

1 **FLORIDA CHAPTER**  
2 **AMERICAN PLANNING ASSOCIATION**  
3  
4 **ORGANIZATIONAL BYLAWS**  
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25 **ARTICLE I – CHAPTER NAME AND JURISDICTION**

26 The name of this Chapter shall be the Florida Chapter of the American Planning Association (APA  
27 Florida). The area served by the Chapter shall be the State of Florida.

28 **ARTICLE II – CHAPTER PURPOSES AND ACTIVITIES**

29 1. Chapter Purposes

30 The purposes of the Chapter are to facilitate the individual participation of members of the  
31 American Planning Association (APA) in the affairs of the Chapter and to further the mission of  
32 APA in the Chapter area. The further purposes of this Chapter shall be to:

- 33 a) Advance the art and science of planning within the Chapter area;
- 34 b) Encourage exchange of information and experience in the Chapter area;
- 35 c) Represent and advance the interests and welfare of the Association, its members and the  
36 planning profession in the Chapter area;
- 37 d) Encourage and guide the newer members of the profession;
- 38 e) Provide, through local Sections, an opportunity for fellowship among the members and an  
39 opportunity for professional growth and development;
- 40 f) Promote planning approaches in response to developmental and societal opportunities  
41 and challenges facing Florida and its communities;
- 42 g) Increase awareness of the planning process and the planning profession, as well as the  
43 benefits that both can bring to the State of Florida and its communities;
- 44 h) Provide, through the Chapter and local Sections, opportunities for professional  
45 development with major emphasis on Certification Maintenance (CM)-approved programs,  
46 including the ethics and planning law requirements;
- 47 i) Work in concert with other organizations of like purpose to foster and achieve mutual goals  
48 and objectives, including the provision of CM-approved programs and opportunities.

49 2. Chapter Activities

- 50 a) Notwithstanding any other provision of these articles, the Chapter will not carry on any  
51 other activities not permitted to be carried on by an organization exempt from Federal  
52 income tax under section 501 (c)(3) of the Internal Revenue Code of 1954, as amended,  
53 or the corresponding provision of any future United States Internal Revenue law or not  
54 permitted to be carried on by an organization, whose contributions to which are deductible  
55 under section 170 (c)(2) of the Internal Revenue Code of 1954, as amended, or any other  
56 corresponding provision of any future United States Internal Revenue law.
- 57 b) The Chapter is organized exclusively for charitable, education, and scientific purposes,  
58 including for such purposes, the making of distributions to organizations that qualify as  
59 exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954, as  
60 amended, (or the corresponding provision of any future United States Internal Revenue  
61 law).
- 62 c) The activities of the Chapter shall conform to the law, the bylaws of the APA, and the  
63 bylaws of the Chapter.

65 **ARTICLE III – DEFINITIONS**

- 66 1. American Institute of Certified Planners (AICP). The national organization of certified  
67 professional planners, which is an institute of the APA.
- 68 2. American Planning Association. The national organization of which this Chapter is a part  
69 and which is referred to in these Bylaws as “APA.”
- 70 3. Annual Membership Meeting. The meeting held once each year at the Chapter’s annual  
71 conference.
- 72 4. Chapter. The Florida Chapter of the American Planning Association (APA Florida).
- 73 5. Chapter Office. The office of the Chapter as designated by the Executive Committee.
- 74 6. Chapter Only Member. A person who has paid the Chapter Only dues and who is not a  
75 member of APA.
- 76 7. Chapter Publications. Any publication, including electronic, that is transmitted to all Chapter  
77 members at their address of record or electronic mail address without special charge.
- 78 8. Certification Maintenance (CM) Program. All professional planners who are members of  
79 APA's professional institute, the American Institute of Certified Planners (AICP), are required  
80 to engage in mandatory continuing education. This program requires 32 CM credits over a  
81 two-year reporting period. The CM Program includes all education programs provided by the  
82 Chapter or its local Sections where CM credits are approved. The provision of CM credits  
83 for any event must be approved by APA.
- 84 9. Executive Committee. The Chapter officers, chair of each Section (or their designee), Faculty  
85 Liaison, Young Planners Group Representative and Student Representative.
- 86 10. Executive Director. As defined in Article VIII.
- 87 11. Full Member. A person who has paid the annual dues of the APA and APA Florida.
- 88 12. Members’ Address of Record. The address furnished to the Chapter by the APA.
- 89 13. Section. An affiliation of Chapter members approved by the Executive Committee and formed  
90 to represent a specific and distinct geographical region of Florida to further the purposes of  
91 the APA and the Chapter on behalf of the members in that region.

92 **ARTICLE IV - CHAPTER SECTIONS**

93 1. Section Purposes

94 Sections shall serve to provide members with regional expression of the APA and the Chapter  
95 mission and a vehicle to facilitate involvement in the affairs of the APA and the Chapter.

96 2. Section Membership Qualifications

- 97 a) All members of the Chapter whose address of record is within the Section area shall  
98 automatically be members of the Section, except as otherwise provided for in Article IV(4).
- 99 b) Sections may create “Section Only” memberships, if approved by the Executive  
100 Committee as part of the Section bylaws. “Section Only” members may not hold a Section  
101 or Chapter office or vote in Chapter elections.

102 3. Section Creation and Organization

- 103 a) Sections representing specific and distinct geographic regions of the State of Florida may  
104 be created upon petition of two-thirds of those Chapter members (as defined in Article III)  
105 whose address of record is in the territory proposed in the petition for Section status,

106 following action and approval of the Executive Committee. The Executive Committee is  
107 responsible for reviewing and amending, as necessary, Section boundaries so as to  
108 ensure reasonable representation from all portions of the State. The territory of a Section  
109 shall be a reasonably coherent unit. A map of the Sections shall be attached to the bylaws  
110 for reference.

- 111 b) Sections shall adopt bylaws to govern Section affairs and shall be adopted by the majority  
112 of the Section members casting ballots. Section Bylaws shall provide for the election of  
113 officers, their terms and duties, the preparation of an annual activities program, the  
114 adoption of a budget, the collection, expenditure and accounting of funds, and the holding  
115 of meetings and other gatherings, and such other activities that the Section may wish to  
116 address. The terms of the Section Chair shall be for two years, beginning with the  
117 Chapter's Annual Membership meeting in odd numbered years. Section Bylaws shall not  
118 conflict with Chapter Bylaws and Articles of Incorporation or the Articles of Incorporation  
119 and Bylaws of APA. Section Bylaws shall be amended, as needed for consistency, within  
120 90 days of adoption of Chapter Bylaws amendments. Draft revisions of Section Bylaws  
121 should be forwarded to the Chapter Bylaws Committee for courtesy review prior to  
122 adoption. Copies of Section Bylaws and Bylaw amendments shall be filed with the  
123 Chapter Secretary and the Chapter Office within 30 days of their adoption. Section Bylaws  
124 shall be hosted on Section webpages.
- 125 c) The Chapter Office shall maintain an active file on each Section, including annual financial  
126 reports for the Section and current bylaws for each Section. Such reports shall be  
127 available to the Executive Committee as needed.
- 128 d) Any Section not in reasonable compliance with these bylaws and not demonstrating a  
129 commitment to comply in a reasonable time frame will be offered assistance by the  
130 Executive Committee in achieving compliance. Failure to comply after an offer of  
131 assistance may be grounds for the Executive Committee to withhold or escrow any  
132 Chapter funds budgeted for the Section pending compliance, and may become the basis  
133 for the de-activation of the Section by a majority vote of the Executive Committee.

