

**BYLAWS FOR THE ORLANDO METRO SECTION,
FLORIDA CHAPTER, AMERICAN PLANNING ASSOCIATION**

PART I. GENERAL

1. NAME AND SERVICE AREA

The name of this Section is the Orlando Metro Section, Florida Chapter, American Planning Association hereinafter called the Section. The area served by this Section is Lake, Orange, Osceola, Sumter, and Seminole Counties, State of Florida.

2. SECTION OBJECTIVES

Objectives of the Orlando Metro Section shall conform to the law, the bylaws of the American Planning Association, the bylaws of the Florida Chapter, and the bylaws of the Section and laws that apply to organizations with 501(c)(3) status. The objectives of this Section include, but are not limited to, the following:

- A. To provide a forum for exchange of planning ideas and experiences.
- B. To consider, confer on, and make recommendations on matters of the American Planning Association and Florida Chapter of the American Planning Association policies.
- C. To provide a vehicle for planners to develop and express positions on issues affecting the quality of life in the Central Florida region.
- D. To promote continuing education programs for planning professionals.
- E. To increase public awareness and understanding of planning.
- F. To support planning throughout the State of Florida by participation in local, regional, and State affairs.
- G. To foster participation in Florida Chapter and National American Planning Association activities.
- H. To recognize the accomplishments of area planners, developers, and citizen board members and promote excellence of planning in the Section area.
- I. To encourage and guide young and emerging planning professionals in Central Florida.
- J. To further the planning education of Central Florida residents through administration of the Judith Mucci Scholarship Fund.

PART II. DEFINITIONS

- 1. American Institute of Certified Planner (AICP). The national organization of certified professional planners and part of the APA.
- 2. American Planning Association. The national organization of which this Section is a part and which is referred to in these bylaws as "APA."

3. Certification Maintenance (CM) Program. All professional planners who are members of APA's professional institute, the American Institute of Certified Planners (AICP), are required to engage in mandatory continuing education. This program requires 32 CM credits over a two-year reporting period. The CM Program includes all education programs provided by the APA Florida Chapter or local Sections for which CM credits are approved. The provision of CM credits for any event must be approved by APA.
4. Full Member. A person who has paid the annual dues to both APA and the APA-FL Chapter.
5. Chapter Only Member. A person who has paid the annual dues to the APA-FL Chapter only. "Chapter Only" members may vote in Section and Chapter elections.

PART III. MEMBERSHIP

A member of the American Planning Association or APA Florida who lives or works in Lake, Orange, Osceola, Sumter, or Seminole County and who has paid the annual member dues.

PART IV. EXECUTIVE COMMITTEE

1. COMPOSITION, DUTIES AND RESPONSIBILITIES

The Executive Committee shall consist of the President, two (2) Vice-Presidents, Secretary, Treasurer, the Immediate Past President, and seven (7) Directors, two (2) elected at large and one (1) either residing or working in each of the five counties within the Orlando Metro Section. Members of the Executive Committee shall have one vote, and a majority of the members of the Executive Committee shall constitute a quorum.

The Committee shall have the following duties and responsibilities:

- A. Transact the business of the Section between meetings and to report thereon to the Section at its next regular meeting.
- B. Effectuate the motions and policies agreed upon by Section membership.
- C. Make policy in the name of the Executive Committee, when it is not possible for the Section to take timely action.
- D. Prepare and present the annual proposed budget for review and adoption by the Executive Committee, make the work program and budget available to the membership, and to transmit financial reports to the state as appropriate for legal purposes.
- E. Be custodian of all Section property and funds and to authorize and approve all contracts and expenditures, but not to incur liabilities exceeding the amount of appropriated funds for the Section treasury.
- F. Establish a schedule of programs and activities for the year.
- G. Appoint duly qualified members to serve the unexpired term of any vacant position on the Executive Committee.
- H. Appoint persons to serve on Sub-Committees as deemed necessary to further the objectives of the Section.
- I. Prepare amendments to the bylaws process amendments to the bylaws filed by petition containing the signatures of no less than 5 percent of Section Members, and file the

bylaws as approved by vote of Section Members with the Florida Chapter.

J. Disseminate information concerning the AICP Certification Maintenance (CM) Program.

2. ELIGIBILITY FOR OFFICE

Any Full Member is eligible to hold office in the Section.

