

Received by (initials)	Date and time
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Nomination form

Director of your Desjardins caisse (Quebec caisses)

 **Ensure that you download or save the form to your device before completing it.**

You are submitting your nomination for a position on the board of directors of _____.

Name of caisse

The deadline for submitting your nomination is _____ at ____:____. Your nomination will not be accepted after this deadline.
(YYYY-MM-DD)

Please email your nomination to _____, and make sure to write "Call for nominations" in the subject line.

The election will take place during the annual general meeting scheduled on _____ at ____:____.
(YYYY-MM-DD)

Before submitting your nomination

- Make sure you meet all the eligibility criteria and that your file is complete, otherwise your nomination will be rejected.
- Find someone who is willing to nominate you. This person must be a member of the same caisse as you.
- See the desired criteria and target profiles in your caisse's call for nominations. You must state your reasons for applying and qualifications for the position.
- Check whether your current job or commitments prevent you from serving on a caisse's board of directors, due to a legal provision or a code of ethics (such as being a municipal elected official or sitting on another board).

Have the following two documents handy. You'll find them on your caisse's website:

- **Your caisse's call for nominations**
It contains detailed information on vacancies and the desired criteria.
- **The information kit for candidates applying for a position on a Desjardins caisse board**
It will help you understand the board's role and responsibilities.

 **You must complete this form electronically. Handwritten forms cannot be processed.** If you have any questions, please contact the manager whose contact information appears in the call for nominations.

1 Eligibility criteria

1.1 Make sure you meet all the basic conditions

To be eligible, you must check every box in this section.

- ☐ I am a full member of the caisse (for more than 90 days prior to the general meeting).
- ☐ I am 18 years of age or older.
- ☐ I am a Canadian citizen or permanent resident.
- ☐ I'm not submitting a nomination to any other Desjardins caisse.
- ☐ I have never been banned from a Desjardins caisse.

Check the box below only if you are currently completing a full 3-year term on the board of directors of your caisse.

- ☐ I have completed the required training stipulated in the learning path by December 31 prior to the general meeting.

1.2 Check that you meet all of the provisions included in the Code of Professional Conduct

- ☐ I do not currently work for Desjardins, and I have never worked at the caisse that will be receiving my application for nomination or any other caisse with which it may have merged (you can check this box if you have worked at the caisse that will be receiving your application if you have worked there 720 hours or less per year).
- ☐ I have not worked for a Desjardins component in the last 5 years. (You can check this box if you worked 720 hours or less per year.)
- ☐ My spouse or immediate family member* does not work for or sit on the board of directors of the caisse I'm running for.
- ☐ I do not hold a position with a Desjardins competitor nor do I conduct activities that could put me in a conflict of interest.

* In relation to a director or employee, the Code of Professional Conduct defines immediate family as their father, mother, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, adult child or spouse's adult child, as well as any other relative living with the director or employee. For the purpose of enforcing this rule, immediate family also includes grandchildren, and spouse includes one or the other of two people of a different or the same sex who publicly present themselves as a couple.

1.3 Help us assess your integrity

Honesty and integrity are essential qualities for members of a caisse's board of directors. This questionnaire will help us to assess those qualities.

If you answer YES to one or more questions, you won't automatically be disqualified. However, you must attach an explanatory letter to this form as well as any documents you deem relevant so that we can review your nomination.

Answer all statements.	Check ✓
1. I have previously been or currently am subject to legal proceedings for an offence related to tax laws, such as fraud, tax evasion or refusal to file an income tax return.	☐ Yes ☐ No
2. I have previously been dismissed by a former employer for failing to abide by my code of professional conduct, a regulation or a law.	☐ Yes ☐ No
3. Over the past 10 years, I have been in a difficult financial situation that led to legal proceedings such as bankruptcy, insolvency, repossession of property by a creditor, mortgage remedy or a similar situation.	☐ Yes ☐ No
4. I've taken actions or held roles that led my company or a company I worked for into a difficult financial situation that resulted in court proceedings such as bankruptcy, insolvency, repossession of property by a creditor, mortgage remedy or a similar situation.	☐ Yes ☐ No
5. I have been penalized by my professional body, professional association or a regulator for having breached my obligations.	☐ Yes ☐ No
6. I have been sanctioned by a regulator or an organization while I was a member of a board of directors, including a board or committee of a Desjardins caisse or Desjardins Group.	☐ Yes ☐ No

2 Your nomination

2.1 Tell us about yourself

The answers to these questions will help us get to know you better and review your nomination based on the profiles we're looking for.

☐ Male ☐ Female ☐ Other gender identity ☐ I prefer not to answer

First and last names _____ The candidate's home phone _____ Mobile number _____

Street address (no. street, apt.) _____ City _____ Postal Code _____

Email _____ Occupation (Provide the name of your employer, if applicable) _____

Age group: ☐ 18-34 years ☐ 35-49 years ☐ 50-64 years ☐ 65 years and + ☐ I prefer not to answer

Ethnic and Cultural community, please specify: _____ ☐ I prefer not to answer

2.2 Indicate who is supporting your nomination (nominator)

The nominator must be 18 years or older and must have been a member of the same caisse as you for more than 90 days.

 If the name of the group you're submitting your nomination to is followed by an asterisk (*) in section 2.3, it means the nominator must belong to that group.

Name of the person nominating you _____

You must check one of the following boxes.

☐ The member who is nominating me will send me an email confirming their support (**including their full name and phone number**). I will send a copy of this email to the caisse, along with my nomination file. By doing so, I do not need to have the person nominating me sign in the space below.

OR

☐ The member who is nominating me will sign and complete the section below.

X _____ Signed on _____, at _____.
Signature of nominator

_____ Phone _____
Email

2.3 Indicate the group associated with your nomination

Some caisses divide their board of director positions into groups. See the vacancies section of the call for nominations for more information on groups that have positions open for election. You must belong to the group that you have chosen from this list (choose one only).

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3 Reasons for applying

In the space below, explain why you want to be a member of the board of directors of your caisse and what makes you the ideal person for this position. See the call for nominations for help highlighting your personal and professional experience based on the desired criteria. This text will be used to nominate you and will be posted in full on your caisse's website. Your résumé will not be shared.

4 Signature

- You must check every box to confirm these declarations.
- ☐ I agree to maintain the confidentiality of any and all information I may have access to throughout the nomination process.
- ☐ I declare that all the information provided in this form and my résumé is complete and accurate. In the absence of such a declaration, my application may be rejected.
- ☐ I consent to my caisse publishing my first and last names, my reasons for applying and my photo (to be provided at a later date) in its communication tools.
- ☐ I consent to the caisse conducting a background and credit check on me, and I understand that my nomination depends on the outcome of this check.
- ☐ I acknowledge that emailing this form serves as my signature.

5 Submit your nomination

Make sure your file is complete

Your file must contain:

- A completed nomination form
- Your résumé
- If you checked the first box in section 2.2: a copy of the email you received from the member nominating you.

Send your nomination to your caisse

You must email your nomination by the deadline to the address indicated on page 1.

Next steps

You'll receive an acknowledgement of receipt within a few days after we receive your nomination form. Please note that if we receive your form on a Friday, we'll send the acknowledgement of receipt at the beginning of the following week. If you don't receive acknowledgement of receipt, please contact your caisse manager.

The caisse will follow up with you as needed regarding your nomination.