#### 134 4. Authorization For Dues And Assessments

135 Section dues and/or special assessments necessary for pursuing Section affairs may be  
136 collected by the Section, when authorized by an affirmative vote of the Section members, as  
137 specified in the Section bylaws.

#### 138 5. Dissolution or Termination of Sections

- 139 a) In the event of dissolution by action of a Section, the termination of a Section by action of  
140 the Executive Committee, or the recognition by the Executive Committee of the inactive  
141 status of a Section, the residual assets of the Section will be turned over to the Chapter,  
142 which is itself exempt as an organization described in Section 501 (c)(3) of the Internal  
143 Revenue Code of 1954, as amended.
- 144 b) The Executive Committee, on behalf of the Chapter, shall assume control of any Section  
145 funds when a Section becomes dissolved, inactive or terminated. The Executive  
146 Committee, at its discretion, may escrow or otherwise set aside these funds for future  
147 Section use, supplement them, or add them to Chapter funds as revenue and therefore  
148 make them unavailable for future Section use. The Executive Committee's decision  
149 regarding former Section funds shall be based on its determination of the reasonable  
150 expectation of future Section reactivation, recent history of the inactive Section, and the

151 revenue condition and demands of the Chapter and its functioning Sections. A decision  
152 to escrow funds does not preclude a later decision to convert funds to Chapter revenue,  
153 nor does a decision to convert funds to Chapter revenue preclude a future action to  
154 appropriate Chapter funds to an escrow account as an incentive to Section reactivation.

- 155 c) Failure to comply with Section or Chapter bylaws (e.g. failure to hold timely elections,  
156 failure to provide required reports, failure to convene regular meetings, etc.) shall be  
157 reason for termination of the Section by the Executive Committee.

## 158 **ARTICLE V - CHAPTER MEMBERSHIP AND DUES**

### 159 1. Membership Qualifications

- 160 a) All members of APA whose address of record is within the Chapter area shall automatically  
161 be Chapter members. APA members whose address of record is outside the Chapter  
162 area may also become Chapter members upon payment of any applicable dues and  
163 assessments.
- 164 b) Persons who are not members of APA may become Chapter only members upon payment  
165 of the established dues and are eligible to vote in Section and Chapter elections.
- 166 c) APA members whose address of record is outside the Chapter area and Chapter only  
167 members may not hold office in the Chapter.

### 168 2. Termination and Reinstatement

169 Chapter membership shall be automatically terminated upon termination of APA membership or  
170 for failure to pay Chapter dues and assessments. Once applicable dues are paid, Chapter  
171 membership is automatically reinstated.

### 172 3. Annual Dues

173 The Executive Committee shall, from time to time, evaluate and establish the rate of dues. Dues  
174 of regular and student members shall be collected by the APA pursuant to the APA Corporate  
175 Bylaws. Dues of other Chapter membership classifications may be collected by APA or the  
176 Chapter. Members who become delinquent in their payment of dues shall be subject to the  
177 delinquency and reinstatement rules of the American Planning Association. Those rules are  
178 hereby approved and incorporated into these Bylaws by reference.

### 179 4. Student Dues

180 Student members of the Chapter, as certified by APA, shall be exempt from the payment of  
181 Florida Chapter dues but shall be considered full members of the Chapter as long as their national  
182 dues are current and they remain in good standing with the American Planning Association.

## 183 **ARTICLE VI - CHAPTER OFFICERS AND TERMS OF SERVICE**

### 184 1. Chapter Officers

185 The Chapter shall have a President, Immediate Past President, a President-Elect, a Vice-  
186 President for Membership Services, a Vice-President for Conference Services, a Vice-President  
187 for Professional Development, a Vice-President for Section Affairs, a Vice-President for  
188 Certification Maintenance, a Vice-President for Communications, a Secretary and a Treasurer.

### 189 2).Terms of Office

- 191 a) The terms of office of all Chapter Officers shall be two years. The terms of office shall  
192 begin in the even numbered years at the first Executive Committee meeting following the  
193 receipt of the election results from APA, or commencing fourteen (14) days after receipt  
194 of election results, whichever occurs first.
- 195 b) All elected officers shall remain in office until their elected successors are installed.
- 196 c) With the exception of the offices of President and President-Elect, the Executive  
197 Committee shall, by appointment, fill vacancies in an office occurring between elections.  
198 Officers so appointed shall hold office for the balance of the current term, or until their  
199 successors are elected and installed. In the event a Section chair is vacated it shall be  
200 the responsibility of the Section to appoint a successor to serve until the next regular  
201 election cycle.
- 202 d) When a vacancy occurs in the office of President-Elect, the Executive Committee shall  
203 schedule a special election within 90 days. If the vacancy occurs within six months of the  
204 regular election, no special election shall be held. Nominations and arrangements for the  
205 special election shall be by majority vote of the Executive Committee. If the vacated term  
206 of the President-Elect ends before the special election determines the successor, the  
207 outgoing President will continue in office until the successor is elected. In this  
208 circumstance, the special election shall be for the office of President, and the electee shall  
209 take office immediately upon certification of the election results.
- 210 e) No Chapter officer shall serve more than two consecutive two-year terms in the same  
211 elected office, with the exception noted in paragraph f, below. A two-year term is any  
212 period in which an office is held for more than one year.
- 213 f) Notwithstanding the preceding office vacancy provisions, when a vacancy in the office of  
214 President occurs, ~~if the remaining term is for a period of less than one year, the President-~~  
215 ~~Elect shall immediately be the President for the remaining term as well as for the following~~  
216 ~~two-year period when the President-Elect would normally have succeeded to the~~  
217 ~~presidency. In this circumstance, the vacancy thereby created in the President-Elect office~~  
218 ~~shall not be filled. See paragraph d, above, regarding a special election for President-~~  
219 ~~Elect.~~ Any duties of the vacated President-Elect position may be assigned at the discretion  
220 of the President to the Immediate Past President.
- 221 g) If vacancies occur among Chapter officers for which these bylaws do not provide a clear  
222 remedy, a majority of the remaining Executive Committee members with voting authority  
223 are empowered to create ad hoc rules to respond to the situation, including interim  
224 appointments, special elections or leaving the position vacant until the next election cycle.