3. TERM OF OFFICE, VACANCIES, AND REMOVAL FROM OFFICE

The term of office of each of the Section officers shall be for two (2) years beginning at the time of the Section's Annual Meeting held following the officer's election, which shall be held prior to the Florida APA Annual Conference, except the President/Section Chair, whose term begins with the Chapter's Annual Membership Meeting as required by Chapter Bylaws. The terms of the Officers on the Executive Committee are staggered with the President, Secretary, First Vice President (Professional Development) and four Directors (one at large and the Orange, Sumter and Lake County Directors) being elected in odd numbered years and the Second Vice President (AICP CM Program), Treasurer and three Directors (one at large and the Seminole and Osceola County Directors) in even numbered years. When approved, the Directors representing the five counties shall be appointed by the Executive Committee and the terms of said officers shall be until the next regularly scheduled election as outlined in this section. All Section positions are expected to remain as ex-officio members of the Executive Committee after the annual meeting until completion of the Florida APA Annual Conference for the year their term ends, in order to provide for a smooth transition of position responsibilities.

VACANCIES

The Executive Committee shall appoint a duly qualified member of the Section to serve for the unexpired term of any vacant position on the Executive Committee. If a member of the Executive Committee is not able to participate in four (4) consecutive meetings or at least thirty percent of Executive Committee meetings annually, the Executive Committee shall have the discretion to appoint a new Executive Committee member to serve the remainder of the term or until their successors are elected and installed.

REMOVAL FROM OFFICE

An Officer or other appointed or elected representative may be removed from office for cause and after a hearing whenever, in the judgment of two-thirds (2/3) of the Executive Committee, the best interest of the Section will be served. Cause for removal from Office shall include, but not be limited to, commission of a breach of professional ethics, failure to adequately perform the duties of the Office, or conviction of a felony. The removal hearing shall be conducted by the Executive Committee.

4. OFFICERS AND DIRECTORS DUTIES AND RESPONSIBILITIES

PRESIDENT / SECTION CHAIR

- A. To call and preside at the meetings of the Section and Executive Committee;
- B. To form whatever Sub-Committees are needed to advance the interest or business of the Section;

- C. To appoint persons to Sub-Committees as needed and to act as an ex-officio member of all Sub-Committees;
- D. To prepare a report of Section activities for the preceding year that is based on the strategic operational plan/budget and a draft operational plan/budget for the forthcoming year and present them to the membership at the Annual Meeting for member discussion and suggestions on Section activities. A courtesy copy of the report shall be provided to the Florida Chapter Office. Thereafter, the annual report will be published on the Section website by the end of the calendar year.
- E. To serve as Section Representative on the Florida Chapter Executive Committee and attend their meetings or appoint a designee to attend;
- F. To coordinate the execution of contracts authorized by the Executive Committee with the Chapter Office; and
- G. To perform such other duties as are customary to the office, including acting as official representative of the Section as necessary.

FIRST VICE-PRESIDENT (Professional Development)

- A. To act in place of the President, as necessary;
- B. To perform other duties and exercise authority delegated by the President as are necessary to carry out the business of the Section;
- C. To serve as Chair of the Scholarship Sub-Committee and Co-Chair of the Nominating Sub-Committee;
- D. To serve as Professional Development Officer (PDO) of the Section which includes guiding the annual AICP exam process; serving as the Section's liaison to the Florida Chapter on ethics; and overseeing the development and implementation of professional development including engaging young and emerging planning professionals in Section activities; and
- E. To attend Executive Committee meetings.

SECOND VICE-PRESIDENT (AICP CM Program)

- A. To act in place of the First Vice President, as necessary;
- B. To perform other duties and exercise authority delegated by the President as are necessary to carry out the business of the Section;
- C. To serve as Chair of the Section Grant Sub-Committee and Co-Chair of the Scholarship Sub-Committee;
- D. To serve as Certification Maintenance Program Officer (CMPO) of the Section and to be a member of the American Institute of Certified Planners. The duties shall include administering and overseeing the Section-related CM activities; serving as liaison to the Florida Chapter on CM; and coordinating the annual Section grants applications for professional development activities;
- E. Assist the PDO, as needed, on professional development activities; and

- F. To attend Executive Committee meetings.

SECRETARY

- A. To maintain a permanent record of official Section activities, documents, and actions;
- B. To coordinate the preparation and distribution of the newsletter to ensure that section business and information is distributed accurately to the membership;
- C. To chair the Section Bylaws Committee and ensure amendments to the Section bylaws are made within ninety (90) days of amendments to Chapter bylaws;
- D. To file two (2) copies of the Section bylaws and subsequent amendments with the Executive Committee of the Florida Chapter of the American Planning Association within one (1) month after the adoption of bylaws amendments and ensure that Section bylaws are posted on Section website;
- E. To attend Executive Committee meetings, prepare meeting minutes, and submit minutes for approval at the next Executive Committee meeting;
- F. To assist the President in the preparation of the written annual report;
- G. To maintain an official roster of Section members; and
- H. To perform other duties and exercise authority as delegated by the President as are necessary to carry out business of the Section.

