



CNU MEMBER- ELECTED BOARD CANDIDATE

SUBMISSION GUIDELINES

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Background

A tradition that began in 2012 - the CNU Board of Directors includes three individuals elected by the membership to serve a three-year term. Elected board members have full voting rights and are held to the same level of commitment as internally selected candidates.

In 2018, CNU will welcome one elected individual to the Board of Directors to serve a single term beginning at CNU 26.Savannah and ending at CNU 29 in 2021. Individuals interested in running for the vacant seat must submit an application to the CNU Board by January 31, 2018. Online voting will begin March 15, 2018, and will run through May 18, 2018, with a chance to vote on-site at CNU 26.Savannah. Results will be announced at CNU 26.Savannah.

Eligibility

All current CNU members are eligible to apply for an open seat on the CNU Board of Directors. Eligible candidates will not have served more than two (2) consecutive terms and will comply with all application and deadline requirements. Failure to follow direction may result in disqualification.

Application Requirements

The CNU Board Candidate Application is composed of three (3) components. Submissions are due by 5pm Eastern on Thursday, February 15, 2018 to nominations@cnu.org. Only candidates meeting the deadline and submitting complete applications will be considered.

1. Applicant Questionnaire
The questionnaire must be completed in its entirety and signed by the applicant
2. Letters of Recommendation
Three (3) letters of recommendation must accompany the application. Letters should incorporate specific examples of leadership and be limited to one (1)-page each
3. Headshot
A headshot for use on the CNU.org website must be submitted with the application. The image should be high-resolution (300 dpi .jpg).

Application Deadline

Submissions must be received by 5pm Eastern on Thursday, February 15, 2018.

Only submission emailed to nominations@cnu.org will be considered.

CNU will email a confirmation after submission materials are received. Please make sure that the email address listed on the Application is correct.

Election Timeline

Below is an outline of the 2018 CNU Member-Elected Board Member Timeline

Friday, January 12, 2018	Call for Applicants opens
Thursday, February 15, 2018	Call for Applicants closes Submissions must be received by 5pm Eastern
Wednesday, February 28, 2018	Applicants receive email from CNU regarding their application status after review and certification by CNU Nominations Committee
Friday, March 9, 2018	CNU Nominations Committee presents list of candidates to CNU Board at the March meeting
Thursday, March 15, 2018	CNU launches online Member Voting at CNU.org
Wednesday, May 16, 2018	CNU 26.Savannah kicks off, along with onsite voting
Friday, May 18, 2018	Voting closes at noon Eastern
Saturday, May 19, 2018	CNU announces new Board member

Member Voting

Voting will take place online, through CNU.org and will be open to all Current CNU Members. Each member will have one (1) vote. Once cast, CNU members cannot change their vote.

Questions

Questions about the application, timeline, member-voting process, expectations or anything else related to the Member-Elected Board Candidate Process may be submitted to nominations@cnu.org.

CNU POLICIES - Conflict of Interest

ARTICLE I – Purpose

The purpose of this conflict of interest policy is to protect the interest of the Congress for the New Urbanism (“the Organization”) when it contemplates entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excel benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II – Definitions

2.1 Interested Persons

Any director, officer, or member of a committee with governing board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A comprehensive arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III – Procedures

3.1 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

3.2 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the board or committee members have the right to ask the interested person to leave while the determination of a conflict of interest is discussed and voted upon. There is no obligation, however, that the interested person leave the meeting while the remaining board or committee members decide if a conflict of interest exists.

3.3 Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the governing board or committee meeting. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

3.4 Violations of the Conflict of Interest Policy

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigations as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV – Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V – Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI – Annual Statements

Each director, principal officer and member of a committee with governing board delegate powers shall annually sign a statement that affirms such person:

- a. Has received a copy of the conflicts of interest policy.
- b. Has read and understands the policy.
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

ARTICLE VII – Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but not need, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

CNU POLICIES - Board Member Responsibilities

Board Meeting

As a fellow Board member, we require you to participate in our four annual Board meetings. These meetings are typically held in DC in March, at the Congress in May/June, in the future Congress host city in September/October, and virtually in December/January. The dates for subsequent Board meetings are set at each meeting. You will be expected to cover the travel and lodging costs associated with each Board meeting. Our quorum requirement is a minimum of 7 of the 12 members.

