

SJNA Mission

SJNA provides a forum for networking, advocacy, and service to neighbors, and to community and civic organizations to create an inclusive and empowered St. Johns community.

Board Functions

The purpose for which SJNA is organized is to enhance the livability of the area by:

1. Establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies, and other neighborhoods
2. Providing an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood
3. Organizing community members, both individuals and groups

Election Process

CANDIDATE NOMINATIONS

Nominations WILL ONLY be accepted at the October SJNA meeting in person either by self or by proxy until the last candidate presentation—then the slate will close.

VOTER ELIGIBILITY

Voters must meet both eligibility requirements per the SJNA Bylaws:

- Be a member of SJNA (either live, work, or own a business within the St. Johns neighborhood boundaries—regardless of housing status)
- Attend either the August or September meeting (one of the 2 most recent general assembly meetings)

PRESENTATION & VOTING PROCESS

Candidates will be added to the 2018 election slate as nominations are received, which will also be the order of candidate presentations. Each candidate will be given an equal time to present, between 1 to 2 minutes.

Blank ballots will be distributed upon arrival to all eligible voters. Each ballot will have 15 lines for the 15 available board positions. Voters will legibly write the names of their desired candidates on the lines provided. 10 minutes after presentations, voting will end. Complete ballot results will be made available at the end of the meeting.

SJNA Elections

The St. Johns Neighborhood Association (SJNA) annual elections for the board are coming this October.

To get you prepared, this brochure has everything you need to know:

- About the Organization
- About the Board
- About the Elections Process



• info@stjohnspdx.org

Chair Person

The chairperson's main role is to set the agenda and maintain the momentum of the board throughout the year. Along with the Vice Chair and fellow board members, they oversee the overall forward progress and relevancy of SJNA. The Chairperson must develop agendas and facilitate monthly SJNA general and board meetings. The Chairperson must also attend monthly NPNS Chair meetings and SJCO bi-monthly Leadership meetings (or delegate an SJNA representative) and report back to the board.

Vice Chair

The Vice Chair's main role is to support the Chair to affect the smooth, effective, and continued operations of SJNA. The Vice Chair must respond to email and social media inquiries within one week of receipt (or delegate to another SJNA board member as needed). The Vice Chair historically has served as unofficial parliamentarian of SJNA and should develop a comfortable understanding of SJNA bylaws and Robert's Rules of Order to ensure accurate, fair, and established meeting procedures are upheld. The Vice Chair role has an opportunity to expand by attending other NA meetings in the NPNS community and report back to the board.

Secretary

The Secretary's main role is to capture and publish meeting minutes. At a minimum the secretary must capture general and board meeting attendance and record final votes for motions made. The Secretary's role has an opportunity to expand by disseminating meeting updates to the greater community via current channels including the newsletter and website blog, as well as continue to expand effectiveness, reach, and frequency of SJNA communications.

Treasurer

The Treasurer's main role is to manage, maintain, and report SJNA fund activities at each board meeting. The Treasurer is responsible for the payment of invoices due, as well as compilation and submission of reimbursement requests to NPNS. The Treasurer must submit Oregon Secretary of State filing documents and Federal 501(c)3 documents annually. The Treasurer's role has an opportunity to expand in the formation and accurate management of an annual budget to better manage and maximize SJNA's financial impact; the Treasurer could be instrumental in the expansion of fundraising efforts.

SALT/Land Use Chair

The Land Use Chair's role is to maintain an up-to-date awareness of all development and construction related improvements. They should collect and disseminate land use information and notices received by City of Portland and Metro.

The SALT Chair is responsible for advocating for initiatives which advance the safety and liveability of St. Johns for all community members. Historically, key focus areas have included access to effective transportation; pedestrian, motorist, and alternative transportation safety concerns; traffic and congestion abatement.

Outreach Chair

The Outreach Chairperson's main role is to create connections within the community as well as greater engagement between the community and SJNA, and to support the Treasurer in ongoing fundraising activities. The Outreach Chair is responsible for coordination and execution of SJNA outreach events and to assemble and manage needed volunteers and committees to work toward these initiatives, with the support of the Board. The Outreach Chair is responsible for cultivating and maintaining connections with neighbors and other local organizations, such as SJCO, Boosters, schools, NET, etc. Lastly, the Outreach Chair leads SJNA's initiative to increase diversity and wider representation in meetings and on the board.

SJNA maintains a 15 person board. In addition to the above officer positions are 8 members at large.