TREASURER

- A. To coordinate the collection of dues, special assessments, sponsorships, and other monies in the name of the Section; to facilitate and approve payment of Section expenses and disbursement of money in accordance with the budget; to maintain an accurate accounting of Section finances;
- B. To prepare an annual proposed budget for review and approval by the Executive Committee by the end of the first fiscal quarter;
- C. To present to the Executive Committee quarterly financial reports of income and expenditures by activity as compared to adopted budget;
- D. To prepare a written annual financial statement for the Executive Committee which shall include a ledger sheet of Section income and expenditure by activity for the preceding year to be presented at the annual meeting;
- E. To prepare such other financial reports as may be required by the Florida Chapter of the American Planning Association;
- F. To perform other duties and exercise authority as delegated by the President as are necessary to carry out business of the Section; and
- G. To attend Executive Committee meetings.

DIRECTORS

- A. To serve as Sub-Committee chairs and/or perform duties and exercise authority delegated by the President as necessary to carry out the business of the Section, including responsibility for the Section's website, social media and special events.
- B. To serve as liaisons with Section members in their geographic areas by coordinating events, networking, and sponsorship opportunities;
- C. To attend Executive Committee meetings; and,
- D. There shall be seven (7) Directors on the Executive Committee, two (2) elected at large and one (1) either residing or working in each of the five counties within the Orlando Metro Section. All director positions are subject to the provisions of Part IV.

IMMEDIATE PAST PRESIDENT

- A. To serve as Sub-Committee chair and/or perform duties and exercise authority delegated by the President as necessary to carry out the business of the Section;
- B. To serve as Chair of the Nominating Committee; and
- C. To attend Executive Committee meetings.

PART V. ELECTIONS AND VOTING

1. NOMINATION AND ELECTION OF OFFICERS

A Nominating Committee of three or more members shall be appointed by the Executive Committee by February 1 of each year.

Following a call for nominations in the Section newsletter, the Nominating Committee shall submit to the Executive Committee, no later than May 1 of each year, a slate of nominees for Section officers for publication to the entire Section membership via the Section newsletter. The Nominating Committee shall work to recruit two (2) nominees for each office to be filled and confirm that such nominees have agreed to submission of their names for office.

Written and/or electronic ballots will be sent out to the Section membership immediately thereafter. Section members may vote for any qualified candidate for any vacant office, whether or not they are nominated by the Nominating Committee or by petition containing the signatures of no less than 5 percent of Section Members. Ballots submitted to members for election of Section officers shall provide space for write-in votes. The Nominating Committee shall collect, tabulate and report the results to the President of the Section prior to the Section's Annual Meeting. The new Executive Committee shall be officially announced and installed at the Section's Annual Meeting, held prior to the APA Florida conference.

2. VOTING

- A. **QUORUM:** A quorum for the purpose of conducting Section business shall be comprised of a minimum of a majority of the members of the Section.
- B. **BYLAWS:** Bylaws are the basic governing document of the Section for

assignment of duties and responsibilities and for the specification of policies and procedures. Bylaw amendments may be proposed by the Executive Committee or by a petition signed by five (5) percent of the Section membership. A two-thirds majority of members votes cast shall be required for the adoption or amendment of these bylaws.

Bylaws amendments will be published for membership review at least thirty (30) days prior to the ballots being sent to Section members eligible to vote in regular elections, which can be done by USPS or online voting service. Within thirty (30) days after adoption of bylaws amendments, the Secretary will file a copy with the Executive Director of APA Florida and the Chapter Secretary and publish on the Section website.

- C. POLICY POSITION: A two-third majority of members votes cast shall be required for the adoption of a resolution representing a professional policy position of the Section. No person shall represent the views of the Section unless this two-thirds majority has been obtained. This shall not prohibit the Executive Committee from taking a policy position, provided that the position shall be identified as that of the Executive Committee only, and not that of the entire Section or as one of the adopted APA Florida Chapter Legislative Policies.
- D. DUES: A simple majority of members votes cast shall be required for the adoption of dues and any other matter requiring a vote.

PART VI. MEETINGS

1. ANNUAL MEETINGS

There shall be an Annual Meeting held during the summer at a time and place to be determined by the Executive Committee. The agenda for the Annual Meeting shall include the distribution of the President's written annual report and budget and the presentation of financial reporting. If items for member vote are on the Annual Meeting agenda, the agenda and means for voting by mail or by proxy at the Annual Meeting shall be published thirty (30) days before the meeting in the newsletter and on the Section's website. Supporting documentation will be, at a minimum, noticed and summarized in the newsletter, and posted in full on the Section's website. Minutes of the Annual Meeting shall be filed by the Secretary with the President of the Section and shall be published on the Section website.

