FLORIDA CHAPTER
AMERICAN PLANNING ASSOCIATION

ORGANIZATIONAL BYLAWS

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Bylaws of the American Planning Association
Florida Chapter
ARTICLE I – CHAPTER NAME AND JURISDICTION

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

ARTICLE II – CHAPTER PURPOSES AND ACTIVITIES

1. Chapter Purposes

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

   a) Advancing the art and science of planning within the Chapter area;
   b) Encouraging the exchange of information and experience in the Chapter area;
   c) Representing and advance the interests and welfare of the Association, its members and the planning profession in the Chapter area;
   d) Encouraging and guiding the newer members of the profession;
   e) Providing, through local Sections, an opportunity for fellowship among the members and an opportunity for professional growth and development;
   f) Promoting planning approaches in response to developmental and societal opportunities and challenges facing Florida and its communities;
   g) Increasing 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;
   h) Providing, through the Chapter and local Sections, opportunities for professional development with major emphasis on Certification Maintenance (CM)-approved programs, including the ethics and planning law requirements;
   i) Working in concert with other organizations of like purpose to foster and achieve mutual goals and objectives, including the provision of CM-approved programs and opportunities.

2. Chapter Activities

   a) Notwithstanding any other provision of these articles, the Chapter will not participate in or conduct any other activities not permitted 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 by an organization, whose 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 Chapter is organized exclusively for charitable, education, and scientific purposes, including 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
c) The activities of the Chapter shall conform to the law, the bylaws of the APA, and the bylaws of the Chapter.

ARTICLE III – DEFINITIONS

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

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

3. Annual Membership Meeting. The meeting held once each year at the Chapter’s annual conference.


6. Chapter Newsletter. Publication prepared to inform about the developments impacting the Chapter and relating to the planning industry. The Chapter newsletter is distributed as a monthly electronic newsletter or the quarterly Florida Planning newsletter.

7. Chapter Office. The office of the Chapter as designated by the Executive Committee.

8. Chapter Officer. Elected member of the Executive Committee charged with carrying out the day-to-day activities of the Chapter.

9. Chapter Only Member. A person who has paid the Chapter Only dues and who is not a member of APA.

10. Chapter Publications. Any publication, including electronic, that is transmitted to all Chapter members at their address of record or electronic mail address without special charge.

11. Certification Maintenance (CM) Program. The mandatory continuing education program required of all professional planners who are AICP members. This program requires 32 CM credits over a two-year reporting period. The CM Program includes all education programs provided by the Chapter or its local Sections where CM credits are approved. The provision of CM credits for any event must be approved by APA.

12. Executive Committee. The Chapter officers, chair of each Section (or their designee), Faculty Liaison, Emerging Planners Group (EPG) Representative and Student Representative.

13. Executive Director. As defined in Article VIII.

14. Full Member. A person who has paid the annual dues of the APA and APA Florida.

15. Members’ Address of Record. The primary residential address for each Chapter member that is furnished to the Chapter by the APA.
16. Section. An affiliation of Chapter members approved by the Executive Committee and formed to represent a specific and distinct geographical region of Florida to further the purposes of the APA and the Chapter on behalf of the members in that region.

17. Section Chair. The person who has been elected to lead a Section of APA Florida and to represent the Section on the APA Florida Executive Committee.

18. Strategic Plan. Document developed by the Executive Committee biannually that envisions a desired future for the Chapter and translates the vision into broadly defined goals, objectives, and a set of actions to achieve them.

ARTICLE IV - CHAPTER SECTIONS

1. Section Purposes

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

2. Section Membership Qualifications

  a) All members of the Chapter whose address of record is within the Section area shall automatically be members of the Section.
  
  b) Sections may create “Section Only” memberships, if approved by the Section's Executive Committee as part of the Section bylaws. “Section Only” members may not hold a Section or Chapter office or vote in Chapter elections.

