



American Planning Association
Florida Chapter
Broward

Creating Great Communities for All

Section Bylaws:

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ARTICLE I - Section Name and Jurisdiction

The name of this Section shall be the Broward Section of the American Planning Association, Florida Chapter (Broward Section). The area served by this Section shall be Broward County, Florida.

ARTICLE II - Section Purposes

The purposes of this Section shall be those of the American Planning Association, Florida Chapter (APA Florida), including the study and advancement of the art and science of local, regional, state, national, and international planning. Furthermore, this organization shall promote the interests of the profession; the fellowship among members of the Section, the APA Florida and the American Planning Association (APA); and the enhancement of quality of life and places in our communities.

1. Objectives:

- a) Enable fuller membership participation and representation in the APA, APA Florida, and the Broward Section;
- b) Provide a forum for the regular exchange of planning ideas and experiences;
- c) Increase public awareness and understanding of planning;
- d) Foster understanding and cooperation of participants in the development process;
- e) Promote professional development of planners through continuing education programs and by encouraging certification through the AICP;
- f) Support regional and statewide planning activities in both the private and public sector by participating in APA Florida;
- g) Encourage participation and actively support those beginning in the planning profession, Emerging Planners Group (EPG), students, technicians, and members of local planning or zoning boards;
- h) Provide opportunities for professional development with major emphasis on Certification Maintenance (CM) approved programs, including the ethics and planning law requirements; and
- i) Work in concert with other organizations of allied professions to foster and achieve mutual goals and objectives, including the provision of CM approved programs and opportunities.

2. **Section Activities:**

- a) Notwithstanding any other provision of these articles, Broward Section will not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, or the corresponding provision of any future United States Internal Revenue law or not permitted to be carried on by an organization, the contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954, as amended, or any other corresponding provision of any future United States Internal Revenue law.
- b) The Broward Section is organized exclusively for charitable, education, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, (or the corresponding provision of any future United States Internal Revenue law).
- c) The activities of the Broward Section shall conform to the law, the bylaws of the APA, and these bylaws.

ARTICLE III - Membership

Section 1- Qualifications and Termination:

- a) Members must live, work, or attend school, and have an interest in planning, zoning, development, redevelopment, sustainability, and growth management in Broward County, Florida.
- b) Members of APA and APA Florida whose address indicates they work or reside in Broward County are automatically considered to have Broward Section membership.
- c) Interested persons who are not APA or APA Florida members may become a member of the Section by submitting a Section membership application along with appropriate Section dues, in an amount as established by the Board of Directors.
- d) A member who fails to pay the appropriate dues shall be removed from the membership roll. Membership may also be revoked for cause by the Board, including any breach of ethics, poor conduct, harassment, and so forth
- e) Section membership may be reinstated, subject to such conditions as established by the APA. Those rules are hereby incorporated by reference into these bylaws.

Section 2 – Types of Membership:

- a) **Full Member** – Individual membership available to APA and APA Florida members wishing to participate in Section activities & receive the newsletter.
- b) **Section Only Member** - Individual membership available to non-APA members wishing to participate in Section activities & receive the newsletter. *This membership level may not hold a Section Office or vote in Chapter elections.*
- c) **Student** – Must be a current student member of APA Florida.

ARTICLE IV – Finances

Section 1 – Budget:

- d) **Period:** The Section’s budget year shall be for the period from January 1st to December 31st, to coincide with APA Florida.
- e) **Contents:** The annual budget shall set forth objectives for which funds of the Section may be expended and the amount authorized to be expended for such objectives.
- f) **Preparation:** The annual budget, and Section program, shall be prepared by the Section’s Officers and Officers-Elect under the direction of the Chair.
- g) **Adoption:** The Executive Committee shall review and recommend the proposed budget and program to the Board of Directors. The budget shall be adopted by the date set by APA Florida.
- h) **Amendments:** The budget may be modified by a majority vote of the Executive Committee. The original budget and any subsequent modification shall, after adoption, be published in the next edition of any Section publication or other mailing.