### 225 3. Removal from Office

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

## 232 **ARTICLE VII - DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

### 233 1. President

234 The duties of the President shall encompass the following:

- a) Call meetings of the Chapter and the Executive Committee;
- b) Preside at these meetings;
- c) Create and, except as otherwise provided in these Bylaws, appoint, discharge, and serve as a nonvoting, ex officio member of all committees;
- d) Execute any contracts authorized by the Executive Committee;
- e) Prepare an annual report of Chapter accomplishments, particularly related to the strategic operational plan and budget, and present it to the membership at the Annual Membership Meeting, and invite comments from the membership on these activities and suggestions for other activities, and following this, the annual report shall be published electronically on the Chapter website;
- f) Establish and discharge any committees as may be necessary unless otherwise provided for in the Bylaws;
- g) Oversee the administration of the strategic operational plan of the Chapter;
- h) Oversee the preparation of a draft annual strategic operational plan and draft budget and submit same to the Executive Committee prior to the Annual Membership Meeting;
- i) Represent the Chapter on the APA Chapter Presidents Council;
- j) Represent the Chapter before the APA and its Board of Directors and staff, unless said President shall specifically delegate such authority for particular functions to a Chapter member;
- k) Perform such other duties as are customary to the office.

## 2. President-Elect

The duties of the President-Elect shall include:

- a) Oversee the Chapter's legislative affairs and advocacy program;
- b) Serve as Chairman of the Legislative Policy Committee;
- c) Oversee the development and the annual update of the Chapter Administrative Procedures and Policy Manual and present it to the Executive Committee for action;
- d) Assume the duties and responsibilities of President at such time as the office becomes prematurely vacant as provided in Article VI (3)(f) ;
- e) Attend all Executive Committee meetings;
- f) Carry out any other duties assigned by the President.

## 3. Immediate Past President

The Immediate Past President supports and provides continuity to the President's work, serving as a source of information and guidance, as requested.

The duties of the Immediate Past President shall include the following:

- a) Attends all Executive Committee meetings;
- b) Serve as Chair for the Nominating Committee whose members shall be appointed by the President;
- c) Makes recommendations to the President for committee appointments;
- d) Mentors and is available to provide advice to elected and appointed volunteers; and
- e) Identifies, cultivates and recruits future Chapter leaders.

275 4. Vice-President for Conference Services (VPCS)

276 The primary responsibility of the VPCS shall be to organize, supervise, and manage all aspects  
277 of the Chapter's annual conference. Duties shall include the following:

- 278 a) Develop proposals and commitments from among the Sections with eligible venues, an  
279 inventory of successive conference locations at least two (2) to three (3) years beyond the  
280 current conference venue and recommend the venues to the Executive Committee for  
281 action;
- 282 b) In coordination with the Host Section Conference Chair, VPCM and the VPPD, develop  
283 programming for the annual conference that is relevant, timely, and varied so as to appeal  
284 to the broadest spectrum of the membership;
- 285 c) In coordination with the Host Section Conference Chair and the Executive Director,  
286 develop and implement a conference fundraising/sponsorship campaign;
- 287 d) Attend all Executive Committee meetings;
- 288 e) Carry out any other duties assigned by the President.

289 5. Vice-President for Membership Services (VPMS)

290 The primary responsibility of the VPMS shall be to serve the needs of the Membership at both  
291 the Chapter and Section level. Duties shall include the following:

- 292 a) Develop and coordinate activities to increase the number of new members and retain  
293 current members;
- 294 b) Assist Sections with membership drive functions;
- 295 c) Prepare marketing materials that promote membership in and awareness of APA Florida;
- 296 d) Develop activities that promote advertising in APA Florida print and online media;
- 297 e) Attend all Executive Committee meetings;
- 298 f) Carry out any other duties assigned by the President.

299 6. Vice-President for Professional Development (VPPD)

300 The VPPD shall be a member of the American Institute of Certified Planners (AICP). The VPPD  
301 shall assist members directly and through their Sections in professional development and  
302 continuing education activities and shall be the principal liaison between the Chapter and the  
303 APA. The VPPD shall be the Professional Development Officer (PDO) for the purposes of the  
304 APA and AICP. The VPPD's duties shall include the following activities related to carrying out  
305 the professional development function:

- 306 a) Guide the annual AICP exam process;
- 307 b) Assist Sections improve the relevancy of local exam preparation sessions, as needed;
- 308 c) Ensure the Chapter's annual conference includes a session on ethics and law;
- 309 d) Oversee the development and conduct of other professional development activities, in  
310 conjunction with the VPCM;
- 311 e) Serve as the Chapter's liaison to APA on ethics;
- 312 f) Serve as Chair of the Chapter's Professional Development Committee;
- 313 g) Coordinate with the AICP Commission and VPCM on relevant AICP exam preparation  
314 issues;

- h) Attend and participate in the Annual PDO Exchange at the APA National Conference;
- i) Attend all Executive Committee meetings;
- j) The VPPD shall also carry out any other duties assigned by the President.

#### 7. Vice-President for Section Affairs (VPSA)

The VPSA shall serve as the Chapter liaison to all Sections. Duties shall include the following:

- a) Report on Section activities and concerns at each Executive Committee meeting;
- b) Periodically assess the adequacy of the services provided to the Sections and make recommendations for any changes to the Executive Committee;
- c) Implement the Section Grant Program;
- d) Foster inter-Section communications at Executive Committee meetings;
- e) Attend all Executive Committee meetings;
- f) Carry out any other duties assigned by the President.

#### 8. Vice-President for Certification Maintenance (VPCM)

The VPCM shall be a member of the American Institute of Certified Planners (AICP). The VPCM shall assist members directly and through their Sections in certification maintenance activities and shall be the principal liaison between the Chapter and the AICP Commission. The VPCM's duties shall include the following activities related to certification maintenance:

- a) Administer and oversee the Chapter-related CM activities, including submission of conference session for CM credits;
- b) Maintain the Chapter's CM database;
- c) Assist Section PDO's submit professional development activities for CM credits;
- d) Train Section PDO's on CM credit submittal requirements;
- e) Serve as a liaison between the Chapter and other organizations/businesses that desire to partner with the Chapter to offer professional development activities for CM credits;
- f) Assist the VPPD, as needed, on professional development activities;
- g) Attend all Executive Committee meetings;
- h) Carry out other duties as assigned by the President.