3. Section Creation and Organization

  a) Sections representing specific and distinct geographic regions of the State of Florida may be created upon petition of two-thirds of those Chapter members (as defined in Article III) whose address of record is in the territory proposed for Section status, following action and approval of the Executive Committee. The Executive Committee is responsible for reviewing and amending, as necessary, Section boundaries so as to ensure reasonable representation from all portions of the State. The territory of a Section shall be a reasonably coherent unit. A map of the Sections shall be made available on the Chapter website.
  
  b) Sections shall adopt bylaws to govern Section affairs which shall be adopted by the majority of the Section members casting ballots.
  
  c) Section Bylaws shall provide for the election of officers, their terms and duties, the preparation of an annual activities program, the adoption of a budget, the collection, expenditure and accounting of funds, and the holding of meetings and other gatherings, and such other activities that the Section may wish to address.
  
  d) The terms of the Section Chairs shall be for two years, beginning on January 1st of even-numbered years. The Section Chairs shall serve as members of the Chapter Executive Committee.
  
  e) Section Bylaws shall not conflict with the Bylaws and Articles of Incorporation of the Chapter or the APA. Section Bylaws shall be amended, as needed for
consistency, within 90 days of adoption of Chapter Bylaws amendments. 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 the Chapter and Section webpages.

f) Each Section shall send a representative to Executive Committee meetings; the Section representative shall be the Section Chair or their appointee.

g) The Chapter Office shall maintain an active file on each Section, including annual financial reports for the Section and current bylaws for each Section. Such reports shall be available to the Executive Committee as needed.

h) Any Section not in reasonable compliance with these bylaws and not demonstrating a commitment to comply in a reasonable timeframe will be offered assistance by the Executive Committee in achieving compliance. Failure to comply after an offer of assistance may be grounds for the Executive Committee to withhold or escrow any Chapter funds budgeted for the Section pending compliance, and may become the basis for the de-activation of the Section by a majority vote of the Executive Committee.

4. Authorization for Dues and Assessments

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

5. Dissolution or Termination of Sections

a) In the event of dissolution by action of a Section, the termination of a Section by action of the Executive Committee, or the recognition by the Executive Committee of the inactive status of a Section, the residual assets of the Section will be turned over to the Chapter.

b) The Executive Committee, on behalf of the Chapter, shall assume control of any Section funds when a Section becomes dissolved, inactive or terminated. The Executive Committee, at its discretion, may escrow or otherwise set aside these funds for future Section use, supplement them, or add them to Chapter funds as revenue and therefore make them unavailable for future Section use. The Executive Committee’s decision regarding former Section funds shall be based on its determination of the reasonable expectation of future Section reactivation, recent history of the inactive Section, and the revenue condition and demands of the Chapter and its functioning Sections. A decision to escrow funds does not preclude a later decision to convert funds to Chapter revenue, nor does a decision to convert funds to Chapter revenue preclude a future action to appropriate Chapter funds to an escrow account as an incentive to Section reactivation.

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

ARTICLE V - CHAPTER MEMBERSHIP AND DUES

1. Membership Qualifications

a) All members of APA whose address of record is within the Chapter area shall automatically be Chapter members. APA members whose address of record is outside the Chapter area may also become Chapter members upon payment of any applicable dues and assessments.

b) Persons who are not members of APA may become Chapter Only members upon payment of the established dues and are eligible to vote in Section and Chapter elections.

c) APA members whose address of record is outside the Chapter area and Chapter Only members may not hold office in the Chapter.

2. Termination and Reinstatement

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

3. Annual Dues

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

4. Student Dues

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

ARTICLE VI – CHAPTER OFFICERS, EXECUTIVE COMMITTEE, TERMS OF SERVICE AND REMOVAL

1. Chapter Officers

The Chapter shall have a President, Immediate Past President, a President-Elect, a Vice-President for Membership and Outreach Services, a Vice-President for Conference Services, a Vice-President for Professional Development, a Vice-President for Section Affairs, a Vice-President for Certification Maintenance, a Vice-President for Communications, a Secretary, a Treasurer, and an EPG Representative. The Chapter Officers shall constitute the Executive Committee for APA Florida.
2. **Executive Committee**

The Committee shall consist of the Chapter Officers, the Chair of each Section, or their designee, the Faculty Liaison, the Emerging Planners Group Representative, and the Student Representative. The purpose of the Executive Committee shall be to govern and further the professional interests of the Chapter membership, in accordance with the mission and the Bylaws of APA and the Chapter. The Executive Committee shall meet at least four times a year, with parliamentary procedures governed by the current edition of Robert’s Rules of Order, unless otherwise amended by these Bylaws.

a) Duties of the Executive Committee shall include:

i. Considering and acting upon Chapter needs and business. In the event that Chapter business needs to be conducted between regularly scheduled Executive Committee meetings, it may do so either in person, through conference calls, or by email;

ii. Being the custodian of all Chapter property;

iii. Reviewing and amending, where appropriate, the recommended biennial Strategic Plan and budget as submitted by the President for a vote at the Annual Membership Meeting;

iv. Removing Chapter or Section officers from office for malfeasance, misfeasance, nonfeasance or incapacity per Article VI(4).