Section 2- Annual Dues:

- a) Section-only members shall pay dues annually by January 1. The Board of Directors shall evaluate and establish the dues, which may change upon vote of the Broward Section Board of Directors. .
- b) Student members of Broward Section shall be exempt from payment of dues for Section membership, but shall be considered to be full members of the Broward Section provided that their student membership remains in good standing with the APA.

ARTICLE V – Directors and Officers

Section 1- Board of Directors – The Board of Directors (“Board”) shall:

- a) Consist of no less than seven (7) and up to eleven (11) Directors, including the five (5) elected officers (the Executive Committee) and up to six (6) elected At-Large Directors. Members of the Board of Directors shall be members in good standing of the Section and APA Florida.
- b) Have terms of office of two years, beginning with the Chapter’s Annual Membership meeting in odd numbered years.
- c) Hold at least six (6) meetings each year, including the annual meeting.
- d) Be the custodian of all Section property and funds, authorizing and approving all contracts and expenditures, within the annual budget.
- e) Approve the annual budget.
- f) Each At-Large Director may take the lead responsibility for one of the following tasks, or others as applicable:
 - Newsletter
 - Membership
 - Website
 - Annual Membership Meeting
 - Annual Board Retreat
 - Social Events

Section 2 – Executive Committee - The Executive Committee shall:

- a) Consist of the five (5) elected Officers and the Immediate Past Chair. Transact the business of the Section in the interim between Board meetings.

Section 3 – Officers

- a) There shall be five (5) elected Section Officers who are: Chair, Vice-Chair, Secretary, Professional Development Officer and Treasurer.
- b) There shall be a University/Education Liaison, a Student Liaison, and a Legislative Policy Committee Representative who shall be appointed by the Chair.
- c) There shall be an Emerging Planners Group (EPG) Representative to the Broward Section who shall be appointed by the Chair, in coordination with the

Chapter EPG Representative.

- d) The terms of each officer shall be for two years beginning on January 1st of even-numbered years. The Chair and Vice-chair positions are combined into a cumulative 4 year term. The Vice-chair is elected as Vice-chair for the first 2 years of the 4 year term. In the 3rd year, the Vice-chair becomes the Chair for 2 years and a new Vice-chair is elected. Officer elections will be held in odd numbered years starting in 2015.
- e) All elected officers shall remain in office until their elected successors are installed. The Executive Committee shall, by appointment, fill vacancies in an office occurring during an officer's term of office. Officers so appointed shall hold office for the balance of their current term, or until their successors are elected and installed. There shall be no limit to the number of terms an Officer may serve.

Section 4 - Duties of Officers

Chair – The Chair shall have the following duties:

- a) Direct the preparation of the annual program and budget for the forthcoming year;
- b) Call meetings of the Section, Executive Committee and the Board: -
- c) Serve as an ex-officio member of all committees;
- d) Direct the preparation of an annual report of the Section's activities for the prior year;
- e) Serve as the Section's official representative to APA Florida;
- f) Appoint committees and chairs as needed; and
- g) Perform other duties required by these bylaws or customary to the office.

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

- a) Carry out duties assigned by the Chair;
- b) Act as Chair in the absence or incapacity of the Chair;
- c) Coordinate program arrangements for meetings, social events, and fundraisers including, luncheons, forums, and workshops, etc.; and
- d) Perform other duties required by these bylaws or customary to the office.

Treasurer - The Treasurer shall have the following duties:

- a) Collect and record Section dues;
- b) Receive and disburse Section funds;
- c) Assist the Chair in preparing an annual budget;
- d) Maintain and provide to the Secretary in electronic format an accurate roster of members of the Section; and
- e) Perform other duties required by these bylaws or customary to the office.

Secretary - The Secretary shall have the following duties:

- a) Prepare and maintain official minutes of Section meetings;
- b) Maintain, with the assistance of the Treasurer, current addresses, phone numbers, and email addresses for all members in electronic format;
- c) Distribute all official notifications, newsletters, invitations, and reports etc. to the membership;
- d) Maintain Section bylaws, reports, and other official documents in electronic format and provide them as required to the Chapter;
- e) Assist At Large Director updating the Section website as required; and
- f) Perform other duties required by these bylaws or customary to the office.