#### 9. Vice-President for Communications

The primary responsibility of the VPC shall be to ensure a consistent message and delivery in communications at both the Chapter and Section level. Duties shall include the following:

- a) Maintain up-to-date, user friendly and visually interesting information on the website to better serve members;
- b) Prepare best practices and templates for content and visual design of the website, social media, newsletters and other communication materials;
- c) Ensure ongoing communications maintain consistency of message;
- d) Ensure communications provide regular updates to members regarding Chapter activities;
- e) Coordinate with Chapter Office Communications staff regarding the design, content and frequency of ongoing communications;

- f) Attend all Executive Committee meetings;
- g) Chair the Editorial Committee.

#### 10. Secretary

The Secretary shall be responsible for official records of the Chapter, assisted by the Executive Director. Duties of the Secretary shall include the following:

- a) Record the proceedings of each Executive Committee meeting and prepare and submit to the Executive Committee for approval, at the next Executive Committee meeting minutes of each Executive Committee meeting within thirty (30) days of their occurrence;
- b) See that the Executive Committee meeting minutes are posted on the Chapter website within thirty (30) days of Executive Committee approval. The minutes may be published once reviewed and approved or reviewed and revised by the Executive Committee and may be limited to generalized statements of the agenda covered, the actual wording of any motions or resolutions made and the outcome of voting on each, the time each meeting began and ended, and who attended and who was absent;
- c) Record the official proceedings of the Annual Membership Meeting and other general membership meetings, and submit minutes to the Executive Committee within thirty (30) days of the meeting, for approval at the next Executive Committee meeting;
- d) See that the Annual Membership Meeting and any general membership meeting minutes are posted on the Chapter website within thirty (30) days of Executive Committee approval;
- e) Serve as Chapter Parliamentarian;
- f) Chair the Chapter Bylaws Committee;
- g) Carry out any other duties assigned by the President.

#### 11. Treasurer

The Treasurer shall be responsible for the maintenance of the Chapter financial records. Duties of the Treasurer shall include the following:

- a) Assist the President and Executive Director in preparing an annual budget;
- b) Provide a quarterly financial report, to include a current balance sheet and an income statement reflecting Chapter financial operations;
- c) Coordinate with the Executive Director expenditures relating to the strategic operational plan and functions of the Chapter Office on a timely basis;
- d) Coordinate with the Executive Director an inventory of all Chapter property;
- e) Coordinate with the Executive Director the annual independent audit or compilation report of the Chapter financial records;
- f) See that the results and summaries of the Chapter's annual independent audit or compilation report are posted on the Chapter website within thirty (30) days of review and approval by the Executive Committee;
- g) Develop and secure adoption and maintenance of the Chapter's financial procedures manual by the Executive Committee;
- h) Ensure that financial documents are available and in order to facilitate the preparation and filing of the Chapter's annual tax statements;

- 395 i) Serve as Chair of the Financial Planning Committee;
- 396 j) Attend all Executive Committee meetings;
- 397 k) Carry out any other duties assigned by the President.

#### 398 12. Young Planners Group Representative (YPG)

399 The Chair of the YPG shall serve as the YPG Representative, and full voting member, of the  
400 APA Florida Executive Committee. The YPG Representative shall serve a term of office of two  
401 years. The YPG Representative shall perform the following duties:

- 402 a) Act as the liaison between the Chapter, the YPG Committee, and the Chapter's YPG  
403 members
- 404 b) Coordinate with the Section YPG Ambassadors to facilitate events targeted to young  
405 planning professionals;
- 406 c) Advise the Executive Committee on upcoming event programs provided by the YPG
- 407 d) Work with the Student Representative and other Executive Committee members to  
408 increase participation of YPG members in the Chapter and the Section level;
- 409 e) Coordinate the Young Planners Group events, activities, and interests at the Chapter's  
410 Annual Conference, including a YPG reception, YPG annual meeting and other activities,  
411 as applicable;
- 412 f) Maintain and update the content of the YPG page on the Chapter website;
- 413 g) Maintain a membership mailing list and confirm eligibility of its members; and
- 414 h) Carry out any other duties as needed or as assigned by the President, including serving  
415 on committees necessary to carry out the duties of APA and the Chapter.

#### 416 13. Student Representative

417 The Chapter Executive Committee shall determine the manner of nomination for and selection of  
418 a Student Representative provided no student members other than those enrolled in a full-time  
419 course of study at a Planning Accreditation Board (PAB) accredited program shall be eligible to  
420 be selected as Student Representative. In the event a Student Representative ceases to be a  
421 full-time student, the Chapter Executive Committee shall designate a full-time student to complete  
422 the term of office.

- 423 a) The Student Representative shall serve a one (1) year term of office and be selected on  
424 a rotating basis by the Executive Committee;
- 425 b) The Student Representative shall have full voting rights on the Executive Committee and  
426 shall advise the Committee and the Chapter on the provision of services to students and  
427 the evolving character of the planning profession;
- 428 c) Duties of the Student Representative shall include the following:
  - 429 i. Act as the liaison between the Chapter and the students in the PAB accredited  
430 program;
  - 431 ii. Coordinate the student related activities at the Chapter's Annual Conference,  
432 including a student reception/meeting and job mart as applicable;
  - 433 iii. In coordination with the Faculty Liaison and the Chapter office, have primary  
434 responsibility for maintaining and updating the content of the Student Page on the  
435 Chapter website

- iv. Serve as student representative on Legislative Policy Committee;
- v. Carry out any other duties assigned by the President.

#### 14. Faculty Liaison

The President, with the approval of the Executive Committee, shall appoint a Faculty Liaison to serve as a full voting member of the Executive Committee. The Faculty Liaison shall hold a full-time faculty position with an institution accredited by the PAB and is established to support the Chapter as described below:

- a) The Faculty Liaison shall be an individual with knowledge, experience, and education in the field of planning. The Faculty Liaison shall be appointed at the first Executive Committee meeting following the APA Florida Annual Membership Meeting in even numbered years or as soon as possible after new Chapter Officers first assume office. The Faculty Liaison shall serve a term of two (2) years. If the appointed Faculty Liaison is not able to complete the two-year term or fulfill the expectations of the position, the position shall be filled for the remaining time by a faculty member from the same institution by the same process as for the initial appointment. The position of Faculty Liaison shall be appointed from among PAB accredited planning programs in Florida on a rotating basis.
- b) The Faculty Liaison shall advise the Committee and the Chapter with respect to the following:
  - i. improving communications between practicing planners and academic institutions;
  - ii. providing information as to planning research activities of interest to the profession;
  - iii. assisting with the program and arrangements for the Annual Conference;
  - iv. providing assistance with continuing education programs for the profession;
  - v. providing other assistance as needed to coordinate academic and professional interests;
  - vi. implementing the student minority scholarship program and the student project award program;
  - vii. assisting with the maintenance and updating of appropriate pages on the Chapter website to provide information of interest to students and new professional planners;
  - viii. Carry out any other duties assigned by the President.