2. EXECUTIVE COMMITTEE MEETINGS

There shall be a minimum of 4 Executive Committee meetings per calendar year to carry out Section objectives and conduct Section business. Additional Executive Committee meetings shall be called as necessary by the President or by a majority of the Executive Committee members.

PART VII. FINANCIAL MANAGEMENT

1. FISCAL YEAR

The fiscal year of the Section shall begin January 1 and end December 31 of the same year.

2. ANNUAL DUES

Any annual dues of the Section shall be adopted prior to the beginning of the fiscal year. Any

proposed change in dues must be approved by the Section.

3. BUDGET

The President, with the assistance of the Treasurer, shall prepare the annual proposed budget for the following year, including the amount of any annual membership dues, sponsorships, Section Grants, or other revenue, as applicable. The annual proposed budget shall be presented for review and adoption by the Executive Committee by a majority plus one vote by the end of the fiscal/calendar year. The Treasurer will make the budget, audit, and/or compilation summary available to Section membership on the Section website and will share the financial report at the Section's Annual Meeting. The budget may be modified from time to time by a majority plus one vote of the Executive Committee.

4. SECTION GRANT

The Section President will appoint a Section Grant Sub-Committee chaired by the Second Vice-President to complete the application for the annual Section professional development grant offered by the Florida Chapter. A completed application shall be submitted to the Florida Chapter each year, and the Section Grant project completed by the identified Spring deadline.

PART VIII. JUDITH MUCCI SCHOLARSHIP FUND

1. OBJECTIVE

The Metro Orlando Section of the Florida Chapter of the American Planning Association is committed to improving the quality of urban and regional planning throughout Central Florida. As a result of this commitment, the Section has established the Judith Mucci Scholarship Fund to improve the educational opportunities for Central Florida residents seeking graduate degrees in urban and regional planning from Planning Accreditation Board (PAB)-accredited planning programs at Florida universities.

2. APPLICATIONS

Scholarships will be offered to candidates selected by the Chair of eligible University Planning Programs. The Chairs shall be responsible for accepting applications and forwarding eligible candidates, who may be awarded scholarships upon the majority vote of the Executive Committee. Scholarships will be for a stipulated sum approved by the Executive Committee to be used to obtain a Master's Degree.

3. REQUIREMENTS

The scholarship has several requirements, which include:

- Membership in the American Planning Association;
- Selection of a topic or issue of current importance in Central Florida for the recipient's senior project, capstone, or thesis;
- Presentation of the research at a meeting of the Orlando Metro Section; and
- Submittal of a digital copy of the senior project, capstone, or thesis to the Orlando Metro Section First Vice President for posting on the Section website.

The Orlando Metro Section has several preferences for the selection of scholarship recipients, including:

- Preference that the candidate be from the Central Florida area;
- Preference that the candidate fulfill their internship requirements with a public agency or private firm in Central Florida; and
- Preference that the candidate, upon graduation, seek a job with a public agency or private firm in Central Florida.

4. CONTRIBUTIONS

Scholarships awarded from the Judith Mucci Scholarship Fund will be directed to a student at any qualified and PAB-accredited Planning Program in Florida.

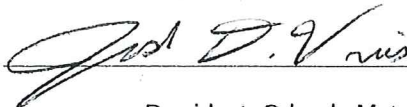
5. SCHOLARSHIP SUB-COMMITTEE

The President will appoint the Scholarship Sub-Committee that will be chaired by the First Vice-President and co-chaired by the Second Vice-President. The two main functions of the Scholarship Sub-Committee are to maintain relationships with the universities and the scholarship recipients and to raise funds. The Scholarship Sub-Committee shall be responsible for contacting the Chapter's Faculty Liaison and the Chairs at eligible University Planning Programs by the first quarter of each year, the receipt of applications from Chairs which meet the requirements of the scholarship, and presentation to the Executive Committee for decision.

These bylaws were duly adopted by at least two-thirds ballot vote of the membership votes cast of the Orlando Metro Section of the Florida Chapter of the American Planning Association, as verified by the Executive Committee, being effective August 26, 1998, and as amended from time to time with an effective date as listed below.

Amendment Effective Date:

- January 2004
- August 2008
- October 2012
- March 2019

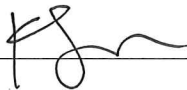


President, Orlando Metro Section, APA Florida Chapter

3/27/19

Date

ATTEST:



Secretary, Orlando Metro Section, APA Florida Chapter

3/30/19

Date