

**Bylaws of the Atlantic Coast Section
of the Florida Chapter of the American Planning Association**

Adopted
November 5, 2008

Amended
December 2015
April 2019

Index

ARTICLE I - SECTION NAME AND AREA 1

ARTICLE II - SECTION PURPOSE 1

ARTICLE III - MEMBERSHIP 1

ARTICLE IV - FINANCES 2

ARTICLE V – OFFICERS AND TERMS OF SERVICE 2

ARTICLE VI – SECTION OFFICERS AND RESPONSIBILITIES 3

ARTICLE VII - SECTION COMMITTEES 6

ARTICLE VIII - ELECTIONS 7

ARTICLE IX - MEETINGS 8

ARTICLE X – AMENDMENTS AND FILING 8

ARTICLE I – SECTION NAME AND AREA

1. The name of this Section shall be “The Atlantic Coast Section of The Florida Chapter of The American Planning Association,” hereinafter called the Section. The area served by this Section shall be the counties of Volusia, Brevard and Indian River.

ARTICLE II – SECTION PURPOSE

1. The purposes of this Section are to facilitate the individual participation of members of the American Planning Association (APA) in the affairs of the Section and to provide members with regional expression of the APA and the Florida Chapter mission. The further purposes of the Section shall be:
 - a. Advance the art and science of planning;
 - b. Provide a forum for the regular exchange of planning ideas and experiences;
 - c. Enable membership participation and representation in the American Planning Association, Florida Chapter and Atlantic Coast Section;
 - d. Increase public awareness and understanding of planning;
 - e. Foster understanding and cooperation of participants in the development process;
 - f. Promote professional development of planners through continuing education programs;
 - g. Support statewide planning activities in both the private and public sector by participating in the Florida Chapter;
 - h. Encourage full participation of persons beginning in the planning profession or those who are employed as technicians or aids to professional planners;
 - i. Increase awareness of the planning process and the planning profession as well as the benefits that both can bring to the State of Florida and its communities;
 - j. Work in concert with other organizations of like purpose to foster and achieve mutual goals and objectives.

ARTICLE III – MEMBERSHIP

1. Types of Membership

There shall be three (3) types of memberships in the Atlantic Coast Section:

- a. APA/Florida Chapter Member. Persons who are members of the American Planning Association are automatically members of both the Florida Chapter and the Atlantic Coast Section. Such a member who ceases to be a member of the Association shall automatically cease to be a member of the Section.

- b. Local/Affiliate Member. Persons who are not APA members may become a member of the Section by submitting a Section membership application with the annual membership dues. This membership classification is intended to encourage the participation of those having an interested in planning issues, to include:
 - i. Persons who are members of the American Planning Association but who do not reside in the Section area;
 - ii. Members of affiliated professions;
 - iii. Affiliated organizations; and,
 - iv. Persons holding local elected office or appointed positions, such as council members, city managers or planning commission members.

Pursuant to Florida Chapter Bylaws, Local/Affiliate members may not hold a Section office or vote in Section elections.

- c. Student Member. Persons who are enrolled in a planning program at the University level may become a member by submitting a Section membership application. Dues are not required for students.

2. Voting Privileges

All individual members in good standing shall be entitled to vote in any Section Election, to include APA/Florida Chapter Members, Local/Affiliate Members, and Student Members. Non-individual members (organizations) are not entitled to vote.

ARTICLE IV – FINANCES

1. Budget

The fiscal year shall be from January 1 to December 31. The Section Chair shall prepare and the Executive Committee shall review and adopt or modify an annual budget setting forth objectives for which funds of the Section may be expended and the amount authorized to be expended for such objectives. The adopted budget shall be submitted to the state office concurrent with the submittal of the annual proposed calendar of events by December 31st of each year. This budget should indicate anticipated expenditures and revenues for the upcoming year. The budget may be modified from time to time by a majority vote of the Executive Committee. The adopted budget and any subsequent modification shall thereafter be published on the Section web page.

2. Annual Dues

Local/Affiliate member dues shall be payable on an annual basis. The amount of dues shall be set by the Executive Committee.

ARTICLE V – OFFICERS AND TERMS OF SERVICE

1. Section Officers

The Section shall have a Chair, a Vice-Chair, an Immediate Past-Chair, a Secretary, a Treasurer, a Professional Development Officer, a Volusia County Liaison, a Brevard County Liaison, and an Indian River County Liaison. In addition, the Section may have a Young Planners Group (YPG) Ambassador, a Communications Officer, and a Student Representative. If required due to lack of participation or incapacity of Officer, one person may temporarily fill the duties of more than one office until the next regularly scheduled election, with the approval of the Executive Committee.

2. Qualifications

All officers and members of the Executive Committee shall be members of the Chapter .

3. Terms of Office

The terms of the Section Chair and all elected officers shall be for two (2) years, beginning with the Chapter's Annual Membership meeting in odd-numbered years. . The Student Representative shall be selected by the Executive Committee for a one-year term each year.

