

THE HEART-OF-FLORIDA SECTION OF
THE FLORIDA CHAPTER OF
THE AMERICAN PLANNING ASSOCIATION

BYLAWS

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ARTICLE I - SECTION NAME AND AREA

The name of this section shall be The Heart-of-Florida Section of the Florida Chapter of the American Planning Association. The area served by this Section shall be the counties of Polk, Highlands, and Hardee.

ARTICLE II- SECTION PURPOSES

The purposes of this Section shall be those of the American Planning Association (*APA*), including the study and advancement of the art and science of local, regional, state, and national planning; the furtherance of the interests of the profession; the promotion of fellowship among members of the Section, Chapter, and National Association, all in the particular sphere of planning of the unified development of urban communities and their environs and of states, regions, and the nation, and such other purposes as the Association may from time to time declare.

The objectives of the Heart-of-Florida Section shall be to:

1. enable greater membership participation and representation in the American Planning Association and the Florida Chapter of APA, also known as APA Florida;
2. provide a forum for the regular exchange of information and ideas and to increase an understanding of planning;
3. increase public awareness, education and understanding of planning;
4. foster cooperation of participants in the development process;
5. promote professional development of planners through continuing education programs and workshops, and by encouraging certification through the American Institute of Certified Planners;
6. support statewide planning activities in both the private and public sectors by participating in the Florida Chapter of the APA;
7. encourage full participation of person beginning in the planning profession or those who are employed as technicians or aides to professional planners; and
8. support education of, and cooperation with, advisory boards to local governments.

ARTICLE III - MEMBERSHIP

Section A — Types of Membership and Qualifications

The Heart-of-Florida Section shall have the following types of memberships:

1. **Member:** A person who is a member of the American Planning Association (APA) and who has a membership mailing address within the Heart-of-Florida Section is a member of both the Florida Chapter of APA and the Heart-of-Florida Section. A member who ceases to be a member of APA/ Florida Chapter of APA shall automatically cease to be a member of the Section.
2. **Associate Member:** Persons who do not qualify for membership #1 above may become an associate member by submitting a Section membership application and paying membership dues. This membership classification is intended to encourage the participation of those having an interest in planning issues, to include politicians and citizen advisory committee members, and includes:
 - a. persons who are members of the American Planning Association but who do not reside in the Section area,
 - b. persons who are not an American Planning Association member, and
 - c. organizations.
3. **Student Member:** A person who is enrolled full time in a planning program at a college or university level may become a member by submitting a Section membership application. A student member of APA shall be a student member of the section.

Section B — Voting Privileges

All individual members in good standing shall be entitled to vote in any Section Election, to include Member, Associate Member, and Student Members. Non-individual members — Organizational — are not entitled to vote.

ARTICLE IV - OFFICES

Section A - Officers

The Section shall have a: Chair, Vice-Chair, Secretary, and Treasurer.

Section B — Qualifications

All officers shall be members of APA, the Florida Chapter of APA, and a ‘Member’ in good standing of the Section.

Section C — Duties

The officers of the Section shall prepare and present a written Annual Report to the Executive Committee at a meeting preceding the Annual Meeting of the Section. The report shall be subsequently presented at the Annual Meeting of the Section and thereafter be forwarded to the Secretary of the Florida Chapter and the Executive Director of the Association. Individual officer duties are as follows:

1. **Chair:** The Chair shall have the following duties:

- a. Appointing committee members and chairperson (subject to Executive Committee approval);
- b. Setting meetings of the Section, and the Executive Committee; Attend APA Florida_executive committee meetings,
- c. Serving as an ex-officio member of all committees;
- d. Directing the preparation of an annual program and budget;
- e. Directing the preparation of the Annual Report; and
- f. Performing such other duties required by the Bylaws or customary to the office;

Vice-Chair: The Vice-Chair shall have the following duties:

- a. Actively assisting the Chair in the guidance and coordination of committee activities;
- b. Carrying out duties assigned by the Chair;
- c. Acting as Chair in the absence or incapacity of the Chair;
- d. Coordinating program arrangements for regular and special meetings;
- e. Assisting in preparing an annual program and budget;
- f. Assisting in the preparation of the Annual Report; and
- g. Performing such other duties required by the Bylaws or customary to the office,
- h. Setting meetings of the Section, and the Executive Committee,
- i. Direct the preparation of the HOF newsletter; and,
- j. Attend APA Florida_executive committee meetings.

3. **Secretary:** The Secretary shall have the following duties:

- a. Filing membership forms and maintaining an accurate Section membership data base;
- b. Notifying members of meetings;
- c. Preparing and reporting minutes of the Section and Executive Committee meetings;
- d. Transmitting to the Secretary of the Florida Chapter and to the Executive Director of the Association copies of Section Bylaws, annual programs and budgets, Annual Reports, publications, and resolutions concerning matters of APA Florida policy;
- e. Prepare an annual program;
- f. Prepare the Annual Report; and
- g. Performing such other duties required by the Bylaws or customary to the office.
- h. Notify members as to when their section dues are payable.