v. Filling vacant offices pursuant to the provisions of Article VI(3).

vi. Annually selecting the next available conference venue and authorizing execution of a contract with the host Section.

vii. Approving minutes and/or summaries of each prior Executive Committee meeting, minutes of the Annual Membership Meeting and other minutes of general membership meetings.

viii. Reviewing and taking action on the recommendations of any standing or ad-hoc committee;

ix. Reviewing and taking timely action on the recommendations of the Bylaws Committee or any Bylaws petition presented in accord with the provisions of Article XII;

x. Performing the fiduciary responsibilities of the Chapter; and

xi. Carrying out such additional duties as may be necessary to assure the orderly operation of the Chapter not otherwise inconsistent with these Bylaws.

b) The President and Executive Committee shall, within six (6) months of installation of new Chapter Officers, conduct a Biennial Chapter Leadership Retreat. This Retreat may serve as a called meeting of the Executive Committee. Participants in the Retreat shall advise the President on:

i. Member feedback on the Chapter’s performance;

ii. Concerns and needs of the Sections;

iii. Amendments to and methods for meeting the goals and objectives in the
Chapter Strategic Plan;

iv. Ideas for the Chapter’s annual conference and professional development and training programs;

v. Methods to conserve and spend resources wisely and otherwise meet the needs of the Chapter in accordance with the Chapter budget;

vi. Potential changes to the Chapter Bylaws;

vii. Any other issues for the good of the Membership, the Sections and the Chapter.

c) A majority of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee.

3. Terms of Office

a) The terms of office of all Chapter Officers shall be two years. The terms of office shall begin on January 1st of odd-numbered years.

b) All elected officers shall remain in office until their elected successors are installed.

c) With the exception of the offices of President and President-Elect, 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. In the event a Section chair is vacated it shall be the responsibility of the Section to appoint a successor to serve until the next regular election cycle.

d) When a vacancy occurs in the office of President-Elect, the Executive Committee shall schedule a special election within 90 days. If the vacancy occurs within six months of the regular election, no special election shall be held. Nominations and arrangements for the special election shall be by majority vote of the Executive Committee. If the vacated term of the President-Elect ends before the special election determines the successor, the outgoing President will continue in office until the successor is elected. In this circumstance, the special election shall be for the office of President, and the electee shall take office immediately upon certification of the election results.

e) No Chapter officer shall serve more than two consecutive two-year terms in the same elected office, with the exception noted in paragraph f, below. A two-year term is any period in which an office is held for more than one year.

f) Notwithstanding the preceding office vacancy provisions, when a vacancy in the office of President occurs, the President-Elect shall immediately be the President for the remaining term as well as for the following two-year period when the President-Elect would normally have succeeded to the presidency. See paragraph d, above, regarding a special election for President-Elect. Any duties of the vacated President-Elect position may be assigned at the discretion of the President to the Immediate Past President.

g) Should a duly elected Officer fail to take office, a Special Election must be scheduled to occur no later than 90 days after the date the Officer should have taken office, pursuant to the procedures established in these Bylaws.
If vacancies occur among Chapter officers for which 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.

4. Removal from Office

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

ARTICLE VII – DUTIES OF EXECUTIVE COMMITTEE MEMBERS

1. President

The President shall serve as the head of the Florida Chapter of the American Planning Association and be responsible for representing the Chapter, chairing the Executive Committee, and managing the activities of the Executive Director. The duties of the President shall include:

a) Calling meetings of the Chapter and the Executive Committee;
b) Attending and presiding over these meetings;
c) Creating and, except as otherwise provided in these Bylaws, appointing, discharging, and serving as a nonvoting, ex officio member of all committees;
d) Executing any contracts authorized by the Executive Committee;
e) Preparing an annual report of Chapter accomplishments, particularly related to the Strategic Plan and budget, and presenting it to the membership at the Annual Membership Meeting, and inviting comments from the membership on these activities and suggestions for other activities, and following this, ensuring the annual report is published on the Chapter website;
f) Establishing and discharging any committees as may be necessary unless otherwise provided for in the Bylaws;
g) Overseeing the administration of the Strategic Plan of the Chapter;
h) Overseeing the preparation of a draft annual Strategic Plan and draft budget and submitting same to the Executive Committee prior to the Annual Membership Meeting;
i) Representing the Chapter on the APA Chapter Presidents Council;
j) Representing the Chapter before the APA and its Board of Directors and staff, unless said President specifically delegates such authority for a particular function(s) to a Member of the Executive Committee; and
k) Performing such other duties as are customary to the office.