Professional Development Officer - The Professional Development Officer shall have the following duties:

- a) Administer and oversee the Section-related CM activities, including submission of professional development activities and seminars for CM credits;
- b) Have knowledge of current available resources for CM materials and study materials pertaining to the AICP examination;
- c) Serve as a liaison between the Section and other organizations that desire to partner with the Section to offer professional development activities for CM credits; and
- d) Perform other duties as assigned by the Chair.

At-Large Director – Each Director will initiate and coordinate various networking and educational events for the members throughout their term. Additionally, each Director may be assigned to one of the following tasks, or others as applicable:

- a) Newsletter
- b) Membership
- c) Website
- d) Annual Membership Meeting
- e) Annual Board Retreat
- f) Social Events

University/Education Liaison – This appointed position shall:

- a) Serve as a liaison between the Section and Florida Atlantic University's Department of Urban and Regional Planning and other academic institutions; and
- b) Communicate and provide information on activities of the Section to FAU

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- faculty and students and communicate FAU activities to the Section; and
- c) Perform other duties required by these bylaws or customary to the office.

Legislative Policy Committee Representative – This appointed position shall:

- a) Represent the Section at APA Florida’s Legislative Policy Committee meetings;
- b) Communicate activities of the Legislative Policy Committee with the Section through the Secretary; and
- c) Perform other duties required by the bylaws or customary to the office.

Emerging Planners Group Representative – This appointed position shall:

- a) Serve as a liaison between the Section and the APA Florida Emerging Planners Group;
- b) Communicate and provide updates on activities of the EPG; and
- c) Recruit new EPG members to join APA Florida and Broward Section.

ARTICLE VI- Committees

Section 1- Executive Committee

- a) The Executive Committee members shall be members of the Section in good standing.
- b) The duties and responsibilities of the Executive Committee shall be as follows:
 - i. Transact the business of the Section in the interim between Board meetings and report to the Section;
 - ii. Effectuate the motions and policies agreed upon by the Section membership;
 - iii. Serve as custodian of all Section property and funds, to authorize and approve all contract and expenditures but not to incur liabilities exceeding the amount of un-appropriated funds in the Section treasury;
 - iv. Approve or reject applications for membership;
 - v. Fill vacancies in offices occurring between elections; and
 - vi. Prepare the Annual Report, which shall be presented to the Board; subsequently presented at the Annual Meeting of the Section; and then forwarded to the Secretary of the Chapter.
- c) Meetings of the Executive Committee shall be called by the Chair or a majority of the Committee members. Three (3) members of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee. The passage of a resolution shall require an affirmative vote of at least three (3) members of the Executive Committee.
- d) The Immediate Past Chair shall fulfill the duties of assisting the Chair in the function of his or her duties, and shall serve for a term of two years, commencing with the date that the Immediate Past Chair's prior term of service as Chair ended.

Section 2- Ad-Hoc Committees

The Chair, with advice and consent from the Executive Committee, may appoint ad hoc committees to study, report and recommend on specific issues. The presentation of the report to the Executive Committee or Section meeting shall terminate the committee.