#### 15. Section Chair

Each of the twelve (12) Section Chairs shall be a voting member on the Executive Committee and shall represent the interests of the APA and the Chapter on behalf of the members in their Section.

The duties of the Section Chair shall include the following:

- a) Represent their Section membership at each Executive Committee meeting or send a designee in their place if they are unable to attend the meeting;
- b) Report on Section activities and concerns at each Executive Committee meeting;
- c) Serve on Committees as necessary to carry out the duties of the APA and the Chapter;
- d) Carry out any other duties assigned by the President.

478

479 **ARTICLE VIII - ELECTIONS**

480 1. Regular Elections

- 481 a) Only members in good standing with the Florida Chapter of the American Planning  
482 Association are eligible to hold office. The offices of President, President-Elect, and the  
483 Vice-President for Professional Development (VPPD) must also be members of National  
484 APA and the VPPD shall be a member of the American Institute of Certified Planners  
485 (AICP.)
- 486 b) By February 1 of each even numbered year, the President shall appoint a Nominating  
487 Committee consisting of five (5) members, including the President-Elect and at least two  
488 (2) Section Chairs.
- 489 c) Following a call for nominations in the Chapter Newsletter, the Nominating Committee  
490 shall submit to the Executive Committee, no later than May 1 of each even numbered  
491 year, a slate of nominees for Chapter officers for publication to the entire Chapter  
492 membership. The Nominating Committee shall submit at least two (2) nominees for each  
493 office to be filled and confirm that such nominees have agreed to submission of their  
494 names for office.
- 495 d) All Chapter Offices, except that of President, shall be presented to the membership for  
496 vote. Upon completion of one (1) full term of office, the President-Elect may succeed to  
497 the office of President without further electoral procedure.
- 498 e) Nominations for any office may be by petition of five (5) percent of the membership or  
499 twenty (20) members, whichever is less, provided such petition is submitted to the  
500 Nominating Committee within thirty (30) days following the publication of the  
501 recommended slate of officers.
- 502 f) Members may vote for any qualified candidate for any vacant office, whether or not they  
503 are nominated by the Nominating Committee or by petition.
- 504 g) Ballots submitted to members for election of Chapter officers shall provide space for write-  
505 in votes.
- 506 h) Ballots will be submitted to members for election of Chapter officers by APA in accordance  
507 with the national election cycle.
- 508 i) The voting deadline and the procedures for the issuance and return of ballots shall be  
509 transmitted with the ballots when the ballots are sent to the membership.
- 510 j) The nominee or write-in candidate for an office who receives the most votes shall be the  
511 winner and be elected to that office. In the event of a tie among the highest vote-getters  
512 nominated or written-in for any office, the Executive Committee, by majority vote, shall  
513 make a choice of the person who would best perform the duties of the office from among  
514 highest tied vote-getters and make a declaration of a winner, and that person shall be  
515 elected to that office.
- 516 k) For a regular election, the name of the person elected to each office shall be published in  
517 the Chapter newsletter and on the Chapter website as soon as practical.

518 2. Special Elections

519 The provisions in Article VIII (1), Regular Elections, apply to regularly scheduled elections of  
520 Chapter Officers in even-numbered years. When vacancies occur in the offices of Chapter

521 Officers, special elections may be required to fill those vacancies. Article VI (3), Terms of Office,  
522 describes the circumstances for vacancies for a Chapter officer and when and whether a special  
523 election is required. It further provides for expeditious nominations and the intervention of the  
524 Executive Committee to facilitate the timely filling of vacant offices. The rules of election  
525 governing the filling of these vacancies in office by special election supersede the provisions of  
526 Article VIII that apply only to regularly scheduled elections in even-numbered years.

### 527 3. Teller Committee

528 A Teller Committee, appointed by the President shall consist of at least three (3) Chapter  
529 members, one of whom may be the Executive Director, who shall be responsible for tabulation  
530 of votes, or verification of tabulation if online voting is used, for the Special Election of Officers of  
531 the Chapter and bylaw amendments. ARTICLE IX – COMMITTEES

532 The President may appoint committees to address matters of Chapter concern. In addition to the  
533 Executive Committee, there shall be other standing committees of the Chapter. The President shall  
534 appoint members to standing committees by December 1<sup>st</sup> of the even-numbered years. Standing  
535 Committee members shall be APA members in good standing. A quorum for committee business shall  
536 be a majority of the members of that committee.

#### 537 1. Nominating Committee

538 Function outlined in Article VIII.

#### 539 2. Bylaws Committee

- 540 a) The Bylaws Committee shall be appointed by the President by December 1<sup>st</sup> of t even-  
541 numbered years, and shall consist of the Chapter Secretary, who shall serve as Chair,  
542 and any other Chapter members as may be appointed by the President.
- 543 b) By April 1 of each odd numbered year, the Committee shall present the Executive  
544 Committee with recommendations, if any, for changes in the Bylaws.
- 545 c) The Committee may report or offer other recommendations to the Executive Committee  
546 on a more frequent basis where needs of the Chapter warrant. Members of the Chapter  
547 may submit ideas and proposals to the Committee at any time.
- 548 d) The Bylaws Committee shall review Section Bylaws for consistency with the Chapter  
549 Bylaws.

#### 550 3. Conference Committee

- 551 a) The Conference Committee shall consist of the Vice President for Conference Services ,  
552 the Vice President for Professional Development, , , , the Chair of the host Section  
553 Conference Committee, the previous-year's Host Conference Committee Chair, the  
554 Executive Director, and other members as may be appointed by the President.
- 555 b) The Chair of the Section or designee hosting the conference and the Vice President for  
556 Conference  
557 Services shall be the Conference Co-Chairs.
- 558 c) The Committee shall plan and prepare the annual conference with the assistance of the  
559 Section host committee and the Chapter office.

#### 560 4. Legislative Policy Committee (LPC)

- 561 a) The Committee shall consist of the President-Elect, a representative selected by each  
562 Section Chair, at least twelve at-large members adequately representing the range of

563 interests reflective of the Membership and a student representative. The President shall  
564 appoint the members-at-large, in consultation with the President-Elect.

565 b) The President-Elect shall serve as Chair.

566 c) The Committee shall convene on a periodic basis to prepare legislative priorities for action  
567 by the Executive Committee and, as needed, by the Chapter membership.

568 d) The Committee shall serve to assist the Chapter in implementation of its legislative  
569 priorities.

#### 570 5. Legislative Leadership Team

571 a) The Legislative Leadership Team shall consist of the President-Elect, President,  
572 Legislative Representative, Executive Director, and LPC expert on the subject matter.