2. President-Elect

The President-Elect shall provide assistance to the President and Executive Director and fulfill the responsibilities of the President when needed. The duties of the President-Elect shall include:

a) Overseeing the Chapter’s legislative affairs and advocacy program;

b) Chairing the Legislative Policy Committee and the Legislative Leadership Team, and serving on the Nominating and Financial Planning Committees;

c) Overseeing the development and the annual update of the Chapter Administrative Procedures and Policy Manual and presenting it to the Executive Committee for action;

d) Assuming the duties and responsibilities of President at such time as the office becomes prematurely vacant as provided in Article VI (3)(f);

e) Attending all Executive Committee meetings; and

f) Carrying 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:

a) Attending all Executive Committee meetings;

b) Chairing the Nominating Committee and serving on the Financial Planning Committee;

c) Making recommendations to the President for committee appointments;

d) Mentoring and being available to provide advice to elected and appointed volunteers;

e) Identifying, cultivating and recruiting future Chapter leaders; and

f) Carrying out any other duties assigned by the President.

4. Vice-President for Conference Services (VPCS)

The primary responsibility of the VPCS shall be to organize, supervise, and manage all aspects of the Chapter’s annual conference. The duties of the VPCS shall include:

a) Developing proposals and commitments from among the Sections with eligible venues, an inventory of successive conference locations at least two (2) to three (3) years beyond the current conference year and recommending the venues to the Executive Committee for action;

b) Serving as Co-Chair on the Conference Committee;

c) In coordination with the Host Section Conference Chair, VPCM and the VPPD, developing programming for the annual conference that is relevant, timely, and
varied so as to appeal to the broadest spectrum of the membership;

d) In coordination with the Host Section Conference Chair and the Executive Director, developing and implementing a conference fundraising/sponsorship campaign;

e) Serving on the Professional Development Committee;

f) Attending all Executive Committee meetings; and

g) Carrying out any other duties assigned by the President.

5. Vice-President for Membership and Outreach Services (VPMOS)

The primary responsibility of the VPMOS shall be to serve the needs of the Membership and engage in Outreach at both the Chapter and Section level. The duties of the VPMOS shall include:

a) Developing and coordinating activities to increase the number of new members and retain current members;

b) Assisting Sections with membership drive functions;

c) Preparing marketing materials that promote membership in and awareness of APA Florida;

d) Developing activities that promote advertising in APA Florida print and online media;

e) Developing and cultivating the relationships with local and state-wide businesses and organizations;

f) Developing and engaging in community outreach strategies that are in line with APA Florida’s mission and that benefit the community;

g) Serving on the Emerging Professionals Group (EPG) Committee;

h) Attending all Executive Committee meetings; and

i) Carrying out any other duties assigned by the President.

6. Vice-President for Professional Development (VPPD)

The VPPD shall be a member of the American Institute of Certified Planners (AICP). The VPPD shall assist members directly and through their Sections in professional development and continuing education activities and shall be the principal liaison for such efforts between the Chapter and the APA. The VPPD shall be the Professional Development Officer (PDO) for the purposes of the APA and AICP. The duties of the VPPD shall include:

a) Promoting the annual AICP exam process;

b) Assisting Sections to improve the relevancy of local exam preparation sessions, as needed;

c) Serving on the Conference Committee and ensuring the Chapter’s annual conference includes a session on ethics and law;

d) Overseeing the development and conduct of other professional development activities, in conjunction with the VPCM;
e) Serving as the Chapter’s liaison to APA on ethics;

f) Chairing the Chapter’s Professional Development Committee;

g) Coordinating with the AICP Commission and VPCM on relevant AICP exam preparation issues;

h) Attending and participating in the Annual PDO Exchange at the APA National Conference;

i) Attending all Executive Committee meetings; and

j) Carrying 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. The duties of the VPSA shall include:

a) Reporting on Section activities and concerns at each Executive Committee meeting;

b) Periodically assessing the adequacy of the services provided to the Sections and make recommendations for any changes to the Executive Committee;

c) Implementing the Section Grant Program;

