



## **Nye Neighborhood Association**

- **Process for Board nominations and elections**
    - **Board roles and responsibilities**
- January 2024**

### **Background-**

**October 2020-** NNA was formed by a group of neighbors. The Organizing Committee then worked with the city of Newport to develop bylaws that met the city's criteria for recognition of a Neighborhood Association.

**July 15 2021-** Bylaws adopted by Organizing Committee

**August 2021-** Bylaws were completed and approved by the City Council. Nye Neighborhood Association recognized by city as Official Voice of Nye Neighborhood.

**September 2021-** Initial Board elected consisting of Robert Emond (2 years), Tom Briggs (1), Jan Kaplan (3), Wendy Engler (2) and Veronica Lundell (1). Board elected officers- President- Kaplan;

Vice-President-Emond; Secretary- Engler.

**October 2021-** NNA is registered with the State of Oregon as a Nonprofit Member Benefit Corporation.

**December 2022-** Bylaws amended to eliminate Vice- president position and create Treasurer position. Briggs elected Treasurer. Bylaws amended to make the fiscal year the calendar year beginning in January 2022. Initial Board member terms were extended by six months to have elections consistent with fiscal year.

**October 2023-** NNA approved by IRS as a 501(c)3 Nonprofit organization

### **Present- January 4, 2024**

- Current Board members: Jan Kaplan (President), Tom Briggs (Treasurer – will be resigning from the board), Martha Krupp (Secretary), Veronica Lundell, Robert Emond, Tom Ettel, Cal Blake.
- The terms of present Board members Emond and Blake expire at the Annual Meeting scheduled for Feb. 1, 2024. Both have indicated willingness to continue to serve if elected. Board member Tom Briggs has resigned due to relocation.
- Board bylaws require minimum of 3 Board members, maximum of 9. New Board members will be elected to 3-year terms unless the Board decides to stagger the number of years.

- There are up to 5 vacancies. Blake and Emond are current candidates. This leaves up to 3 vacancies.

We are now opening the nominations process for Board members to be elected at the Feb. 1, 2024, Annual Meeting. I am recommending the following actions to be adopted by the Board at the Jan. 4 meeting.

1. Establish a nominating Committee consisting of the three continuing Board members.
  2. Approve Board application form (attached)
  3. Board membership is open to anyone over 18 who owns property, lives or operates a business located within the Historic Nye Beach Design Review District.
  4. Nominations can be made by anyone who owns property, lives or operates a business within the District. Self-nominations are acceptable.
  5. Nominations will be accepted up to the election but to be considered for recommendation from the Nominations Committee must be submitted at [nye.neighbors@gmail.com](mailto:nye.neighbors@gmail.com) by Thursday January 25, 2024.
  6. Nominations Committee is charged with recommending the number of Board seats to be filled at the Annual meeting and subject to a vote of the General membership at that meeting prior to the election.
  7. Nominations Committee will make recommendations for candidates based on qualifying by address, experience within the NNA organization, experience with other nonprofit boards of directors and candidates' willingness to take on leadership roles in NNA.
  8. Additional nominations may be made at the meeting but will not have a recommendation.
  9. Voting will take place at the Annual Meeting. In the event of a contested election voting will be done by ballot and virtual ballot.
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## **Application to Run for Membership on NNA Board of Directors**

The Nye Neighborhood Association is a 501(c)3 nonprofit corporation organized within the State of Oregon. It is a volunteer run organization with no paid staff. Board members are expected to take active roles and responsibilities to further the mission of NNA

Expectations- Elected Board members have the responsibility to prepare for and attend all Board meetings (unless excused). They should have a working knowledge of the bylaws, mission statement and other documents. Board members are the Board of a nonprofit corporation with responsibility for oversight of finances and legal matters. Within an all-volunteer organization the Board has responsibility to set priorities, participate in, and support NNA activities and make decisions in the best interest of NNA.

**Name:**

**Address in Nye District:**

**Mailing address:**

**Email address:**

**Phone:**

**What experience have you had with NNA?**

**What experience have you had with other nonprofit Boards?:**

**What projects/priorities do you want the organization to pursue?:**

**What role/responsibility are you willing to take to accomplish this?:**