



April 8, 2019

To: APA-FL Atlantic Coast Section Members

From: Mike Disher, AICP, Chair

Re: **Section Bylaws Amendments**

Introduction

Over the past year, the Atlantic Coast Section Executive Committee (EC) has discussed proposed amendments to the Section Bylaws concerning elections, officers, and other changes. The Bylaws have not been updated since 2015, and must be revised periodically to be consistent with the adopted Bylaws of the Florida Chapter.

The process to amend the Bylaws is spelled out in Article X, Paragraph 2. Pursuant to that process, the proposed amendments were reviewed by the Section EC and the Chapter Bylaws Committee. The final version of the amendments was approved by the Section EC on February 11, 2019. The amendments and a ballot are now being sent to all eligible voting members of the Section. Amendments require a super-majority of two-thirds of all votes cast.

Discussion

The significant proposed changes to the Section Bylaws are discussed below.

Article II – Section Purpose, page 1

- Revised to include the Section’s purpose to, “...provide members with regional expression of the APA and Florida Chapter mission,” as consistent with the Chapter Bylaws.

Article III – Membership, pages 1-2

- Adds restriction that Local/Affiliate only members may not hold a Section office or vote in Section elections. This applies only to Section members who are *not* members of APA and/or the Florida Chapter.

Article IV – Finances, pages 2-3

- Replaces the October 1st Section budget adoption deadline with a December 31st submittal deadline to the Florida Chapter, added required content of the budget, and requirement to publish on the Section web page.
- Removes deadlines for payment of Section dues for Local/Affiliate members.

Article V – Officers and Terms of Service, page 3

- Adds “Young Planners Group (YPG) Ambassador” and “Communications Officer” to list of Section Officers, along with “Student Representative.”

- Revises requirement that Executive Committee members must also be members of the Florida Chapter, rather than APA members.
- Clarifies that terms of all EC officers is for two years, beginning in odd-numbered years. Added a one-year term for Student Representative.
- Adds new Paragraph 6 allowing vacancies of officer positions to be filled temporarily by appointment until the next regularly scheduled election.

Article VI – Section Officers and Responsibilities, pages 4-6

- Adds new duties for the Chair, as outlined in the Chapter Bylaws, including representing the Section at Chapter functions and executing contracts on behalf of the Section.
- Expands duties of County Liaisons to include communication of Chapter and Section news to members within their respective counties.
- Creates new positions and duties for “Young Planners Group (YPG) Ambassador,” “Communications Officer,” and “Student Representative,” modeled off their counterparts at the Chapter level, as consistent with the Chapter Bylaws.

Article VII – Section Committees, page 7

- Revises the minimum quorum number for EC meetings to a minimum of four filled officer positions or a majority of officers present at the meeting, whichever is greater.
- Deletes requirement for an annual audit of Section accounts, which is now handled at the Chapter level.

Article VIII – Elections, pages 7-8

- Revises election schedule to be consistent with those of Chapter, with the goal of having new officers installed in time for the Section Chair orientation and Annual Membership Meeting of the Florida Chapter at the annual state conference in September.
- Requires voting the deadline and procedures to be sent out with the election ballots, and deletes 5 p.m. deadline for the return of ballots.

Article IX – Meetings, pages 8-9

- Replaces minimum requirement to hold four Section meetings per year with goal to hold at least two meeting or events per county per year.
- Increases meeting notification from 15 days to one month.
- Adds frequency and method of calling meetings of the Executive Committee.

Article X – Amendments and Filing, page 9

- Requires Section Bylaws to be revised as necessary within 90 days of adopted changes to the Chapter Bylaws.
- Reduces amendment petition requirement by members from 25% of voting Section members to 10%.
- Reduces the required approval percentage for amendments from two-thirds to a simple majority.
- Increases the deadline to finish voting from 15 days after receipt of the ballot to one month.
- Includes direction to forward future Bylaws amendments to the Chapter Bylaws Committee for courtesy review prior to adoption.
- Adds requirement to post the Bylaws on the Section web page.