

The procedures for nominating members for election to the Board of Directors are prescribed by Hanscom Federal Credit Union Bylaws. The procedures used are as follows:

1. To be eligible for nomination, a person must:
 - Be a member of Hanscom FCU prior to the date of filing for election
 - Be a member in good standing
 - Be at least 18 years of age
 - Be a willing candidate
 - Be available for meetings at the Hanscom Federal Credit Union Operations Center
2. A credit check is required on all candidates.
3. A separate Nomination by Petition Signature Form containing signatures of at least one percent of the members of Hanscom FCU is required for each candidate. Current bylaws do not allow nominations from the floor at the annual meeting.
4. The nominee must provide biographical information, not to exceed 75 words in length, as part of the Nomination by Petition Application. The biography shall be limited in content to current employment, education, experience, and relevant community service. Within the 75 word limitation, nominees may also state in one sentence their purpose in serving on the Board. **This statement should only reflect your commitment or personal philosophy on service to our membership, not campaign pledges.** The biographies submitted are subject to editing to ensure uniformity of content and length. Information provided must be factual and meet Nominating Committee criteria stated above.
5. The order of appearance on the ballot shall be by lottery conducted by the credit unions' independent election teller. In no circumstance will military rank or grade, or civilian rank or grade be included on the ballot or used in ballot construction.
6. The Nominating Committee will not place any name in nomination unless a complete Nomination by Petition Application and Nomination by Petition Signature Form are received. Completed forms as stated above must be received or postmarked by 11:59 pm Saturday, April 18, 2026. Nominees may address these documents to:

Hanscom Federal Credit Union
Attn: Nominating Committee
25 Porter Road • Littleton, MA 01460-1434

Application and signature forms will not be accepted for consideration after that date.

BACKGROUND INFORMATION

Full Name: _____ Account Number: _____

Address: (Street) (City) (State) (Zip) _____

Telephone Number: (Home) _____ (Work) _____

Cell Phone Number: _____ Email Address: _____

Employer: _____ Social Security Number: _____

Position/Title: _____ Years with Employer: _____

List any other positions, directorates, or offices held in the past 10 years: (Dates, Employer, Address, and Title) _____

Education (Circle highest grade completed):

- Less than a high school diploma
- High school diploma or equivalent (e.g. GED)
- Some college, no degree
- Associate degree (e.g. AA, AS)
- Bachelor's degree (e.g. BA, BS)
- Master's degree (e.g. MA, MS, MEd)
- Professional degree (e.g. MD, DDS, DVM)
- Doctorate (e.g. PhD, EdD)

Major field of study: _____

Other training or experience: _____

Reason for wanting to serve on the Board of Directors: _____

List membership in professional societies and associations: _____

BIOGRAPHICAL INFORMATION

(75 Words or Less)

The biography shall be limited in content to current employment, education, experience, and relevant community service. Within the 75 word limitation, nominees may state in one sentence their purpose in serving on the Board. This statement should only reflect your commitment or personal philosophy on service to our membership, not campaign pledges. The biographies submitted are subject to editing to ensure uniformity of content and length. Information provided must be factual and meet Nominating Committee criteria.

DISCLOSURE

If any of the following questions is answered yes, provide details on a separate sheet and attach to this application:

1. Have you ever been adjudged a bankrupt? ☐ Yes ☐ No
2. Have you ever been denied an individual or position schedule fidelity bond, or had a bond canceled or revoked? ☐ Yes ☐ No
3. Have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has any such license held by you ever been suspended or revoked? ☐ Yes ☐ No
4. Has the certificate of incorporation or authority or license to do business of any state or federally chartered credit union, savings and loan association, bank or other financial institution of which you were an officer, director or key management person ever been suspended or revoked? ☐ Yes ☐ No
5. Have you ever been requested, advised, ordered or told by any regulatory authority or government agency to:
 - a. Divest any stock ownership or other ownership interest you have in any financial institution? ☐ Yes ☐ No
 - b. Leave or resign as an officer, director, agent, employee, consultant or representative of any credit union, savings and loan association, bank or other financial institution? ☐ Yes ☐ No
6. Have you ever been convicted of any criminal offense involving dishonesty or a breach of trust? ☐ Yes ☐ No
7. To facilitate the process of obtaining a credit background investigation, please provide the following:
 - a. Any other names which you have used, aliases: _____
 - b. Previous address if your address changed over the past 2 years: _____