4. **Treasurer:** The Treasurer shall have the following duties:

- a. Collection of Section dues
- b. Receiving and disbursing Section funds;
- c. Prepare an annual budget;
- d. Maintaining accounts open for inspection by officers, and subject to audit;
- e. Assisting in the preparation of the Annual Report; and
- f. Performing such other duties required by the Bylaws or customary to the office.

Section D - Terms of Office

- 1. **Terms:** The terms of each officer shall be for two years beginning with the Chapter's Annual Membership meeting in odd numbered years. The Chair and Vice-chair positions are combined into a cumulative 4 year term. The Vice-chair is elected as

Vice-chair for the first 2 years of the 4 year term. In the 3rd year the Vice-chair becomes the Chair for 2 years and a new Vice-chair is elected. Officer elections will be held in odd numbered years starting in 2009.

2. Vacancies: The Vice-Chair shall fulfill the un-expired term of the Chair should that position be vacated. The Executive Committee shall appoint a Section "Member" to finish the un-expired term of the Secretary, and Treasurer. Such appointee shall serve the remainder of the term. Such appointment shall not constitute a term for the application of #1 above. In the event of a Chair or Vice-chair vacancy, a new election for Vice-Chair will be conducted.

Section E - Removal

A Section Officer may be removed from office for just cause by vote of no less than a majority of the Executive Committee. Just cause shall include, but not be limited to, failure to perform duties or for unethical conduct as specified in the APA and AICP Code of Ethics.

ARTICLE V — SECTION COMMITTEES

Section A — Executive Committee

1. Membership:

The Executive Committee shall consist of:

- a. Six (6) voting members:
 - 1) Past Chairman
 - 2) Chairman
 - 3) Vice-Chairman
 - 4) Secretary
 - 5) Treasurer
 - 6) An associate member appointed by the Chair*
- b. Five (5) non-voting members: Standing Committee Chairmen

The non-officer Executive Committee Members shall be appointed by the Section Chair, with the advice and consent of the other three officer members. The Section Chair shall serve as the Chair of the Executive Committee.

2. Duties and Responsibilities:

- a. Transacting business of the Section in the interim between meetings, and to report thereupon to the Section;
- b. Effectuating the motions and policies agreed upon by Section membership;
- c. Recommending the Annual Budget to the membership;
- d. Custodian of all Section property and funds;
- e. Authorization and approval of all contracts and expenditures, but not to incur liabilities exceeding the amount of unappropriated funds in the Section treasury;
- f. Approving or rejecting applications for Associate and Student Memberships;
- g. Causing an annual audit to be made of the Treasurer's accounts;
- h. Approving or rejecting appointments to the committees of the Section;
- i. Selecting individuals to fill vacancies in offices occurring between elections; and
- j. Performing other functions as delegated herein or by the voting members of the Section.

3. **Meetings:** Meetings of the Executive Committee shall be called by the Chair or a majority of the Committee members. The Committee shall conduct no less than four (4) meetings during their one-year term.
4. **Actions:** A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee- Actions of the Executive Committee shall require a majority vote of those members present.

Section B - Standing Committees: The Section shall have the following standing committees: 1. Awards; 2. Membership; 3. Professional Development and Student Activities; 4. Program and Publicity; and 5. Legislative Policy.

The Chair, with the advice and consent of the Executive Committee, shall appoint members to these committees. Membership on all standing committees shall expire 30 days after a new Chair takes office. A new Chair may reappoint or make new appointments.

Section C - Ad Hoc Committees

The Chair may, with consent from the Executive Committee, appoint ad hoc committees to study, report, and recommend on special issues or subjects of common interest to the section membership. The presentation of a final report to the Executive Committee or Section meeting shall terminate the committee.

Section D - Nomination Committee

The Nomination Committee shall consist of three (3) members of the Section with one of those members being from the Executive Committee. The Chair shall appoint the Nomination Committee prior to the election.

ARTICLE VI - ELECTIONS

Section A - Officer Elections

1. **When Conducted** The election of Section officers shall be held by mailed ballot early in July of election years.
2. **Nominations:** The Nomination Committee shall meet and submit to the Executive Committee a slate of proposed officers for the coming year in time to be published in the Section's next edition of any publication or mailing preceding the election. The Nomination Committee shall have contacted proposed officers to gain their acceptance of the nomination and willingness to serve if elected, prior to submitting the slate of officers to the Executive Committee.
3. **Mailed Ballot:** The Section Secretary shall mail ballots listing the slate of officers with space for write-in candidates. All balloting shall be by U.S. Mail. A period of 20 days from the date of ballot mailing shall be allowed for ballot return and measured from postmark to postmark.
4. **Write-in Candidates:** Write-in candidates shall be allowed for all offices. Candidates desiring to be considered as a write-in may obtain mailing labels of Section members from the Section Secretary.
5. **Quorum and Results:** An election quorum shall consist of individual Members, Associate Members, and Student Members who return ballots as required, a Teller Committee, appointed by the Executive Committee, shall tally the votes. The election of officers shall be determined by a majority of those individual members voting, in the

event of a tie vote, the Executive Committee shall determine the successful candidate in a manner consistent with tie situations.