d) Fostering inter-Section communications;

e) Chairing the Section Affairs Committee and serving on the Financial Planning Committee;

f) Attending all Executive Committee meetings; and

g) Carrying 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 duties of the VPCM shall include:

a) Administering and overseeing the Chapter-related CM activities, including submission of conference sessions for CM credits;

b) Maintaining the Chapter’s CM database;

c) Serving on the Professional Development Committee;

d) Assisting Section PDO’s in submitting professional development activities for CM credits;

e) Training Section PDO’s on CM credit submittal requirements;

f) Serving 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;

g) Assisting the VPPD, as needed, on professional development activities;
h) Attending all Executive Committee meetings; and
i) Carrying out other duties as assigned by the President.

9. Vice-President for Communications (VPC)

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

a) Maintaining up-to-date, user friendly and visually interesting information on the Chapter website to better serve members;

b) Preparing best practices and templates for content and visual design of the website, social media, newsletters and other communication materials;

c) Ensuring ongoing communications maintain consistency of message;

d) Ensuring communications provide regular updates to members regarding Chapter activities;

e) Coordinating with Chapter Office Communications staff regarding the design, content and frequency of ongoing communications;

f) Attending all Executive Committee meetings;

g) Chairing the Editorial Committee; and

h) Carrying out other duties as assigned by the President.

10. Secretary

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

a) Recording the proceedings of each Executive Committee meeting, and within thirty (30) days thereafter, preparing and submitting the meeting minutes to the Executive Committee for review and approval;

b) Seeing that the Executive Committee meeting minutes are posted on the Chapter website within thirty (30) days after Executive Committee approval. The minutes may be published once reviewed and approved or reviewed and revised by the Executive Committee. Meeting minutes 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) Recording the official proceedings of the Annual Membership Meeting and other general membership meetings, and submitting minutes to the Executive Committee within thirty (30) days after the meeting for approval;

d) Seeing that the Annual Membership Meeting and any general membership meeting minutes are posted on the Chapter website within thirty (30) days after Executive Committee approval;

e) Serving as Chapter Parliamentarian;
f) Chairing the Chapter Bylaws Committee and serving on the Editorial Committee; and

g) Carrying out any other duties assigned by the President.

11. Treasurer

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

a) Assisting the President and Executive Director in preparing an annual budget;

b) Providing a quarterly financial report, to include a current balance sheet and an income statement reflecting Chapter financial operations;

c) Coordinating with the Executive Director on expenditures relating to the strategic operational plan and functions of the Chapter Office on a timely basis;

d) Coordinating, with the Executive Director, an inventory of all Chapter property;

e) Coordinating, with the Executive Director, the annual independent audit or compilation report of the Chapter’s financial records;

f) Seeing 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 after review and approval by the Executive Committee;

12. Emerging Planners Group (EPG) Representative

The Chair of the EPG shall serve as the EPG Representative, and full voting member, of the Executive Committee. The EPG Representative shall serve a term of office of two years. The duties of the EPG Representative shall include:

a) Acting as the liaison between the Chapter, the EPG Committee, and the Chapter’s EPG members;

b) Coordinating with the Section EPG Ambassadors to facilitate events targeted to new and emerging planning professionals;

c) Advising the Executive Committee on upcoming event programs provided by the EPG;

d) Working with the Student Representative and other Executive Committee members to increase participation of EPG members at the Chapter and the Section levels;

e) Coordinating the EPG events, activities, and interests at the Chapter’s Annual
Conference, including an EPG reception, EPG annual meeting and other activities, as applicable;

f) Maintaining and updating the content of the EPG page on the Chapter website;

g) Maintaining a membership mailing list and confirming eligibility of its members;

h) Serving on the Professional Development Committee;

i) Overseeing and processing the appointment of EPG officers;

j) Attending all Executive Committee meetings; and

k) Carrying out any other duties as assigned by the President.

13. **Student Representative**

The Chapter Executive Committee shall determine the manner of nomination for and selection of a Student Representative. Only student members enrolled in a full-time course of study at a Planning Accreditation Board (PAB) accredited program shall be eligible to serve as Student Representative. The Executive Committee shall select a Student Representative from a different PAB-accredited program within the state on a rotating basis. The Student Representative shall serve a one (1) year term of office. The Student Representative shall have full voting rights on the Executive Committee and shall advise the Committee and the Chapter on the provision of services to students and the evolving nature of the planning profession.