Membership & Events

You are required to attend and, if requested, participate in presentations, press conferences, VIP events, and other events at our annual Congress and/or Summits. You may also be asked to represent the organization at various events and conferences throughout the year.

To set an example for other members, board members are required to remain a paid member of CNU and pay full registration and travel costs for the annual Congress and/or Summit. As an event sponsor, your registration may be included in the package.

Fundraising & Financial Contributions

Board members are required to take responsibility for, and be involved in fundraising for the organization. Overall, there is an expectation that each board member will raise \$5,000 for the organization through personal contributions, soliciting contributions, or high-level memberships from individuals and organizations, securing corporate sponsorships, and/or playing a leadership role in obtaining foundation or government grant support. Each board member will be contacted on an annual basis to determine his/her fundraising commitment for that year. Board members agree to have an annual conversation with CNU staff to discuss leveraging their networks for fundraising purposes. The minimum requirement is that each board member personally contributes \$250.00 per year (by Dec. 31) in addition to any other fundraising activities.

Committees

In addition to the duties listed above, board members are expected to participate in various working committees during the year. These committees, made up of board members and other CNU members, help establish policies for the organization and direct staff efforts on CNU projects. The executive committee, consisting of the Chair, Vice-Chair, Secretary, and Treasurer together with the Chief Executive Officer, is entitled to take actions on the board's behalf between meetings that fall within certain parameters. They meet via conference call on a monthly basis. The executive committee membership is reviewed every two years by the full board.

Terms of Office

Board members serve three-year terms with a maximum of two consecutive terms. Former board members who have served full terms may be reappointed or elected to the board after two years off. The Board has the right to review your status as a board member if you miss two meetings, the Congress, or cannot meet the financial expectations.

CNU POLICIES - Charter for the New Urbanism

The Congress for the New Urbanism views disinvestment in central cities, the spread of placeless sprawl, increasing separation by race and income, environmental deterioration, loss of agricultural lands and wilderness, and the erosion of society's built heritage as one interrelated community-building challenge.

We stand for the restoration of existing urban centers and towns within coherent metropolitan regions, the reconfiguration of sprawling suburbs into communities of real neighborhoods and diverse districts, the conservation of natural environments, and the preservation of our built legacy.

We advocate the restructuring of public policy and development practices to support the following principles: neighborhoods should be diverse in use and population; communities should be designed for the pedestrian and transit as well as the car; cities and towns should be shaped by physically defined and universally accessible public spaces and community institutions; urban places should be framed by architecture and landscape design that celebrate local history, climate, ecology, and building practice.

We recognize that physical solutions by themselves will not solve social and economic problems, but neither can economic vitality, community stability, and environmental health be sustained without a coherent and supportive physical framework.

We represent a broad-based citizenry, composed of public and private sector leaders, community activists, and multidisciplinary professionals. We are committed to reestablishing the relationship between the art of building and the making of community, through citizen-based participatory planning and design.

We dedicate ourselves to reclaiming our homes, blocks, streets, parks, neighborhoods, districts, towns, cities, regions, and environment

We assert the following principles to guide public policy, development practices, urban planning, and design.

The region: Metropolis, city and town

1. Metropolitan regions are finite places with geographic boundaries derived from topography, watersheds, coastlines, farmlands, regional parks, and river basins. The metropolis is made of multiple centers that are cities, towns, and villages, each with its own identifiable center and edges.
2. The metropolitan region is a fundamental economic unit of the contemporary world. Governmental cooperation, public policy, physical planning, and economic strategies must reflect this new reality.
3. The metropolis has a necessary and fragile relationship to its agrarian hinterland and natural landscapes. The relationship is environmental, economic, and cultural. Farmland and nature are as important to the metropolis as the garden is to the house.
1. Development patterns should not blur or eradicate the edges of the metropolis. Infill development within existing urban areas conserves environmental resources, economic investment, and social fabric, while reclaiming marginal and abandoned areas. Metropolitan regions should develop strategies to encourage such infill development over peripheral expansion.