 - c. Name of spouse: _____
8. Have you read and understood the listed attachments concerning your potential liability, legal responsibilities, duties, and code of ethics as an official of this credit union? ☐ Yes ☐ No
9. Are you willing to devote the time necessary to familiarize yourself with the responsibilities involved to perform your duties? ☐ Yes ☐ No
10. Are you willing to serve as an unpaid volunteer, attend meetings at the main office, serve on assigned committees and participate in education and planning sessions? ☐ Yes ☐ No

TERMS OF AGREEMENT

To serve on the Board of Directors, I must conform and abide by the following:

1. Attend all regular and special meetings of the Board and assigned committees when notified, unless prevented by circumstances beyond my control.
2. Continually seek to learn more about the credit union organization and its services and about my individual responsibilities as a Board member by fulfilling the educational requirements established by the Board. It is the policy of the Board that each and every Director completes modules within CUNA's Volunteer Achievement Program (VAP). Directors who are subsequently elected shall have 12 months from the date they are elected to be certified.
3. Consider the business of the credit union and its members to be confidential in nature.
4. Should I ever find myself under obligation to any other group or any other organization that is in conflict with the credit union, I shall disclose this conflict to the Board and refrain from voting on issues related to this conflict.
5. Participate to the best of my ability in determination of policy and other matters coming before the Board, give full attention to problems of the credit union, and vote on all issues submitted or proposed for Board action.
6. Complete all mandatory training required by the Board.
7. Give all assistance possible to my fellow Board members, appointed officers, and employees of the credit union in the discharge of the duties of their offices.
8. I understand that I could incur fiduciary liability for the operation of the credit union. This could exceed the faithful performance bond coverage provided by the credit union.
9. I further understand that I will sign the credit union's Code of Ethics, and Internet, Electronic Mail and Computer Use Policy.
10. I also understand that no campaigning by Board candidates or credit union employees will be allowed on Hanscom FCU premises.

CODE OF ETHICS

Hanscom FCU is a member-oriented, not-for-profit, cooperative thrift institution formed for the purpose of encouraging savings by offering a good return, using collective monies to make loans at competitively low interest rates to members and providing other member services on a cooperative basis. Members are united by a defined field of membership and democratically operate the credit union under state and federal laws. This credit union will conduct its relationships and operations in accordance with this purpose and uphold its fundamental commitment to serving its members. This credit union and its officials are committed to the highest standards of responsibility and conduct and subscribe to the following guidelines:

1. To Members
 - To provide the highest level of personal financial services in a courteous and professional manner and to treat all individuals fairly without regard to race, creed, national origin, sex, or age.
 - To encourage thrift and savings and to protect the assets placed in one's care and custody.
 - To provide loan services at the least possible cost by exercising the prudent granting of credit.
 - To practice and maintain high standards of sound management, including efficiency, integrity, and economy of operation.
 - To adhere to democratic and cooperative principles within the credit union and encourage and facilitate active member participation in its democratic process.

- To provide members with timely and accurate information regarding the financial conditions, operations and services of the credit union and of their individual accounts or transactions.
- To preserve and protect the privacy and confidentiality of all member financial records and transactions. With the exception of normal credit application procedures, i.e.: obtaining credit reports, disclosure of financial conditions or transactions will be made only with the written approval of the member, due legal process or in accordance with the law.
- To abide by the letter, spirit and intent of state and federal consumer protection laws and regulations and to provide members with complete and accurate information concerning their rights.
- To increase knowledge and ability of members to manage and control their financial well-being through counseling and providing information, materials and programs.

2. To the Credit Union Movement

- To promote and protect always the best interest and reputation of the credit union movement and avoid and resist influences and practices which are detrimental to it.
- To associate and cooperate with other credit union organizations in building a strong democratic movement for more effective service to members.

3. To Society

- To participate in community affairs as a responsible member of the society of which the credit union is a part.
- To support and participate in programs which favorably affect the society, citizens and communities served by the credit union.
- To make credit union membership available to as many people as possible.

