



25 Porter Road, Suite 100
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BOARD OF DIRECTORS OFFICIAL 2026 NOMINATION/BALLOTING PROCEDURES & SCHEDULE OF EVENTS

JUNE 1, 2025 (AT LEAST 120 DAYS PRIOR TO THE ANNUAL MEETING*) • Chair appoints Nominating Committee consisting of not fewer than three (3) members and charges the committee with the responsibility of nominating at least one nominee for each available position.

OCTOBER 17, 2025 (AT LEAST 90 DAYS PRIOR TO THE ANNUAL MEETING*) • Nominating Committee Chair files nominations with Secretary of the Board.

JANUARY 2, 2026 • Official Nomination by Petition Application, Signature Forms and Procedures are available at all credit union facilities and on the HFCU Website.

JANUARY 2026 (AT LEAST 75 DAYS PRIOR TO THE ANNUAL MEETING*) • Statement Insert/Electronic Insert mailed January 2026.

Statement Insert/Electronic Insert to contain the following:

1. Official notice to members of the 2025 Annual Meeting at 3:00 pm Thursday, May 28, 2026, at the Hanscom Federal Credit Union Operations Center, 25 Porter Road, Littleton, MA.
2. Report of the Nominating Committee listing names and biography of each nominee.
3. Procedures for nomination by petition to include the following:
 - a. Official petition forms must be used – available at all credit union offices.
 - b. Petitions must be signed by one percent of the members not to exceed 500 signatures.*
 - c. Signers of petitions must be 18 years of age or older (Minimum age to vote in Hanscom Federal Credit Union elections*).
 - d. Candidates seeking nomination by petition must be 18 years of age or older (Minimum age to be an official of a Hanscom Federal Credit Union is 18*).
 - e. Both candidates and signers of the petition must be primary members of the credit union (first name on the account), be a member in good standing, and have at least \$5 in a Prime Share account.
 - f. Solicitation for signatures on petitions cannot be conducted inside credit union main or branch offices.
 - g. Solicitation of signatures on petitions cannot be made immediately outside the main or branch offices.
 - h. Staff at all levels are not permitted to petition and/or campaign for potential Board candidates during working hours in credit union facilities or in the immediate vicinity.
 - i. At the request of the petitioner the credit union will make a separate special mailing to the entire membership on behalf of the petitioner and at the petitioner's expense. The credit union will require the petitioner to provide an advance deposit in cash or certified funds in the amount of the estimated cost of the mailing (including data processing, supplies, postage and handling). The actual cost of the mailing will be calculated and provided to the petitioner upon completion. Any excess funds will be returned or any shortage will be collected at that time. The mailing will be limited to materials concerning the petition of the candidate. The credit union will not participate in securing signatures, nor will the credit union's address be used for return mail. The petitioner shall have the sole responsibility of obtaining the required number of signatures on the petition.

- j. Candidates must mail their signed signature forms and completed application form to:

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

Signature Forms and completed Application must be received or postmarked by 11:59 PM on Saturday, April 18, 2026.

APRIL 18, 2026 (RECEIVED OR POSTMARKED AT LEAST 40 DAYS BEFORE THE ANNUAL MEETING*) • Nominations by petition must be received or postmarked no later than 11:59 PM on Saturday, April 18, 2026.

APRIL 24, 2026 (AT LEAST 30 DAYS PRIOR TO THE ANNUAL MEETING*) • If there are more nominees than positions available:

1. The names of those nominated by the Nominating Committee and by petition will then be posted in a conspicuous location in each credit union office.
2. To be eligible, a member must be at least 18 years of age, be a primary member of the credit union (first name on the account), be a member in good standing and have at least \$5 in a Prime Share account.
3. Notice of Balloting will contain the following:
 - a. Listing of the names of all nominees nominated by the Nominating Committee and by petition, in an order determined by the draw of lots. Biographical information (75 words or less) will be enclosed for each candidate.
 - b. Instructions for electronic voting procedures including how to access the system and the period of time when votes will be taken.
 - c. Instructions stating that members may vote by mail ballot upon written or telephone request stating the date the request must be received by the credit union.
 - d. Instructions that if there are more nominees than available positions, the nominees designated by the Nominating Committee with the highest number of votes will be elected to the term for which each was nominated. Winning candidates who were nominated by petition will be elected to the open position in the rank order of the number of votes each received in relation to the other winning candidates.

MAY 23, 2026 (MIDNIGHT 5 CALENDAR DAYS BEFORE MEETING) • Ballots must be received no later than midnight on Saturday, May 23, 2026.

MAY 28, 2026 • 72nd Annual Meeting of the membership of Hanscom Federal Credit Union at 3:00 pm at the Hanscom Federal Credit Union Operations Center, Littleton, MA. Results of nomination/election process will be announced, or nominations will be accepted from the floor only as provided below.

Nominations will not be accepted from the floor at the Annual Meeting unless there are:

1. An insufficient number of nominations from the Nominating Committee or by petition to provide one nominee for each position to be filled.
2. Circumstances that prevent the candidacy of one or more nominee(s).
3. Only those positions without a nominee will be subject to nominations from the floor.