

**Policy Title:** Non-Neighborhood Association Representative Board Members – Qualifications and Elections Process

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## **I. Statement of Purpose**

SE Uplift's bylaws allow for non-neighborhood association representative roles on its board to further the organization's ability to fulfill its mission by accessing community volunteers with backgrounds, skills, and interests not currently well-represented on the SE Uplift Board and within Portland's neighborhood association system as a whole. In order to promote the spirit of the Portland neighborhood system's values of openness and transparency, this policy clarifies and attempts to more narrowly define the role of non-neighborhood association representative positions on the SE Uplift Board, the requirements for service, the criteria by which applicants shall be considered and evaluated, and the election process for interested parties. This policy augments the procedures required by SE Uplift's Bylaws.

## **II. Positions**

According to SE Uplift bylaws, the board may include the following roles in addition to neighborhood association representatives:

- A: Up to two (2) directors from SE Uplift-area business associations
- B: Up to five (5) directors from SE Uplift-area community organizations, other than neighborhood associations, such as nonprofits, businesses, or public agencies
- C: Up to five (5) directors as at-large members with special expertise or interest

## **III. Eligibility**

To be eligible to be a candidate for a non-neighborhood association representative board position, a person must be dedicated to upholding the values, mission, and vision of SE Uplift; submit a written candidate form as outlined in Section V. of this document; and be able to attend monthly board meetings.

The following eligibility requirements apply to the specific positions.

- A: Directors from SE Uplift-area business associations
  - a: Must be nominated by a SE Uplift-area business association.
- B: Directors from SE Uplift-area community organizations
  - b: Must be nominated by a SE Uplift-area community organization
- C: At-large directors
  - a: Must reside, own real property, or own a business within SE Uplift's defined boundaries.
  - b: Must have special expertise or interest.
    - 1. For the purpose of this policy, a special expertise or interest is defined as having a background, expertise, or interest that is demonstratively beyond the boundaries of a single neighborhood and is not currently well represented on the SE Uplift Board or within the neighborhood association system as a whole.

This policy further requires the board to limit eligibility so that there shall be no more than one (1) currently serving neighborhood association board member from each neighborhood within the coalition boundaries serving in an at-large, business association, or community organization position.

#### **IV. Terms**

Terms of office for all non-neighborhood association representative board members shall be one year, aligned with the SE Uplift fiscal year beginning July 1 and ending June 30. Non-neighborhood association representative board members may be elected to additional terms but must reapply each year.

#### **V. Nomination Process**

Candidates for business association and community association representatives shall be nominated by their respective organizations. Candidates for at-large positions may be nominated by current SE Uplift Board members or through self-nomination. All candidates shall submit a candidate nomination form that includes contact and demographic information, eligibility verification, relevant qualifications and/or personal statements.

To ensure that candidates represent diverse stakeholders, the Membership Committee, as defined in Section VI., with the support of SE Uplift staff, shall issue an open call for nomination no less than 20 days before the board election through all appropriate delivery vehicles, including but not limited to, the SE Uplift website and newsletter.

#### **VI. Membership Committee**

An Ad-hoc Membership Committee shall be appointed by the SE Uplift Board to review and recommend candidates for non-neighborhood association representative board positions. The Membership Committee shall be composed of 3 to 5 current board members currently serving as neighborhood association representatives. The committee shall include the Chair, up to one additional Executive Committee member, and up to 4 additional board members not on the Executive Committee. Members of the Membership Committee shall not be candidates for non-neighborhood association representative board positions.

The Membership Committee is responsible for recruiting candidates through direct outreach to relevant organizations, evaluating applications, and making a recommendation of up to two (2) candidates from business association, up to five (5) candidates from community organizations, and up to five (5) at-large candidates for full board consideration at the July meeting.

The Membership Committee shall only recommend candidates that meet the eligibility requirements outlined in this document. In determining which candidates to recommend for non-neighborhood association representative board positions, the Membership Committee shall consider, in addition to the minimum qualifications defined in Section III, the following:

- Current board composition and organizational needs;
- Diversity, including but not limited to geography, gender, ethnicity, race, age, and income;
- How a candidate's service would advance the mission of SE Uplift; and
- Specific skills, including but not limited to finance, diversity awareness, marketing, facilitation, and leadership development.

#### **VII. Election Process**

Elections shall be by secret written ballot. Each candidate must receive a majority of votes of directors present to be elected.

#### **X. Vacancies**

For vacancies, the SE Uplift Board may appoint or reappoint a Membership Committee, as defined in Section VI, to issue an open call for nominations. The Membership Committee shall follow the same processes and procedures outlined in this document.

#### **XI. Implementation**

Non-neighborhood association representative board members elected in 2014 or 2015 under the previous Bylaws for a term of two (2) years may remain on the board until the conclusion of their elected terms. Non-neighborhood association representative board members may be elected to additional terms but must reapply following the procedures outlined in this document.