In the event a Student Representative ceases to be a full-time student or cannot fulfill the expectations of the position, the Executive Committee shall designate an eligible full-time student from the same institution by the same process as the initial appointment to complete the term of office. Duties of the Student Representative shall include:

a) Acting as the liaison between the Chapter and the students in the PAB-accredited program;

b) Coordinating the student-related activities at the Chapter’s Annual Conference, including a student reception/meeting and job mart as applicable;

c) In coordination with the Faculty Liaison and the Chapter office, taking primary responsibility for maintaining and updating the content of the Student Page on the Chapter website;

d) Serving as student representative on the Legislative Policy and Professional Development Committees;

e) Attending all Executive Committee meetings; and

f) Carrying 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, skilled in the Planning Field, to serve as a full voting member of the Executive Committee for a term of two (2) years. The Faculty Liaison shall hold a full-time faculty
position with an institution accredited by the PAB. The Faculty Liaison shall be appointed at the first Executive Committee meeting following the installation of Chapter Officers.

If the appointed Faculty Liaison is not able to complete the two-year term or fulfill the expectations of the position as determined by the majority of the Chapter Officers, the remainder of the term shall be filled by a faculty member from the same institution and appointed 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.

The duties of the Faculty Liaison shall include advising the Executive Committee and the Chapter with respect to the following:

- a) Improving communications between practicing planners and academic institutions;
- b) Providing information about planning research activities of interest to the profession;
- c) Assisting with the program and arrangements for the Annual Conference;
- d) Providing assistance with continuing education programs for the profession;
- e) Providing other assistance as needed to coordinate academic and professional interests;
- f) Implementing the student minority scholarship program and the student project award program;
- g) Assisting with the maintenance and updating of appropriate pages on the Chapter website to provide information of interest to students and new professional planners;
- h) Serving on the Professional Development Committee;
- i) Attending all Executive Committee meetings; and
- j) Carrying out any other duties assigned by the President.

15. **Section Chairs**

Each of the twelve (12) Section Chairs shall be a voting member of 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:

- a) Representing their Section membership at each Executive Committee meeting or send a designee in their place if they are unable to attend the meeting;
- b) Reporting on Section activities and concerns at each Executive Committee meeting;
- c) Serving on Committees as necessary to carry out the duties of the APA and the Chapter;
- d) Attending all Executive Committee meetings; and
e) Carrying out any other duties assigned by the President.

ARTICLE VIII – ELECTIONS

1. Regular Elections

a) Only members in good standing with the APA and the Florida Chapter of the APA are eligible to hold Chapter office. The offices of VPPD and VPCM shall also be members of the AICP.

b) By February 1 of each even-numbered year, the President shall appoint a Nominating Committee consisting of a minimum of five (5) members, including the Immediate Past President, who shall serve as the chair, the President-Elect, and at least two (2) Section Chairs, with a goal to achieve geographic diversity.

c) Following a call for nominations in the Chapter Newsletter, the Nominating Committee shall submit to the Executive Committee, by no later than May 1 of each even-numbered year, a slate of nominees for Chapter officers for publication to the entire Chapter membership. The Nominating Committee shall submit at least two (2) nominees for each office to be filled, and shall confirm that such nominees have agreed to submission of their names for office.

d) All Chapter Offices, except that of President, shall be presented to the membership for vote. Upon completion of one (1) full term of office, the President-Elect may succeed to the office of President without further electoral procedure.

e) Nominations for any office may be made by petition of five (5) percent of the membership or twenty (20) members, whichever is less, provided such petition is submitted to the Nominating Committee within thirty (30) days following the publication of the recommended slate of officers.

f) Members may vote for any qualified candidate for any vacant office, whether or not they are nominated by the Nominating Committee or by petition.

g) Ballots submitted to members for election of Chapter officers shall provide space for write-in votes.

h) Ballots will be submitted to members for election of Chapter officers by APA in accordance with the schedule of national election cycle.

i) 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.

j) The nominee or write-in candidate for an office who receives the most votes shall be the winner and be elected to that office. In the event of a tie, the Executive Committee, by majority vote, shall choose the person who would best perform the duties of the office from among the highest tied vote-getters and declare a winner for that office.

k) For a regular election, the name of the person elected to each office shall be published in the Chapter newsletter and on the Chapter website as soon as practical.
2. Special Elections

The provisions in Article VIII (1), Regular Elections, apply to regularly scheduled elections of Chapter Officers in even-numbered years. When vacancies occur in the offices of Chapter Officers, special elections may be required to fill those vacancies. Article VI (3), Terms of Office, describes the circumstances for vacancies for a Chapter officer and when and whether a special election is required. It further provides for expeditious nominations and the intervention of the Executive Committee to facilitate the timely filling of vacant offices. The rules of election for filling vacancies in office by special election supersede the provisions of Article VIII that apply only to regularly scheduled elections in even-numbered years.