4. Annual Report

The officers of the Section shall prepare an annual written report which shall be presented to the Executive Committee before or during the Annual Meeting of the Section, and which shall thereafter be forwarded to the Secretary of the Florida Chapter and the Executive Director of the Association.

5. 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 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 shall be conducted by the Executive Committee.

6. Vacancies

The Executive Committee shall, by appointment, fill vacancies in an office occurring between elections. Officers so appointed shall hold office for the balance of the current term, or until their successors are elected and installed.

ARTICLE VI – SECTION OFFICERS AND RESPONSIBILITIES

1. Chair

The duties of the Chair shall encompass the following:

- a. Establish and discharge any committees as may be necessary, and appoint committee members and chairmen accordingly, with the advice and consent of the Executive Committee;
- b. Direct the preparation of a program and budget;

- c. Call and preside at meetings of the Section, and the Executive Committee;
- d. Serve as an ex-officio member of all Section committees;
- e. Represent the Section at meetings of the Chapter Executive Committee and at other Chapter functions; report on Section activities and concerns at each Chapter Executive Committee meeting; and serve on Chapter Committees as necessary to carry out the duties of the APA and the Chapter;
- f. Execute any contracts authorized by the Executive Committee;
- g. Prepare an annual report of the Section's activities; and
- h. Perform such other duties required by the Bylaws or customary to the office.

2. Vice-Chair

The duties of the Vice-Chair shall encompass the following:

- a. Actively assist the Chair in the guidance and coordination of committee activities;
- b. Carry out duties assigned by the Chair; and
- c. Act as Chair in the absence or incapacity of the Chair.

3. Immediate Past-Chair

The duties of the Immediate Past-Chair shall encompass the following:

- a. Lending continued guidance, information, and support to the Chair and Executive Committee; and
- b. Performing such other duties as requested by the Chair.

4. Secretary

The duties of the Secretary shall encompass the following:

- a. Maintain an accurate list of regular and Local/Affiliate Members of the Section;
- b. Notify members of meetings;
- c. Prepare and report minutes of Section and Executive Committee meetings; and
- d. Transmit to the Secretary of the Florida Chapter and to the Executive Director of the Association copies of Section Bylaws, publications, and resolutions concerning matters of Association policy.

5. Treasurer

The duties of the Treasurer shall encompass the following:

- a. Assist the Chair in preparing an annual budget;

- b. Collect Section dues;
- c. Oversee the receipt and disbursement of funds consistent with the adopted Section budget;
- d. Maintain accounts which shall be open to inspection by officers and subject to audit; and
- e. Perform such other duties required by these Bylaws or customary to the office.

6. Professional Development Officer

The duties of the Professional Development Officer shall encompass the following:

- a. Organize continuing education programs and workshops to enhance the professional development of planners in the Section.
- b. Serve as the Section's liaison with the Florida Chapter Professional Development Officer.
- c. Manage the AICP Certification Maintenance Program for the Atlantic Coast Section and coordinate with Section members.

7. County Liaisons

The duties of the County Liaisons shall encompass the following:

- a. Represent the interests of their respective county and its members in the Section;
- b. Coordinate local meetings and events within their county;
- c. Help communicate Chapter and Section news and information to Section members within their county; and
- d. Participate in meetings of the Executive Committee.

8. Young Planners Group (YPG) Ambassador

The duties of the YPG Ambassador shall encompass the following:

- a. Serve as the liaison between the Section and the Chapter YPG Committee;
- b. Coordinate with the Chapter YPG Chair/Co-Chair to facilitate events targeted to young planning professionals;
- c. Advise the Executive Committee on upcoming event programs provided by the YPG;
- d. Increase participation of YPG members in the Section;
- e. Maintain and update YPG content on the Section website; and
- f. Maintain a Section YPG membership contact list and help confirm eligibility of its

members.

9. Communications Officer

The duties of the Communications Officer shall encompass the following:

- a. Ensure a consistent message and delivery in communications concerning Section matters;
- b. Maintain up-to-date, user friendly and visually interesting information on the website to better serve members, in accordance with Chapter best practices and templates for content and visual design of the website, social media, newsletters and other communication materials;
- c. Provide regular updates to members regarding Section activities; and
- d. Coordinate with Executive Committee members regarding the design, content and frequency of ongoing communications.

10. Student Representative

The Executive Committee shall determine the manner of nomination for and selection of a Student Representative. In the event a Student Representative ceases to be a full-time student, the Executive Committee shall designate a full-time student to complete the term of office.

- a) The Student Representative shall serve a one (1) year term of office and be selected on a rotating basis by the Executive Committee;
- b) Duties of the Student Representative shall include the following:
 - i. Act as the liaison between the Section and planning students in the Section
 - ii. Advise the Committee on the provision of services to students and the evolving character of the planning profession; and
 - iii. Coordinate any student-related activities within the Section as applicable.