Section B - Other Elections

The following rules shall apply to any voting or election not otherwise addressed elsewhere in these bylaws:

1. An election quorum shall consist of those voting in any election.
2. Voting results shall be determined by a majority of those individual members voting.
3. In the case of a mailed ballot, a period of 15 days from the date of mailing of a ballot shall be allowed for return of ballots and shall be measured from sending postmark to return postmark.
4. The mailed ballot shall state a postmarked deadline for a ballot's return in order to be counted. (See also Article IX — Bylaw Amendments.)

ARTICLE VII- FINANCES

Section A - Budget

1. **Period:** The Section's budget year shall be for the period from January 1st to December 31st.
2. **Contents:** The annual budget shall set forth objectives for which funds of the Section may be expended and the amount authorized to be expended for such objectives.
3. **Preparation:** The annual budget, and Section program, shall be prepared by the Section's Officers and Officers — Elect under the direction of the Chair.
4. **Adoption:** The Executive Committee shall review and recommend the proposed budget and program prior to the annual meeting. The budget shall be adopted at the annual meeting.
5. **Amendments:** The budget may be modified from time to time by a majority vote of the Executive Committee. The original budget and any subsequent modification shall, after adoption, be published in the next edition of any Section publication or other mailing.

Section B - Section Membership Dues

1. **Amount:** The amount of dues for each membership category shall be set by the Executive Committee.
2. **Membership Period:** Memberships shall cover a period from January 1st through December 31st of a given year.
3. **New Members:** New members joining between January 1st and June 30th shall pay for the entire year. New members joining between July 1st and December 31st shall pay dues at a rate of 1.5 times the established rate and shall have up to an 18-month membership, expiring on December 31st of the following year.
4. **Renewals:** Membership dues shall be payable by January 1st. A grace period of one month shall be provided prior to removing names from the membership rolls for non-payment. The Secretary shall provide each Section member with a renewal notice between November 1st and December 1st.
5. **Refunds:** There shall be no refunds of dues.

6. **Good Standing:** Membership in good standing are those members with current dues paid. Only members in good standing shall receive all mailings of the Section.

ARTICLE VIII - MEETINGS

Section 1 - Quarterly Meetings

1. **Frequency:** The Section shall conduct no less than four Section meetings during the year on a quarterly basis. One of these quarterly meetings shall be designated as the Annual Meeting (see Section 2 below).
2. **Location:** The time and place of the quarterly meetings shall be established by the Chair with approval of the Executive Committee.
3. **Notice:** Generally, no less than a 15-day mailed notice (post marked) of quarterly meetings shall be provided to Section members.

Section 2 - Annual Meeting

The Section shall conduct an Annual Meeting for the purpose of:

1. concluding the business of the Section for the preceding year,
2. installing newly elected officers,
3. establishing program-goal setting for the forthcoming year, and
4. adopting a budget.

Section Members shall be notified at least 15 days (post marked) in advance of the Annual Meeting.

Section 3 - Additional Meetings

Additional meetings may be called by the Chair or by a majority of the Executive Committee. No less than a 15-day postmarked notice of additional meetings shall be provided to Section members.

Section 4 - Robert's Rules of Order

Meetings shall be conducted using the parliamentary procedures of the most current Robert's Rules of Order.

ARTICLE IX - BYLAW AMENDMENTS

Amendments to these Bylaws may be proposed by:

1. the Executive Committee, or
2. upon petition of at least 10 percent of the voting membership of the Section.

After discussion of the proposed amendment at a properly noticed meeting, the Secretary shall mail the proposed amendment, together with a ballot, to all voting members of the Section. A proposed amendment shall require no less than a two-thirds affirmative vote by those voting to be approved. A period of 15 days from the date of mailing of a ballot shall be allowed for return of ballots. The mailed ballot shall state a postmarked deadline for a ballots return to count. Amendments shall take effect immediately following their approval.

ARTICLE X - Dissolution

Should the Heart-of-Florida Section ever disband, the Executive Committee shall be responsible for the disbursement of remaining funds in accordance with APA Florida by-laws.

ARTICLE XI - Filing

Two copies of these Bylaws, and all subsequent amendments, shall be filed with the Executive Director of the American Planning Association (APA) and the Secretary of the Florida Chapter of the American Planning Association. At least one copy of all formal publications of the Section, including such materials as the Annual Report, adopted reports of Section committees, newsletters, an annual membership roster, and other similar reports, shall be filed with the Secretary of APA Florida at the time they are distributed to the Section membership.