



TWCU CREDIT UNION  
CO-OPERATIVE SOCIETY LIMITED

The NOMINATING PROCESS for the election of Officers at TWCU Credit Union Co-operative Society Limited, 74<sup>th</sup> Annual General Meeting 2024 has begun. The guidelines that will be used to determine eligibility to serve on the Board of Directors and Statutory Committees are stated below:

### GUIDELINES AND CRITERIA

- (1) **Any member offering themselves to serve on the Board of Directors and Statutory Committees MUST:**
  - a. **be 18 years of age or over and has been a Member of the Society for not less than two (2) years; and**
  - b. **not be an inactive or a delinquent Member in TWCU or a bad debtor in any other Credit Union or financial institution. *Bye Law #23(3)(a)v***
- (2) Nominees shall complete the approved nomination forms and submit them along with a resume indicating your competence to serve. Please include experience in matters relating to accounting, the business of Credit Unions, Co-operative Management, Human Resource Management, Fiscal Management, Administration, Business, Law or any related fields on separate 8.5 x 11 paper only.
- (3) **All nominees are required to submit the following:**
  - a. **Copies of two (2) valid forms of Photo Identification**
  - b. **Proof of address not older than (3) months**
  - c. **One (1) recent (6 months) passport sized photo on white background, front facing.**
- (4) Each Nominee's form must be signed by two (2) members. One member being the Proposer and the other member the Seconder. Both the Proposer and the Seconder **MUST** be in good financial standing i.e., neither a Delinquent Member or an Inactive Member: *Bye Laws #23(3)(a)v*.
- (5) Place completed nomination forms and all supporting documents into sealed envelope. State the position you are seeking nomination for on the front of the envelope, i.e., the Supervisory Committee, Board of Directors or Credit Committee.

### **NO NAMES ON ENVELOPES PLEASE!**

The nominee must also address the envelope to The Chairman, Nominating Committee, TWCU Credit Union Co-operative Society Limited, No. 31 Pembroke Street, Port of Spain.

Deposit the sealed envelope into the lockbox labelled "**Submission of Nomination Package**", located in the Credit Union office's C.S.R area, on or before the deadline of **3:00 p.m., Monday 29<sup>th</sup> January, 2024.**

### NOMINATING SYSTEM

1. The Nominating Committee shall meet and consider the applications without any discrimination based on race, nationality, or ethnic origin, colour, religion, sex, or physical disability.
2. The Nominating committee will also be guided by the Central Bank of Trinidad and Tobago Fit and Proper Guidelines (Oct. 2019) in its assessment of each Nominee with attention to guidelines #5 and #5.1.1 Probity Honesty, Integrity, and Reputation.
3. The financial status of all nominees will be verified, including but not limited to Credit Bureau reports. A reminder that any member offering themselves to serve on the Board of Directors and Statutory Committees **MUST**:
  - a. **be 18 years of age or over and has been a Member of the Society for not less than two (2) years; and**
  - b. **not be an inactive or a delinquent Member in TWCU Credit Union Co-operative Society Limited or a bad debtor in any other Credit Union or financial institution. *Bye Law #23(3)(a)v***
4. The Supervisory Committee will review all the accepted nomination documents for accuracy. In so doing, if a member of the Supervisory Committee is also a nominee, he/she must recuse himself/herself from the review process.
5. The Committee shall acknowledge receipt of the nomination forms of each nominee.



6. The Nominating Committee shall prepare a list of the recommended nominees which it shall deliver to the Board of Directors at least one (1) month prior to the Annual General Meeting.
7. The Committee shall interview all nominees.
8. Nominees are/will be required to attend any Orientation/Training Sessions recommended.
9. The names of the nominees proposed by the Nominating Committee shall be made available to the Annual General Meeting.

**Bye Law 23 (d):** - Nominations from the Floor – Nominations from the floor shall not be accepted at the Annual General Meeting except in the event that the number of Nominations that were received prior to the Annual General Meeting were less than the number of members required to fill the positions including the substitutes for the respective Committees.

### RESPONSIBILITIES

**THE BOARD OF DIRECTORS: (See Bye Laws 26-27)**

Shall be responsible for the overall management of the affairs and business of TWCU Credit Union.

**THE CREDIT COMMITTEE: (See Bye Law 29)**

Shall be responsible for consideration and approval of loans to members.

**THE SUPERVISORY COMMITTEE: (See Bye Law 30)**

Shall be responsible for the examination of the affairs of the Credit Union.

### OTHER QUALIFICATIONS:

No person shall be eligible for election to the Supervisory Committee, Board of Directors or the Credit Committee unless that person: -

- (a) is a member of TWCU Credit Union Co-operative Society Limited for at least two (2) years prior to the date of his/her nomination application.
- (b) is not a Delinquent Member in this or any other Credit Union or financial institution on the date of his/her nomination application.
- (c) is of the full age 18 years.
- (d) (i) is a citizen of Trinidad & Tobago or  
(ii) a person lawfully admitted for permanent residency who is ordinarily a resident in Trinidad & Tobago.
- (e) is not an employee of TWCU Credit Union Co-operative Society Limited.
- (f) is not an undischarged bankrupt.
- (g) is not of unsound mind.
- (h) has not been convicted of:
  - (i) an indictable offence.
  - (ii) an offence involving dishonesty in connection with the promotion or management of any corporation.
  - (iii) an offence involving fraud or criminal activity.

**The Bye Laws listed below is suggested reading for your guidance.**

**Please be sure to read the Table of Contents, Interpretation on page 3-4 of the Bye Laws.**

- # 7 (a) - (c) Expulsion
- # 22 (a) – (h) Powers and Duties of the Annual General Meeting
- # 23 Nominating Committee



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- # 24 Board of Directors (Composition)
- # 26 Powers and Duties of the Board
- # 27 Rules
- # Disqualification of Board or Committee Member
- # Board Meetings
- Duties of Officers
- # 29 Credit Committee
- # 30 Supervisory Committee
- #32 General /rules for the Board and Committees

**For easy reference, the following are all available on the website of the TWCU Credit Union Co-operative Society Limited.**

- 1. Bye Laws of TWCU Credit Union Co-operative Limited**
- 2. Co-operative Societies Act 81:03 of Trinidad and Tobago**