2. Where appropriate, new development contiguous to urban boundaries should be organized as neighborhoods and districts, and be integrated with the existing urban pattern. Noncontiguous development should be organized as towns and villages with their own urban edges, and planned for a jobs/housing balance, not as bedroom suburbs.
3. The development and redevelopment of towns and cities should respect historical patterns, precedents, and boundaries.
4. Cities and towns should bring into proximity a broad spectrum of public and private uses to support a regional economy that benefits people of all incomes. Affordable housing should be distributed throughout the region to match job opportunities and to avoid concentrations of poverty.
5. The physical organization of the region should be supported by a framework of transportation alternatives. Transit, pedestrian, and bicycle systems should maximize access and mobility throughout the region while reducing dependence upon the automobile.
6. Revenues and resources can be shared more cooperatively among the municipalities and centers within regions to avoid destructive competition for tax base and to promote rational coordination of transportation, recreation, public services, housing, and community institutions.

The neighborhood, the district, the corridor

10. The neighborhood, the district, and the corridor are the essential elements of development and redevelopment in the metropolis. They form identifiable areas that encourage citizens to take responsibility for their maintenance and evolution.
11. Neighborhoods should be compact, pedestrian-friendly, and mixed-use. Districts generally emphasize a special single use, and should follow the principles of neighborhood design when possible. Corridors are regional connectors of neighborhoods and districts; they range from boulevards and rail lines to rivers and parkways.
12. Many activities of daily living should occur within walking distance, allowing independence to those who do not drive, especially the elderly and the young. Interconnected networks of streets should be designed to encourage walking, reduce the number and length of automobile trips, and conserve energy.
13. Within neighborhoods, a broad range of housing types and price levels can bring people of diverse ages, races, and incomes into daily interaction, strengthening the personal and civic bonds essential to an authentic community.
14. Transit corridors, when properly planned and coordinated, can help organize metropolitan structure and revitalize urban centers. In contrast, highway corridors should not displace investment from existing centers.
15. Appropriate building densities and land uses should be within walking distance of transit stops, permitting public transit to become a viable alternative to the automobile.
16. Concentrations of civic, institutional, and commercial activity should be embedded in neighborhoods and districts, not isolated in remote, single-use complexes. Schools should be sized and located to enable children to walk or bicycle to them.
17. The economic health and harmonious evolution of neighborhoods, districts, and corridors can be improved through graphic urban design codes that serve as predictable guides for change.
18. A range of parks, from tot-lots and village greens to ballfields and community gardens, should be distributed within neighborhoods. Conservation areas and open lands should be used to define and connect different neighborhoods and districts.

The block, the street, the building

19. A primary task of all urban architecture and landscape design is the physical definition of streets and public spaces as places of shared use.
20. Individual architectural projects should be seamlessly linked to their surroundings. This issue transcends style.
21. The revitalization of urban places depends on safety and security. The design of streets and buildings should reinforce safe environments, but not at the expense of accessibility and openness.
22. In the contemporary metropolis, development must adequately accommodate automobiles. It should do so in ways that respect the pedestrian and the form of public space.
23. Streets and squares should be safe, comfortable, and interesting to the pedestrian. Properly configured, they encourage walking and enable neighbors to know each other and protect their communities.
24. Architecture and landscape design should grow from local climate, topography, history, and building practice.
25. Civic buildings and public gathering places require important sites to reinforce community identity and the culture of democracy. They deserve distinctive form, because their role is different from that of other buildings and places that constitute the fabric of the city.
26. All buildings should provide their inhabitants with a clear sense of location, weather and time. Natural methods of heating and cooling can be more resource-efficient than mechanical systems.
27. Preservation and renewal of historic buildings, districts, and landscapes affirm the continuity and evolution of urban society.