3. Teller Committee

A Teller Committee, appointed by the President, shall consist of at least three (3) Chapter members, one of whom shall be the Executive Director, who shall be responsible for tabulation of votes, or verification of tabulation if online voting is used, for the Special Election of Officers of the Chapter and amendments to the Chapter Bylaws.

ARTICLE IX – COMMITTEES

The President may appoint committees to address matters of Chapter concern. In addition to the Executive Committee, there shall be other standing committees of the Chapter. The President shall appoint members to standing committees within 60 days of assuming office. Standing Committee members shall be APA members in good standing. A quorum for committee business shall be a majority of the members of that committee. Appointments to each Committee shall be made with a goal of achieving geographic diversity from across the State.

1. Nominating Committee

Function outlined in Article VIII.

2. Bylaws Committee

a) The Bylaws Committee shall be chaired by the Chapter Secretary, and shall contain a minimum of five (5) Chapter members from across the state, who maybe appointed by the President.

b) By May 1 of each odd-numbered year, the Committee shall present the Executive Committee with recommendations, if any, for changes in the Bylaws.

c) The Committee may report or offer other recommendations to the Executive Committee on a more frequent basis as the needs of the Chapter warrant.

Members of the Chapter may submit ideas and proposals to the Committee at any time.

d) The Bylaws Committee shall review Section Bylaws for consistency with the Chapter Bylaws.
3. Conference Committee

a) The Conference Committee shall consist of the Vice President for Conference Services, the Vice President for Professional Development, the Chair of the host Section Conference Committee, the previous-year’s Host Conference Committee Chair, the Executive Director, and other members as may be appointed by the President.

b) The Chair of the Section or designee hosting the conference and the Vice President for Conference Services shall be the Conference Co-Chairs.

c) The Section host committee, the Chapter office, and the Conference Committee shall plan and prepare the annual conference.

4. Legislative Policy Committee (LPC)

a) The Committee shall consist of the President-Elect, who serves as the LPC Chair, a representative selected by each Section Chair, at least twelve at-large members adequately representing the range of interests reflective of the Membership, and the Student Representative. The President shall appoint the members-at-large, in consultation with the President-Elect.

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

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

5. Legislative Leadership Team

a) The Legislative Leadership Team shall consist of the President-Elect, who serves as the committee chair, the President, Legislative Representative, Executive Director, and an LPC expert on the subject matter.

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

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

6. Professional Development Committee

a) The Committee shall consist of the Vice-President of Professional Development, who shall serve as committee chair, Vice-President for Conference Services, EPG Chair, Faculty Liaison, Vice-President for Certification Maintenance, Section Professional Development Officers, four at-large members adequately representing the range of interests reflective of the Membership, and the Student Representative. The President shall appoint the members-at-large, in consultation...
with the VPPD.

b) The Committee shall convene on a periodic basis but, prior to the Executive Committee meetings to assist in the provision of professional development opportunities and to assist in AICP Exam Preparation activities.

c) The Committee shall serve to assist the Chapter in development and implementation of its professional development opportunities, including AICP exam prep courses.

7. Emerging Planners Group (EPG)

The purpose of APA Florida’s EPG is to add value to APA membership for emerging planners and tap into the energy, enthusiasm, and fresh ideas of emerging planners and professionals to further the goals of the Chapter.

a) The EPG committee will engage in the following activities to create opportunities for emerging planners’ involvement at the national, chapter, and section level:

i. Connecting emerging planners with more experienced planners for mentorship; and

ii. Fostering social and professional relationships with peers and experienced planning professionals through career building programs, social events, and mentoring opportunities.

b) The EPG will be led by a Committee consisting of a Chair, Co-Chair, EPG Secretary, EPG Treasurer, and Student Representative, and supported by Section Ambassadors. The Vice President of Membership and Outreach Services shall also be a member. The EPG Committee will meet quarterly. The Chair shall serve as the EPG Representative on the Executive Committee.

