are more candidates than vacancies in a governance region, the Owners in that region will be able to vote electronically during the election period.

Eligibility Criteria

To qualify to serve as an Owner Representative you must meet the requirements of a director set out in the *Ontario Credit Unions and Caisses Populaires Act*, Libro by-laws, and policies including:

- be a personal Owner of the credit union (holding the required personal MShares),
- be at least 18 years of age,
- be a Canadian citizen or have permanent residency in Canada,
- be an Owner in good standing,
- maintain a significant share of wallet by using Libro products and services,
- not be an employee or Director of the credit union,
- not be involved in a legal proceeding against the credit union.

Owner Representative Competencies

Libro needs Owner Representatives to be highly engaged and knowledgeable about Libro to act in the credit unions and Owners’ best interests as a voting governance body.

Skills and Attributes

Libro seeks to build and maintain diverse regional councils comprised of Owner Representatives with a variety of skills and attributes.

Recognizing that Owner Representatives will not necessarily have all the skills and attributes set out below at the beginning of their tenure, Libro seeks candidates with a commitment and desire to acquire the skills necessary to make them effective Owner Representatives and provides them with further development opportunities to cultivate these skills.

Cultural Alignment	<ul style="list-style-type: none"> • Passionately supports the credit union and the Be Libro statement • Innovative mindset • Maintains confidentiality • Dedicated to continuous learning • Consensus-based approach to decision making
Leadership	<ul style="list-style-type: none"> • Accountable • Strong Owner and community focus • Well informed on local and regional trends, opportunities, and issues
Business Acumen	<ul style="list-style-type: none"> • Capacity for strategic thinking • Understands the cooperative business model • Understands the unique governance structure of Libro • Literate on Libro’s business
Balance and Diversity	<ul style="list-style-type: none"> • Has a positive impact on the regional council representation (i.e. geography, gender, age, occupation, etc.)

Diversity Principles

Libro is committed to building an inclusive environment that welcomes and values diversity. Differences including gender, cultural and educational background, skill, and professional experiences are essential to promote best governance. Strong organizations thrive when diversity and growth are recognized as being inseparable and unique perspectives are given a platform for expression. Our Owner Representatives have a variety of backgrounds and lean on their unique experiences and perspectives to allow Libro a comprehensive understanding of the social and economic situations across our regions.

Learning and Development

Libro believes in continuous learning and development. It is a journey that inspires personal growth by transforming potential into accomplishments. Following election, new Owner Representatives are provided an orientation program and may participate in learning and development opportunities specific to their role. Libro maintains a development path for Owner Representatives that includes both required and elective opportunities.

Developmental Opportunities

Libro's Owner Representatives are awarded many opportunities to be further involved in the organization through the various Committees and Panels that requires Owner Representative involvement. Committees such as the Director Recruitment Committee and Fall Forum Committee are all important to the advancement of Libro's governance structure and development of Owner Representatives. Opportunities exist to be more directly involved in Libro's impact by serving on Panels, Task Forces or Working Groups.



Commitments and Expectations

Time Commitment

Owner Representatives are expected to attend the Annual General Meeting held in April and the Fall Forum held in October. Owner Representatives attend and actively participate in Regional Council meetings held in January, April, June, September and November. Regional Council meetings are normally scheduled to last 2 hours and regional council Candidate Recruitment Committee meetings require an additional 30 to 60 minutes of time for those serving on those committees.

Meeting Preparation

Owner Representatives are expected to prepare for, attend and actively participate in meetings to which they are invited. Meeting materials are provided a week before the meeting and Owner Representatives need to devote sufficient time to review materials in advance to ensure productive discussions and informed decisions.

Other Events

Owner Representatives are offered the opportunity to attend a variety of community events. Attendance at these events is optional and offer Owner Representatives a forum to interact with Owners and community members.

Remuneration and Expenses

Owner Representatives receive compensation for their service to Libro. The Owner Representative remuneration policy is reviewed every two years and any changes are approved by the Owner Representatives voting at an Annual or Special General Meeting. Libro's Owner Representative remuneration policy includes:

- Annual stipend for regional council chairs and a per diem for Owner Representatives attending regional council meetings, the Annual General Meeting, and the Fall Forum;
- A per diem for any board or Council committee, task force, panel or working group meeting attended;
- A per diem for training and education sessions;
- Travel costs, where applicable, to cover mileage to attend Libro meetings;
- Reasonable out-of-pocket expenses relating to Libro service.