ARTICLE VII - Elections, Voting and Vacancies

Section 1- Nominations and Elections

- a) The election of the Board of Directors shall be held bi-annually on a date as determined by the Board of Directors, which shall serve as the nominating committee. The Board of Directors shall solicit nominations for the Board of Directors from the Section membership, and shall contact nominees to determine their acceptance of the nomination and willingness to serve if elected or appointed. The Board of Directors shall determine the deadline for receipt of ballots, not to exceed 30 days.
- b) The slate of candidates for an upcoming election shall be published in the Section newsletter preceding the election, or circulated by electronic mail and/or posted on the Section website, at least 1 week prior to the election date.
- c) Voting may be done by either mailed ballot or by website or electronic mail, as determined by the Board of Directors. All votes must be received by 5 pm the day prior to the date designated by the Board of Directors as the date of election. In the event of a tie vote, the Executive Committee shall determine the winner.
- d) With the exception of the offices of Chair, the Executive Committee shall, by appointment, fill vacancies in office occurring between elections. Officers so appointed shall hold offices for the balance of their current term, or until their successors are installed.
 - i. When a vacancy in the office of Chair occurs, if the remaining term is for a period of less than one year, the Vice-Chair shall immediately be the Chair for the remaining term as well as for the following two-year period when the Vice-Chair would normally have succeeded to the presidency.
 - ii. When a vacancy in the office of Chair occurs and the remaining term is for a period of one year or more, the Vice-Chair shall immediately be the Chair for the remaining term. When the next cycle of elections for Section officers occurs, there shall also be an election for the office of Chair. The Vice-Chair who succeeded prematurely to the office of Chair shall, at his/her discretion, be a nominee, and the Executive Committee shall nominate at least one other candidate or two candidates if the incumbent has declined. Election for the office of Vice-Chair and the other Section offices shall proceed as prescribed in these bylaws.
 - iii. A vacancy in the office of Vice-Chair not created by a vacancy in the office of Chair shall be filled by a majority of the Executive Committee.
 - iv. If vacancies occur among Section officers for whom these bylaws do not provide a clear remedy, a majority of the remaining Executive Committee members with voting authority are empowered to create ad hoc rules to respond to the situation including interim appointments, special elections or

leaving the position vacant until the next election cycle.

- e) 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 Board of Directors, 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 or inability to adequately perform the duties of the Office or conviction of a felony.

Section 2- Voting

- a) Only members in good standing of the Section shall be eligible to vote.
- b) All votes, except as otherwise provided for, to amend these bylaws, shall be decided by a majority of those members voting.

ARTICLE VIII - Meetings and Quorums

- a) A quorum for any Board of Directors meeting shall be a majority of the Board of Directors.
- b) A quorum for an Executive Committee meeting shall be at least three (3) members of the Executive Committee.
- c) A quorum for a general membership meeting shall be ten (10) percent of the Section membership so qualified to vote.
- d) Action may be taken when passed by a majority of those members eligible to vote, either by mail or electronic ballot or at a meeting.

ARTICLE IX - Amendments and Filing

Upon authorization of the Executive Committee or upon petition of at least fifteen (15) percent of the members of the Section, any proposed amendment to these bylaws shall be submitted together with a ballot to all members of the Section via U.S. mail, electronic mail or other electronic means and for adoption shall require a majority affirmative vote of those voting. A period of 15 days from the date of mailing or electronic transmittal of such ballots shall be allowed for return of ballots.

These bylaws and all subsequent amendments shall be filed with the Secretary of the Chapter, as required by the Chapter bylaws. At least one (1) copy of the Annual Report shall be filed with the Secretary of the Chapter at the time it is distributed to the Section membership.

ARTICLE X - Definitions

The following definitions shall apply for purposes of interpretation of these bylaws:

American Institute of Certified Planners (AICP). The national organization of certified professional planners and which is an institute of the APA.

American Planning Association. The national organization of which this Section is a part and which is referred to in these bylaws as “APA.”

Annual Membership Meeting. The meeting held once each year at the Chapter’s annual conference, or other well-attended event.

Budget. An estimate of the income and expenditures for APA Florida for a set period of time.

Chapter. The Florida Chapter of the American Planning Association (“APA Florida”).

Certification Maintenance (CM) Program. The program by which 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. The requirements and standard of the program are established by the APA.

Executive Committee. The five (5) elected Officers and the Immediate Past Chair.

Member, Full. A person who has paid the annual dues of the APA or APA Florida automatically qualifying as a Full Member of Broward Section.

Member, Section Only. A person who has paid the section dues and who is not a member of APA or APA Florida.

Member, Student. A person who is a student member of APA Florida.

Newsletter. Publication prepared to inform about the developments impacting the section and relating to the planning industry. The newsletter is distributed as an electronic newsletter.