ARTICLE VII – SECTION COMMITTEES

1. Executive Committee

The Executive Committee shall consist of the elected and appointed officers of the Section. Members of the Executive Committee shall be Full Members of the Chapter. Meetings of the Executive Committee shall be called by the Chair or a majority of the Committee members. There shall be, in each year, at least four meetings of the Executive Committee. For the transaction of business, a quorum shall consist of four filled officer positions of the Executive Committee, or a majority of the officers present at the meeting, whichever is greater. The passage of a resolution or other business shall require a simple majority vote. The Executive Committee shall have the following duties and responsibilities:

- a. Transact the business of the Section in the interim between meetings, and to report thereon to the Section;
- b. Effectuate the motions and policies agreed upon by Section membership;
- c. Approve the annual budget;
- d. Act as custodian of all Section property and funds to authorize and approve all contracts and expenditures but not to incur liabilities exceeding the amount of unappropriated funds in the Section treasury;
- e. Approve or reject applications for Local/Affiliate Membership;
- f. Approve or reject appointments to the committees of the Section;
- g. Fill vacancies in offices occurring between elections for the balance of the current term until new officers are elected and installed;
- h. Perform such other functions as are delegated herein or by the voting members of the Section.

2. Election Committee

The Election Committee shall consist of two members of the Section, of which one shall be a member of the Executive Committee.

3. Other Committees

The Chair, with the advice and consent of the Executive Committee, shall create committees and appoint members to address specific issues facing the Atlantic Coast Section. The Chair, with the advice and consent of the Executive Committee, shall terminate Committees.

ARTICLE VIII – ELECTIONS

1. Nomination and Elections

Elections shall follow the same schedule as the Chapter. The Chair shall appoint an Election Committee of two or more section members at least three months prior to the election to solicit nominations for officers from the Section membership. The Election Committee shall contact all nominees to gain their acceptance of the nomination and willingness to serve if elected. A list of all interested nominees running for office shall be presented to the Section membership via mailed or e-mailed notice.

Voting may be done by mailed ballot or other electronic means (such as website, email, etc.) as determined by the Election Committee. The voting deadline and the procedures for the issuance and return of ballots shall be transmitted with the ballots when the ballots are sent to the membership. In the event of a tie vote, the Executive Committee shall declare a winner. The results of the election will be announced to the Section and Chapter thereafter.

2. Voting Privileges

All individual members in good standing shall be entitled to vote in any Section Election, to

include Member, Local/Affiliate Member, and Student Members. Non-individual members (organizations) are not entitled to vote.

ARTICLE IX – MEETINGS

1. Annual Meeting

The Annual Meeting represents the accumulation of efforts of the Section for the preceding year, and program goal setting for the forthcoming year, with installation of officers every two (2) years. There shall be an Annual Meeting at a time and place to be determined by the Executive Committee. At least fifteen (15) days' notice of this meeting shall be sent to all members.

2. Other Section Meetings

3. In addition to the "Annual Meeting," the Section may hold other meetings with the full Section membership as needed or desired, with the goal of holding at least two meetings or events per county per year. The time and place of the meetings shall be set by the Chair with approval of the Executive Committee. A notice of all such meetings shall be mailed, e-mailed or otherwise communicated to all members at least one month in advance. Executive Committee Meetings

The Executive Committee typically meets once per month. Executive Committee meetings may be called or cancelled as necessary by the Chair or by a majority of the Executive Committee members.

4. Meeting Format

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

ARTICLE X –AMENDMENTS AND FILING

1. General

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

2. Bylaw Amendments

The Bylaws shall be evaluated for needed updates and other changes once every two (2) years, or within 90 days of adoption of Chapter Bylaws amendments as necessary. Upon authorization of the Executive Committee or upon petition of at least ten percent (10%) of the voting members of the Section, any proposed amendment to these Bylaws shall, after discussion at a Section meeting, be submitted by the Secretary together with a ballot to all eligible voting members of the Section, and for adoption, shall require a simple majority vote of those voting. A minimum period of one month from the date of mailing (or other electronic means) of such ballot shall be allowed for return of ballots.

3. Filing

A copy of these Bylaws and all subsequent amendments shall be filed with the Secretary of the Florida Chapter of the American Planning Association. Draft revisions of Section Bylaws should be forwarded to the Chapter Bylaws Committee for courtesy review prior to adoption. Copies of Section Bylaws and Bylaw amendments shall be filed with the Chapter Secretary and the Chapter Office within 30 days of their adoption. Section Bylaws shall be hosted on Section webpages. At least one copy of all formal publications of the Section, including such materials as the Chair's Annual Report, adopted reports of Section Committees, Newsletters, Rosters, and other similar reports, shall be filed with the Secretary of the Florida Chapter at the time they are distributed to the Section membership.