



Spence Neighbourhood Association

BOARD OF DIRECTORS INFORMATION PACKAGE

for 2019

The **Spence Neighbourhood Association** works with the people of Spence to revitalize and renew their community in the areas of Holistic Housing, Community Connecting, Community Economic Development, Environment and Open Spaces, and Youth & Families.



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THE SPENCE NEIGHBOURHOOD ASSOCIATION BOARD INFORMATION SESSION

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ARTICLE 2 – GUIDING PRINCIPLES:

The Spence Neighbourhood Association (S.N.A.) shall be guided by and committed to the following principles:

- People of the Spence Neighbourhood Association (S.N.A.) will have opportunities that offer meaningful participation within the S.N.A.
- The members of S.N.A. will participate, take action, and have decisive control in their Association/neighbourhood and thereby will increase their participation in decision making at a municipal level.
- The process the S.N.A. embarks on will have an impact on the goals defined by the community (such as: health, safety, community economic development, youth, housing and neighbourhood image).
- The board will promote and foster community economic development (C.E.D.)
- The S.N.A. Board will be accessible for feedback, input, direction, and participation to the neighbourhood and to the staff they may employ.
- The S.N.A. will have respect for all people (whom live, work and volunteer here).
- The Board will be representative of the neighbourhood.
- The Board will receive and act on community needs and input, and advocate when and/or where necessary.
- In decision-making, the S.N.A. will work towards consensus as defined by the membership or board.
- The S.N.A. will develop connections amongst the people living, working or volunteering in the Spence Neighbourhood, and as well to other organizations and resources.
- The S.N.A. will continually work towards the sustainability and continual renewal in the development of the Spence neighbourhood.

ARTICLE 3 – PURPOSE:

The purpose of the Spence Neighbourhood Association is to activate and engage the people



of Spence in building and rebuilding their neighbourhood in the primary areas of health, safety, community economic development, youth, housing and neighbourhood image.

ARTICLE 10 – BOARD RESPONSIBILITIES:

The S.N.A. Board shall have the privilege to do all things necessary for the successful operation of the Association, thus are empowered to:

10.1 In accordance to the principles, goals and objectives of Spence Neighbourhood Association, administer the funds of the Association in such manner and for such purposes as decided by the Board are to the benefit, well-being, sustainability and advancement of the Neighbourhood, including, when deemed necessary, capital projects, ownership or management of properties within the Spence Neighbourhood.

10.2 To commence action on the needs and valued input from the people of Spence, use community input to determine action priorities of the Association and be the advocate for the same.

10.3 Suspend from the Association any member guilty of misconduct or any infraction of the rules and regulations of the S.N.A.

10.4 To ensure that the S.N.A. is operated on a non-political and non-sectarian basis.

10.5 Notwithstanding any other provisions of the Constitution, appoint committees made up of S.N.A. members, which are either standing or adhoc, and prescribe each committee's mandate regarding duties, powers and duration thereof. The Board may also appoint the Committee Chairperson who shall report back to the Board on the activities of their committee. The Committee Chair shall be guided in her/his report by the consensus decisions of his/her committee members. All Committees shall be responsible and accountable to the Board of Directors.

10.6 Subject to ratification by the membership, the S.N.A. Board shall make presentation rules of conduct for the meaningful, respectful, inclusionary participation and engagement of Spence members.

10.7 To continually provide opportunities for the S.N.A. membership to develop skills and capacity for personal growth and fulfillment.

10.8 To provide direction, evaluate and oversee the activities of the S.N.A. staff.



10.9 Order of precedence for authority for acting on behalf of SNA will be President, Vice-President, Secretary, Treasurer.

1. 6 – Duties of the Area Directors

1. Will maintain contact, chair, consult, listen and meet as needed with residents
2. Will present and speak to the Board, the concerns and desires of the people in the area they represent.
3. Will chair or co-chair one of the standing committees as consulted and appointed by the Board.
4. Upon appointment as chair/co-chair, recruit or enlist as many people as required to fulfill the function(s) of the standing committee.
5. Report to the Board about the plans and activities of their standing committee.

ARTICLE 11 – ELECTIONS:

11.1 Election of the Board of Directors shall be held at the Annual General Meeting of the S.N.A.

11.2 The Chair of the Annual General Meeting shall appoint at least two scrutineers who will distribute the ballots, make an official count, announce the results at the meeting through the Chair, call for a motion to destroy and then destroy all ballots upon acceptance of the motion.

11.3 The following directors will be elected in odd years and in this order, one director each from area two, area four, area six and area eight. The following directors will be elected in even years and in this order, one director from area one, area three, area five and area seven. All area directors will have the right to vote.

11.4 Up to four directors at large may be elected or appointed by the membership to fulfill requirements for specific representation or expertise the board may need from time to time. Directors at large will have the right to vote.

11.5 At least two months before the Annual General Meeting, the Board will appoint a Nominating Committee, which shall consist of not less than three members and up to a maximum of six members.

11.6 At the AGM, the Nominating Committee will present a slate of area directors who have been chosen to represent the members as outlined in Article 11.4 and By- Laws #2 and 5.8. Nominees must have the support of at least ten members of their area in writing, with contact information, for nomination. Other candidates for Area Director showing written support of 10 area members can be nominated from the floor for election. All nominees must express their



willingness to stand either by being present at the elections or by written consent. Elections for area directors will be completed by secret ballot vote of the membership.

11.7 At the AGM, the Nominating Committee will present a slate of nominees for directors at large. Other candidates for directors at large can also be nominated by the membership from the floor. Elections for director at large positions will be completed by secret ballot vote of the membership.

11.8 The President, Vice President, Treasurer, and Secretary are elected from the newly elected board. The nominating committee will present a slate of nominees from the newly elected Board of Directors for each executive position. Further nominations for Executive positions can be made from the floor by the membership. The President must have served on the board of directors for at least one year prior to being nominated for the position. Elections for executive positions will be completed by secret ballot vote of the membership..

11.9 The elected Board of Directors shall take office at the close of the AGM.

11.10 All executive officers, as signing authorities of the S.N.A., will be required to undergo a Criminal Record Check and Child Abuse Registry check. Check results will be reviewed by the board in camera. Follow up to concerns raised by the checks will be at the discretion of the board.

If you have any questions, comments, or if you are interested in more information about joining our Board of Directors, please do not hesitate to contact:

Jamil Mahmood, Executive Director
Spence Neighbourhood Association
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**Spence Neighbourhood Association
NOMINATION FORM FOR THE POSITION OF AREA DIRECTOR**

Members of SNA seeking election to Area Director for the 2019 year must have support in writing of at least 10 members **of the area in which they are seeking their nomination.** Candidates must be at least 18 years of age. Candidates are advised to contact the Executive Director (Jamil Mahmood) at 204-783-5000 Ext. 103 or via jamil@spenceneighbourhood.org for further information regarding Spence Neighbourhood Association elections.

We, the undersigned, hereby nominate _____ for the position of Director for Area _____ for the January 2019 Annual General Meeting and election.

Nominee's Name: _____

Nominee's Address: _____

	Name (please print clearly)	Address and Phone Number (or email address)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		



Spence Neighbourhood Association
BOARD MEMBER INFORMATION & PROFILE

Please fill in and return to SNA's Executive Director, Jamil Mahmood,
via email at jamil@spenceneighbourhood.org

Name: _____

Address: _____ Postal Code: _____

Phone Number: (Home) _____ (Cell) _____

E-mail: _____

Brief Description of Yourself/ Bio (for the AGM package):