573 b) The purpose of the Legislative Leadership Team shall be to provide guidance to the  
574 Executive Director and the Legislative Representative on matters pertaining to proposed  
575 legislation, the Chapters legislative platform and position on said legislation, where a quick  
576 response is necessary or has been requested from a legislative representative.

577 c) The President Elect serve as Chair;

578 d) The Legislative Leadership Team shall convene on an as needed basis, particularly during  
579 the legislative session, to discuss and respond to legislative items, questions, and  
580 proposed bills when immediate direction is needed.

#### 581 6. Executive Committee

582 a) The Committee shall consist of the Chapter Officers, the Chair of each Section, or their  
583 designee, the Faculty Liaison, the Young Planners Group Representative, and the Student  
584 Representative.

585 b) The purpose of the Executive Committee shall be to govern and further the professional  
586 interests of the Chapter membership, in accordance with the mission and the Bylaws of  
587 APA and the Chapter. Duties of the Executive Committee shall encompass the following:

588 c) Meet at least four times a year;

589 d) Consider and act upon Chapter needs and business. In the event that Chapter business  
590 needs to be conducted between regularly scheduled Executive Committee meetings, it  
591 may do so either in person, through conference calls, or by email;

592 e) Be the custodian of all Chapter property;

593 f) Review and amend, where appropriate, the recommended biennial strategic operational  
594 plan and budget as submitted by the President for a vote at the Annual Membership  
595 Meeting;

596 g) Remove Chapter or Section officers from office for malfeasance, misfeasance,  
597 nonfeasance or incapacity per Article VI (4).

598 h) Upon vacancy in any of the offices, fill said position pursuant to the provisions of Article VI  
599 (3).

600 i) Annually select the next available conference venue and authorize execution of a contract  
601 with the host Section.

602 j) Approve minutes and/or summaries of each prior Executive Committee meeting, minutes  
603 of the Annual Membership Meeting and other minutes of general membership meetings.

604 k) Review and take action on the recommendations of any standing or ad-hoc committee;

- 605 l) Review and take timely action on the recommendations of the Bylaws Committee or any  
606 Bylaws petition presented in accord with the provisions of Article XII;
- 607 m) Conduct a Biennial Leadership Retreat. The President shall, within six (6) months of  
608 installation of new Chapter Officers, conduct a Chapter Leadership Retreat. This Retreat  
609 may serve as a called meeting of the Executive Committee. Participants in the Retreat  
610 shall advise the President on:
- 611 i. Member Feedback on the Chapter's performance;
  - 612 ii. Concerns and needs of the Sections;
  - 613 iii. Amendments to and methods for meeting the goals and objectives in the Chapter  
614 strategic operational plan;
  - 615 iv. Ideas for the Chapter's annual conference and professional development and training  
616 programs;
  - 617 v. Methods to conserve and spend resources wisely and otherwise meet the needs of  
618 the Chapter and in accord with the Chapter budget;
  - 619 vi. Potential changes to the Chapter Bylaws;
  - 620 vii. Any other issues for the good of the Membership, the Sections and the Chapter.
- 621 n) A majority of the Executive Committee shall constitute a quorum for the transaction of  
622 business at meetings of the Committee.
- 623 o) Carry out such additional duties as may be necessary to assure the orderly operation of  
624 the Chapter not otherwise inconsistent with these Bylaws.

625 7. Professional Development Committee

- 626 a) The Committee shall consist of the Vice-President of Professional Development, Vice-  
627 President for Conference Services, YPG Representative, Faculty Liaison, Vice-President  
628 for Certification Maintenance, Section Professional Development Officers, four at-large  
629 members adequately representing the range of interests reflective of the Membership and  
630 a student representative. The President shall appoint the members-at-large, in  
631 consultation with the VPPD .
- 632 b) The Vice-President of Professional Development shall serve as Chair.
- 633 c) The Committee shall convene on a periodic basis but prior to the Executive Committee  
634 meetings to assist in provision of professional development opportunities and to assist in  
635 AICP Exam Preparation activities.
- 636 d) The Committee shall serve to assist the Chapter in development and implementation of  
637 its professional development opportunities including AICP exam prep courses.

638 8. Young Planners Group (YPG)

639 APA Florida's YPG will add value to APA membership for young planners and tap into the  
640 energy enthusiasm and fresh ideas of young planners and emerging professionals to further  
641 the goals of APA Florida.

- 642
- 643 a) The YPG committee will engage in the following activities to create opportunities for  
644 young planners' involvement at the national, chapter, and section level
- 645 i. Connect young planners with more experienced planners for mentorship;

646 ii. Foster social and professional relationships with peers and experienced  
647 planning professionals through career building programs, social events, and  
648 mentoring opportunities.

649 b) YPG will be led by a Committee consisting of a Chair, Co-Chair, YPG Secretary, YPG  
650 Treasurer, and Student Representative and supported by Section Ambassadors. The Vice  
651 President of Membership Services shall also be a member. The YPG Committee will meet  
652 quarterly. The Chair shall serve as the YPG Representative on the APA Florida Executive  
653 Committee.

654 c) The committee shall plan and prepare an annual work plan, budget, and other corresponding  
655 activities that further the professional interests of the Chapter's YPG membership in accordance  
656 with the mission of APA and the Chapter. The documents shall be submitted to the Executive  
657 Committee for final approval.d) All members of APA Florida are automatically YPG  
658 members so long as they meet one of the three following YPG criteria: 1) be under thirty-  
659 five (35) years of age, 2) have less than 5 years of 'experience' in the field, or 3) be a  
660 student currently enrolled in a planning or planning-related program. The YPG Committee  
661 shall maintain a membership list and be responsible for confirming eligibility of its  
662 members.

663  
664 e) The YPG Committee shall conduct an Annual Meeting for the membership in each  
665 calendar year and shall determine the location. The YPG Secretary shall notify the  
666 membership of the place, date and time of the Annual Meeting in a notice or publication of  
667 the YPG, or by another communication, such as posting to the YPG website, emailed,  
668 and/or mailed via postal services to each member at least one (1) month before the  
669 meeting.

670  
671 f) The terms for the Chair, Vice Chair, Secretary, and Treasurer shall be two (2) years. The  
672 terms for Section Representatives (Young Planner Ambassadors) shall be defined by  
673 each respective section's bylaws. Terms shall begin on September 1 and end upon  
674 appointment of new position. YPG Committee shall solicit from members a list of  
675 candidates every even year for YPG Chair, and forward this list to the Chapter President  
676 for final selection. The YPG Chair shall appoint a Co-Chair, Secretary, and Treasurer  
677 every odd year."

