

## Owner Input Guidelines

Both the Board and the staff continue to strive to find better ways to serve and communicate with our owners. We hope these policies will further that goal.

Being a community-owned natural foods grocer, both the Board of Directors and the staff at Co-opportunity value and encourage owner input about the store. To facilitate that dialogue and foster more opportunities for sharing among owners, staff, and the Board, the Board has refined and finalized the guidelines for owner input to the Board. Please be aware that generally the Board does not get involved in daily operational decisions affecting the store—those decisions are left to the professional staff—but the Board does appreciate hearing any thoughts about our market.

1. If owners\shoppers have suggestions or comments about the store's operation, please direct those concerns to management. Management can be reached by sending an email to: [service@coopportunity.com](mailto:service@coopportunity.com).
2. The Board can be contacted in writing c/o the Board President at Co-opportunity Market 1525 Broadway, Santa Monica, 90404 or e-mail at: [board@coopportunity.com](mailto:board@coopportunity.com). Many concerns can likely be answered or resolved through these communication routes.
3. To promote candid discussion of confidential financial matters, personnel, and management issues, Board meetings are generally closed to members. However, if members wish to present to the Board at one of its meetings, owners should contact the Board President through one of these methods no later than 10 days before the Board meeting. The dates of upcoming Board meetings shall be posted on the store bulletin board and on the Board page of the Co-op's website.
4. If the proposed topic or issues reasonably relate to the mission of the Co-op, the Board President shall schedule a reasonable period of time, not to exceed 30 minutes, at the Board meeting for the presentation. That presentation will be added to the Board agenda.
5. Owners interested in becoming Board members should follow the directions outlined in the Nomination Packet found under the Board page on the Co-op's website. As outlined in the Bylaws, qualified Owners can be nominated by the Perpetuation Committee of the Board.
6. To promote owner understanding and input, the Co-op will include these guidelines and upcoming Board meeting dates on [coopportunity.com/board-of-directors](http://coopportunity.com/board-of-directors).