Nomination and Election Process

Governance Regions

Libro has 10 governance regions with one Regional Council in each. Owners may seek election within any governance region regardless of where they live, conduct their business, or at which location their membership shares are held.

Elections by Owners for the Owner Representative positions are at large within each governance region, by the Owners who live in those locations assigned to the governance region.

Governance Region	Represents Owners domiciled at these locations
Windsor Essex North	Belle River, Essex, Windsor, Woodslee
Windsor Essex South	Amherstburg, Harrow, Kingsville, Leamington
Lambton Kent Middlesex East	Arkona, Strathroy, Watford
Lambton Kent Middlesex West	Blenheim, Sarnia
London Elgin Oxford North	London Downtown, London East, London North
London Elgin Oxford South	London South, London West, St. Thomas, Woodstock
Huron Perth North	Clinton, Goderich, Wingham
Huron Perth South	Exeter, Listowel, Stratford
Waterloo	Beechwood, Downtown Kitchener, Waterloo, Williamsburg
Haldimand Norfolk	Caledonia, Cayuga, Hagersville, Simcoe

Nomination Forms

Once considering the responsibilities, role and time commitment of a Libro Owner Representative, you decide to proceed with submitting a nomination form, please include the following in your submission:

1. Completed nomination form including required supporting signatures of three (3) Libro Owners from within the governance region where you are seeking election.
2. High quality head and shoulders photo with the following qualities:
 1. JPG format
 2. 300 dpi (dot per inch) resolution
 3. Portrait layout
 4. Full, natural colour with no effects

The Elections Returning Officer will review candidate information to ensure the material is considered appropriate and, if necessary, may require candidates to edit the information.

The Board of Directors has appointed the Governance Specialist as Regional Elections Returning Officer. Completed nomination forms and supporting documents must be submitted between September 1 and October 31, 2022. Send forms to Steve Hickson, Governance Specialist.

- Email to governance@libro.ca
- Fax to 519-672-7831
- Mail to 217 York Street, 4th floor, London, ON N6A 5P9
- Drop off at any Libro location for delivery by inter-office mail to the above address

Elections

Following the Advance Nomination Period, the Regional Elections Returning Officer determines whether an online election by ballot will be held in accordance with the number of vacant positions and the number of nominations received. If the number of nominations received are equal or less than the number of vacancies, the Regional Elections Returning Officer will declare the nominees acclaimed as Owner Representatives.

Where required, an online vote by ballot will be conducted during the last 10-15 business days of November. In the case of a vote by ballot, the candidates' names will appear on the ballot in alphabetical order by surname with no indication of whether they are the incumbent Owner Representative. The number of votes received by each candidate is not announced unless requested by one of the candidates. Candidates have the option of requesting a recount by the Elections Returning Officer prior to the destroying of the ballots one week post-election and after the results have been announced. The Elections Returning Officer will contact the successful and unsuccessful candidates, the current Owner Representatives in the region, and finally all Libro Owner Representatives, Directors, and Owners.

Owner Representative terms of office begin January 1.

Campaign Guidelines

Guidelines have been put in place to ensure equal opportunities for each candidate to campaign. Accepted actions and activities during the campaign period include contact and dialogue with individuals Owners. This may occur in person or by electronic means, at Libro events, or within the community.

Mass distribution of printed letters, brochures, business cards, buttons, stickers, or similar materials via mail, electronic delivery, or via Libro channels are excluded from election campaign activities. The display of posters, banners, signage, or similar materials on Libro premises, in meeting spaces, or at sponsored events are similarly prohibited. Loitering at Libro locations, within the buildings or on the property, for the explicit act of campaigning is not allowed nor are Libro staff permitted to participate in campaign activities.

Contact Information

If you have any questions about being an Owner Representative Candidate, please reach out to Libro's Governance Team at governance@libro.ca.