4. Standards of Leadership for Officials and Staff

- To observe the highest standards of personal conduct at all times and ensure that officials, staff, employees, and members are treated in a professional, business-like manner.
- To avoid impropriety and/or the appearance of impropriety in all activities.
- To practice standards of conduct which will promote member confidence in the integrity of the credit union.
- To strictly uphold the laws, bylaws, rules, policies and regulations relating to the operation of the credit union.
- To guard against the use of one's credit union position for personal or financial advantage or specific privilege. To avoid conflicts of interest with its policies and operations, including those conflicts that are not intentional, but result from either business or personal relationships with members, vendors, business associates or competitors of the credit union.
- To avoid conflicts of interest or the appearance thereof when conducting business with a subordinate where undue influence, either real or perceived, is used for the financial gain of either party.
- To avoid influencing loan decisions to relatives or acquaintances and to avoid influencing employment of acquaintances. Relatives of officials are barred from being employed by the credit union.
- To carry out the duties and responsibilities of the credit union position to the best of one's abilities and to seek out and participate in opportunities to increase that knowledge and skill.
- To adhere to open, democratic procedures in the election of officials and in the formulation of credit union policy and practices.

- To support the goals and objectives approved by the Board of Directors.
- To comply with the provisions of the Bank Bribery Act. Credit union officials will not solicit for themselves, or for a third party other than the credit union, anything of value from anyone in return for any business, service or confidential information of the credit union. Credit union officials shall not accept anything of value, other than legitimate salary and fees, from anyone in connection with credit union business transactions. Credit union officials may accept something of value if: a) the acceptance is based solely on a family or personal relationship; b) under the same conditions, the benefit is available to the general public; and c) the benefit could be reasonably expended to the credit union.

5. Reporting

Any deviation from the Code of Ethics policy must be disclosed in writing and will be retained on file. Board members should file their written disclosure with the Chairman of the Supervisory Committee and Management should file their reports with the Internal Auditor, who will in turn file them with the Supervisory Committee. Case-by-case exceptions that might otherwise be deemed a violation of this policy may be granted by the Board members, provided written disclosure of all pertinent facts has been made and is consistent with law.

CERTIFICATION AND AGREEMENT TO SERVE

(Please read the following carefully before signing.)

I, the undersigned, hereby submit my name for consideration as a candidate for the 2026 election of the Board of Directors of Hanscom Federal Credit Union, and if selected, will be willing to serve and be available for meetings at Hanscom Federal Credit Union Operations Center.

I certify that the information provided on this application is true and correct. I further pledge to carry out the duties and responsibilities commensurate with said office(s) as promulgated by the Federal Credit Union Act and the bylaws of this credit union. I certify also that I have a positive net worth and am current on all outstanding obligations. The credit union is hereby authorized to obtain a commercial report on my credit history and seek whatever information is necessary for completing a background check.

I have read and understand the Terms of Agreement & Code of Ethics, and hereby agree to comply with the standards of responsibility and conduct and will subscribe to the aforementioned guidelines.

Signature: _____ Date: _____

If additional information is required, I may be reached at this address and/or telephone number(s):

Address: _____

Telephone: _____



25 Porter Road, Suite 100
Littleton, MA 01460
www.hfcu.org |
800.656.4328

**BOARD OF DIRECTORS OFFICIAL
2026 NOMINATION BY PETITION
SIGNATURE FORM**

Members who sign this petition form must be 18 years of age or older, be primary members of the credit union (first name on the account) in good standing and have at least \$5 in a Prime Share Account.

CANDIDATE

Member Name: _____

MEMBER SIGNATURES

We, the undersigned members of Hanscom Federal Credit Union meet the eligibility criteria outlined above, and hereby Nominate by Petition the above-named member as a candidate for the Board of Directors.

	Name (Please Print)	Address	Signature
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Signature

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Candidates must obtain the signatures of at least one percent of eligible members. The completed Signature Form must be received or postmarked no later than 11:59pm on Saturday, April 18, 2026. Signature Forms will not be accepted for consideration after that date.

Forms can be mailed to:

Hanscom Federal Credit Union
Attn: Nominating Committee
25 Porter Road
Littleton, MA 01460-1434

Candidate Signature: _____ Date: _____