678  
679  
680 9. Editorial Committee

- 681 a) The Editorial Committee shall consist of the Vice-President for Communications, the  
682 Secretary, and other members appointed by the President with a goal to achieve  
683 geographic diversity.
- 684 b) The Vice-President of Communications shall serve as Chair.
- 685 c) The Committee shall establish the newsletter themes and articles and coordinate with  
686 authors regarding the provision of articles.

687 10. Section Affairs Committee

- 688 a) The Committee shall consist of the Vice-President for Section Affairs and Section Chairs.  
689 b) The Vice-President -for Section Affairs shall serve as Chair.  
690 c) The Committee shall meet to address on a regular basis section support services and  
691 shall serve to assist the Chapter in developing and providing these services.

692 11. Financial Planning Committee

- 693 a) The Committee shall consist of the President-Elect; Immediate Past President; Vice-  
694 President for Section Affairs; Treasurer, and up to three (3) other members appointed  
695 by the President.  
696 b) The Treasurer shall serve as Chair.  
697 c) The Committee shall annually review the Budget and its correlation to the Chapter's  
698 Strategic Operational Plan to determine whether the targets are being achieved.  
699 d) The Committee shall identify and recommend programs for ensuring the organization's  
700 financial health for long-term existence and viability. The Committee may consider such  
701 programs as a foundation, endowment, or other financial management mechanism to  
702 ensure sustainability of the organization.  
703

704 12. Ad Hoc Committees

- 705 a) The President may create ad hoc committees for the purpose of facilitating the  
706 accomplishments of specific tasks identified by the President.  
707 b) An ad hoc committee shall consist of a committee chair, an officer and at least three (3)  
708 additional members. Ad hoc committees may include non-APA members with technical  
709 expertise or experience for the task.  
710 c) All ad hoc committees shall dissolve at the expiration of the President's term.

711 **ARTICLE X - MEMBERSHIP MEETINGS**

712 1. Meetings and Procedures

713 At meetings of the membership, parliamentary procedures shall be governed by the current  
714 edition of Robert's Rules of Order, unless otherwise amended by these Bylaws.

715 2. Annual Membership Meeting

716 The Chapter shall hold an Annual Membership Meeting of the general membership at the annual  
717 conference of the Chapter. The meeting shall be held at a time and on a date which shall be  
718 announced to all members in the preliminary conference program and published in the Chapter  
719 newsletter and on the Chapter website. The agenda and means for voting by mail or by proxy at  
720 the Annual Membership Meeting shall be published thirty (30) days before the meeting in the  
721 newsletter and on the Chapter's website. Supporting documentation will be, at a minimum,  
722 noticed and summarized in the newsletter, and posted in full on the Chapter's website. Action  
723 for the good of the membership and consistent with these Bylaws may be taken at the Annual  
724 Membership Meeting, based on approval by a majority vote of Chapter members that vote on  
725 Annual Membership Meeting agenda items. Items voted on at the Annual Membership Meeting,  
726 either by mail or by proxy, are valid only for the exact language contained in the mailed ballots or  
727 proxy statements. Alteration of language resulting from amendments, made and duly passed  
728 during the Annual Membership Meeting, shall negate the validity of mailed ballots or proxy  
729 statements on that amended item. A report of the outcome of the vote shall be filed by the

730 Secretary with the President of the Chapter and shall be published in the next Chapter newsletter  
731 and posted on the Chapter website.

### 732 3. Called Meetings

- 733 a) The Executive Committee may call additional meetings of the general membership as  
734 needed upon majority vote of the Executive Committee.
- 735 b) Notice of any such called meeting shall be provided by electronic mail to all members or  
736 in the Chapter newsletter and on the Chapter website at least thirty (30) days prior to such  
737 meeting.
- 738 c) Action for the good of the membership and consistent with these Bylaws may be taken at  
739 such called meetings.

## 740 **ARTICLE XI - FINANCIAL MANAGEMENT**

### 741 1. Budget and Strategic Operational Plan

- 742 a) The fiscal year shall be from January 1<sup>st</sup> until the following December 31<sup>st</sup>.
- 743 b) The President shall oversee the preparation of the biennial Strategic Operational Plan,  
744 which sets forth the general strategies the Chapter will pursue in achieving its goals for the  
745 year and is directly related to the budget. The draft Strategic Operational Plan shall be  
746 submitted to the Executive Committee for their consideration and recommendation prior  
747 to the Annual Membership Meeting.
- 748 c) The President and Executive Director, with the assistance of the Treasurer, shall prepare  
749 the annual budget. The draft annual budget shall be submitted to the Executive  
750 Committee for their consideration and recommendation prior to the Annual Membership  
751 Meeting.
- 752 d) The Strategic Operational Plan and budget shall, at a minimum, be noticed and  
753 summarized in the Chapter Newsletter and posted in full on the website prior to the Annual  
754 Membership Meeting. The Strategic Operational Plan and budget shall be presented to  
755 the membership at the Annual Membership Meeting for their consideration and approval.
- 756 e) The Strategic Operational Plan and budget as adopted pursuant to these By-Laws shall  
757 serve as the basis for the financial management of the Chapter and may be amended from  
758 time to time by majority vote of the Executive Committee. Amendments to the budget will  
759 be posted to the Chapter website.

### 760 2. Chapter Financial Management

- 761 a) For the purpose of ensuring fiscal responsibility, the Executive Committee shall adopt a  
762 financial procedures manual prescribing the duties, budget formats, timetables, standards  
763 and procedures for managing the Chapter's finances.
- 764 b) The Executive Committee shall assure that an annual independent audit is conducted for  
765 even-numbered fiscal years and an independent compilation is conducted in odd-  
766 numbered years and that a summary of the audit or compilation is posted on the Chapter  
767 website within thirty (30) days of review and approval by the Executive Committee. The  
768 audit or compilation summary will also be published online, and the availability to view the  
769 audit online will be noted in the next edition of the Chapter Newsletter and will be available  
770 at the Annual Membership Meeting. APA Florida members may also request a copy of  
771 the audit or compilation summary by mail.

- 772 c) Chapter accounts shall at all times be open to inspection by the membership and requests  
773 for record inspection shall be coordinated through the Treasurer.

774 3. Financial Reports

775 In addition to overseeing the annual independent audit or compilation the Treasurer will also  
776 oversee the preparation of annual and quarterly financial reports for review and approval by the  
777 Executive Committee.

778 4. Section Funds

- 779 a) The Chapter shall be responsible for the bookkeeping and accounting responsibilities  
780 associated with Section funds. Each Section will be treated as a separate class in the  
781 Chapter financial statements. Each section's treasurer shall also monitor the availability  
782 of the respective section funds, expenditures, and revenues for the section.
- 783 b) At a minimum of quarterly, the Chapter shall submit to each section a financial report  
784 showing expenditure and revenue activity no later than thirty days after the end of the  
785 reporting period.

