

## 1. BOARD NOMINATIONS

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### 1.1 NOMINATIONS

If you wish to nominate a member for the position of a Director of the Ashburton Trading Society Limited, your attention is drawn to the following:

- You are required to be a financial member. Your account must be current to the satisfaction of the Society.
- The completed form of nomination must be submitted either online or to Ruralco reception by **5.30pm, Wednesday 6<sup>th</sup> October 2021.**

Nomination forms are available to complete online or download at [www.ruralco.co.nz/nomination](http://www.ruralco.co.nz/nomination). Alternatively, you can call our team on 0800 787 256 to be sent a copy, collect a copy from your local store in either Ashburton, Methven, Rakaia or the Head Office at 98 Burnett Street, Ashburton, or email [ruralco@ruralco.co.nz](mailto:ruralco@ruralco.co.nz) to request a copy.

Please note that the information provided by nominees will be sent to shareholders with the 2021 Annual Report and published on the website (excluding personal contact information).

### 1.2 ELIGIBILITY

The Ruralco Board is committed to an open-minded approach where the dominant requirement is commitment to excellence in governance of the company by diligent, energetic application to all tasks facing Directors.

Ideally, Directors will possess the following:

- An understanding of corporate governance and the role of both the Board and Directors under the Companies Act 1993.
- Expertise in one field of endeavour (of some kind) to an advanced level.
- Have knowledge of Ruralco, ATS or the agriculture sector.
- Demonstratable knowledge of the principles of co-operative models of commercial companies.
- General experience in governance or as a Board Director.

### 1.3 CURRENT BOARD MEMBERS

Details on our current Board members can be found at [www.ruralco.co.nz/Contact-Support/Our-People/The-Board](http://www.ruralco.co.nz/Contact-Support/Our-People/The-Board).

### 1.4 NOMINEE VIDEOS

All nominees are encouraged to submit a video application along with the written application to be shown along with their 150-word profile. This should be a maximum of two minutes long and address the questions on the nomination form: your name, occupation, current governance experience, previous governance experience, on farm background and off farm background, and finally why you want to be considered and what you will bring to the co-operative.

The video profile is optional but is a great way to introduce yourself to potential voters. If you need assistance with creating a video, the Ruralco Marketing team can assist you, simply email [Marloes.morrison@ruralco.co.nz](mailto:Marloes.morrison@ruralco.co.nz) or call 027 246 5025.

## 1.5 Q&A FOR NOMINEES

All nominees will have their profile information listed publicly on the Ruralco website at [www.ruralco.co.nz/AGM](http://www.ruralco.co.nz/AGM), to give Shareholders the opportunity to review the best candidates for the Director position. Shareholders can submit questions to the candidates, which will also be publicly listed on their profile page along with their answer to the questions. Question submissions close **5:30pm on the 11<sup>th</sup> of November 2021.**

## 1.6 NOMINEE PRESENTATION AT AGM

All nominees that are approved to stand for election will be required to prepare a short presentation/speech. All the candidates will be allocated a time slot at the AGM, this is their chance to demonstrate the skills they can bring to the Ruralco Board table.

## 2. REMUNERATION COMMITTEE

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The AGM is also the time to vote for Remuneration Committee Members. The responsibility of this committee is to set the annual remuneration for the board of directors and to ensure that it is compliant with NZ legislation.

Nomination forms are available from Ruralco Reception. Alternatively, telephone 0800 787 256 or visit [www.ruralco.co.nz/remcommitteenomination](http://www.ruralco.co.nz/remcommitteenomination).

Nominations may be made by any shareholder and the completed form must be submitted either online or to Ruralco reception by **5.30pm on the 6<sup>th</sup> October 2021.**

## 3. VOTING PROCESS

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Two weeks prior to the AGM (Wednesday the 3<sup>rd</sup> of November), voting will open. All registered voters will receive an email with a link to the voting website. If you do not wish to vote online, you may download a voting form or a proxy form from our website [www.ruralco.co.nz/AGM](http://www.ruralco.co.nz/AGM) on or after the 3<sup>rd</sup> November, or you may vote at the AGM.

The link to the voting website will be published at [www.ruralco.co.nz/AGM](http://www.ruralco.co.nz/AGM) on the 3<sup>rd</sup> of November. The election company will be present at the AGM and will handle the processing of the results. Voting will close at the AGM and the results will be announced to the Chair at the AGM.

## 4. PROXY VOTING

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If you are unable to vote online, attend the AGM or submit a postal vote, you can always appoint a proxy to vote on your behalf at the AGM. Under the rules a member attending the AGM can only carry one proxy on behalf of another member.

## AGM 2021 EXPLANATORY NOTES

**-ATS-**



Proxy forms are available on or after the 3<sup>rd</sup> November. Then you can download the proxy form from [www.ruralco.co.nz/AGM](http://www.ruralco.co.nz/AGM), or collect from our reception, or request one to be posted to you by emailing [ruralco@ruralco.co.nz](mailto:ruralco@ruralco.co.nz). Please note that all completed proxy forms are to be deposited at the reception of Ruralco, 98 Burnett Street, Ashburton or emailed to [ruralco@ruralco.co.nz](mailto:ruralco@ruralco.co.nz), before **5:30pm Tuesday 16<sup>th</sup> November**, 24 hours before the Annual General Meeting.