786 5. Dissolution of Florida Chapter

787 In the event of dissolution, the residual assets of the organization will be turned over to APA  
788 which is itself exempt as an organization described in sections 501(c)(3) and 170(c)(2) of the  
789 Internal Revenue Code of 1954, as amended, or corresponding sections of any prior or future  
790 law, or to the Federal, State, or local government for exclusive public purpose.

791  
792 **ARTICLE XII - CHAPTER BYLAWS**

793 1. General

794 Bylaws represent the basic governing document of the Chapter articulating how the membership  
795 and its officers interact, the assignment of duties and responsibilities, specification of policies and  
796 procedures and how the Chapter governs itself as a body.

797 2. Bylaw Amendments

798 The Bylaws shall be periodically evaluated for needed updates and other changes as set forth in  
799 ARTICLE IX. Bylaw amendments may be proposed by the Executive Committee or by a petition  
800 signed by five (5) percent of the Chapter membership.

- 801 a) The Chapter may amend these Bylaws in whole or in part by a majority vote of those  
802 members returning ballots provided that the amendments were published in a publication  
803 of the Chapter at least one (1) month prior to the ballots being made available as described  
804 below.
- 805 b) The Bylaws Committee shall ensure that a ballot is transmitted via USPS or online voting  
806 service such as through APA to all members eligible to vote in regular elections no sooner  
807 than one month after publication of the proposed bylaw amendments.
- 808 c) The voting deadline and the procedures for the issuance and return of ballots shall be  
809 promulgated by the Executive Committee and shall be transmitted with the ballots when  
810 the ballots are sent to the membership. Ballots shall be tabulated and/or verified by a  
811 teller committee as provided for in Article VIII (3).
- 812 d) Chapter Bylaws shall be consistent with APA Bylaws and cannot bind APA or its officers  
813 in any respect in the event that these bylaws are found to be inconsistent.

- 814 e) Petitioned Bylaws amendments shall be filed by a Sponsor(s) with the Secretary and a  
815 copy shall be forwarded by the Sponsor(s) to the Chapter office. The name, address,  
816 email and telephone number of the Sponsor(s) shall be included along with the petition.
- 817 f) Proposed Bylaw amendments shall be submitted to the Executive Director of APA for a  
818 determination of consistency with APA's Bylaws prior to adoption.
- 819 g) A copy of these Bylaws and all subsequent amendments shall be filed by the President  
820 with the Executive Director of APA within thirty (30) days after adoption.
- 821 h) The Chapter Bylaws shall be published and maintained on the Chapter website. The  
822 Secretary shall ensure that amendments to these Bylaws are published on the Chapter  
823 website within ninety (90) days of membership approval.
- 824 3. Bylaws Amendment Sponsor
- 825 a) Each proposed Chapter Bylaws amendment shall have a primary "Sponsor" listed as the  
826 individual who may be contacted for questions about the proposed amendment. The  
827 Executive Committee may be listed as the Sponsor.
- 828 b) A Bylaws petition may be withdrawn by the Sponsor at any time prior to the time the  
829 proposed Bylaws amendment ballot is sent to the printers or emailed to the members for  
830 a vote. In the event the Sponsor withdraws the amendment(s), the Sponsor shall notify,  
831 in writing, all members who signed the petition supporting the proposed Bylaws  
832 amendment, with a copy to the Chapter office.

### 833 **ARTICLE XIII – EXECUTIVE DIRECTOR**

834 The Chapter may hire or contract with an Executive Director to manage the affairs of the Chapter. The  
835 Executive Director serves at the direction of the Executive Committee, in accordance with these bylaws  
836 and any contractual documents approved by the Executive Committee. The duties of the Executive  
837 Director include, but are not limited to:

- 838 1. Maintain the central Chapter office, provide for consistency in operations, and works to  
839 ensure the Chapter's continued fiscal viability;
- 840 2. Assist with the preparation, review and amendment of all operational manuals, plans and  
841 work programs and assure the implementation thereof;
- 842 3. Oversee the receipt and disbursement of funds consistent with the adopted Chapter budget;
- 843 4. Assist the President and Treasurer in all matters related to the financial management of the  
844 Chapter;
- 845 5. Provide support to the President, the Executive Committee and all other Committees, and to  
846 the Membership;
- 847 6. Provide logistical and contractual support for the Annual Conference and Public Policy  
848 Conference as well as to the Chapter's committees, as the need arises;
- 849 7. Provide membership and support services to meet the professional and educational needs  
850 of the Membership;
- 851 8. Carry out other duties as assigned by the President or Executive Committee or as specified  
852 in the Executive Director's contract or employment agreement.

### 853 **ARTICLE XIV – LEGISLATIVE REPRESENTATIVE**

854 The Chapter may hire or contract with a Legislative Representative to coordinate with the Florida  
855 Legislature or other elected bodies on issues pertaining to the planning profession and the Chapters  
856 adopted legislative platform and positions. The Legislative Representative serves at the direction of  
857 the Executive Committee, in accordance with these bylaws and any contractual documents approved  
858 by the Executive Committee. The duties of the Legislative Representative include, but are not limited  
859 to:

- 860 1. Represent the Chapter and its position on various pieces of legislation to various elected  
861 official;
- 862 2. Keep the Legislative Leadership Team and the Legislative Policy Committee informed of  
863 proposed legislation dealing with the planning profession, the status of said legislation, and  
864 any requests on APA Florida's position on such legislation;
- 865 3. Assist the President-Elect and Legislative Policy Committee in matters related to the  
866 proposed legislation;
- 867 4. Provide support to the President, the Executive Committee and all other Committees, and to  
868 the Membership in matters pertaining to proposed legislation;
- 869 5. Provide updates to the Executive Committee, and other committees at regularly scheduled  
870 meetings;
- 871 6. Carry out other duties as assigned by the President or Executive Committee or as specified  
872 in the Legislative Representatives contract or employment agreement.

#### 873 874 875 **ARTICLE XV – OTHER STAFF**

876 The Chapter may hire or contract with other staff as appropriate to support the activities and goals of  
877 the chapter. Such staff would serve at the direction of the Executive Committee, in accordance with  
878 these bylaws and any contractual documents approved by the Executive Committee. The  
879 contemplated duties of such staff include, but are not limited to:

- 880 1. Bookkeeping and accounting services;
- 881 2. Newsletter publication and editing services;
- 882 3. Website hosting, maintenance or other graphic design services.
- 883 4. Communication services

884  
885 ***NOTE: Approved by APA Florida Members in September 2017.***

886 ***The APA Florida Bylaws were last amended September 8, 2015***