c) The committee shall plan and prepare an annual work plan, budget, and other corresponding activities that further the professional interests of the Chapter’s EPG membership in accordance with the mission of APA and the Chapter. The documents shall be submitted to the Executive Committee for final approval.

d) All members of APA Florida are automatically EPG members so long as they meet one of the following EPG criteria: 1) have fewer than 5 years of “experience” in the field, or 2) be a student currently enrolled in a planning or planning-related program. The EPG Committee shall maintain a membership list and be responsible for confirming eligibility of its members.

e) The EPG Committee shall conduct an Annual Meeting for its membership in each calendar year and shall determine the meeting location. The EPG Secretary shall notify the membership of the place, date and time of the Annual Meeting in a notice or publication of the EPG, or by another means of communication, such as the EPG website, email, and/or mail to each member at least one (1) month before the meeting.

f) The terms for the EPG Chair, Vice Chair, Secretary, and Treasurer shall be two (2) years. The terms of the EPG Committee members shall be on the same cycle
as the Chapter Officers. At the end of the term of an EPG Committee member, the EPG Committee member shall remain on the EPG Committee until a new person is appointed to the position. The EPG Committee shall solicit from members a list of candidates every even year for EPG Chair, and forward this list to the Chapter President by September 1 for final selection by the final Executive Committee meeting of the year. The incoming EPG Chair shall then appoint a Vice Chair, Secretary, and Treasurer to commence their terms at the beginning of every odd year. The terms for Section Ambassadors shall be defined by each respective Section’s bylaws.

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

9. Section Affairs Committee
   a) The Committee shall consist of the Vice-President for Section Affairs, who shall serve as the committee chair, and Section Chairs.
   b) The Committee shall meet on a regular basis to address Section support services and shall serve to assist the Chapter in developing and providing these services.

10. Financial Planning Committee
    a) The Committee shall consist of the Treasurer, who shall serve as the committee chair, President-Elect; Immediate Past President; Vice-President for Section Affairs; and up to three (3) other members appointed by the President.
    b) The Committee shall annually review the Budget and its correlation to the Chapter’s Strategic Plan to determine whether the targets are being achieved.
    c) The Committee shall identify and recommend programs for ensuring the organization’s financial health for long-term existence and viability. The Committee may consider such programs as a foundation, endowment, or other financial management mechanism to ensure sustainability of the organization.
    d) The Committee shall make recommendations to the Executive Committee on financial matters.

11. Teller Committee
    Function outlined in Article VIII (3).

12. Ad Hoc Committees
    a) The President may create ad hoc committees to accomplish specific tasks identified by the President.
    b) An ad hoc committee shall consist of a committee chair, an officer and at least three (3) additional members. Ad hoc committees may include non-APA members
with technical expertise or experience for the task.

c) All ad hoc committees shall dissolve at the discretion of the President or at the
expiration of the President’s term.

ARTICLE X – MEMBERSHIP MEETINGS

1. Meetings and Procedures

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

2. Annual Membership Meeting

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

3. Called Meetings

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

ARTICLE XI – FINANCIAL MANAGEMENT

1. Budget and Strategic Operating Plan

a) The fiscal year shall be the same as the calendar year, from January 1st through
December 31.
b) The President shall oversee the preparation of the biennial Strategic Plan, which
sets forth the general strategies the Chapter will pursue in achieving its goals for
the year and is directly related to the budget. The draft Strategic Plan shall be
submitted to the Executive Committee for its consideration and recommendation
prior to the Annual Membership Meeting.

c) The President and Executive Director, with the assistance of the Treasurer and
Financial Planning Committee, shall prepare the annual budget. The draft annual
budget shall be submitted to the Executive Committee for its consideration and
recommendation prior to the Annual Membership Meeting.

d) The Strategic Plan and budget shall be noticed and summarized in the Chapter
Newsletter and posted in full on the website prior to the Annual Membership
Meeting. The Strategic Plan and budget shall be presented to the membership at
the Annual Membership Meeting for approval.

e) The Strategic Operational Plan and budget as adopted pursuant to these Bylaws
shall serve as the basis for the financial management of the Chapter and may be
amended from time to time by majority vote of the Executive Committee.
Amendments to the budget will be posted to the Chapter website.

2. Chapter Financial Management

a) For the purpose of ensuring fiscal responsibility, the Executive Committee shall
adopt a financial procedures manual prescribing the duties, budget formats,
timetables, standards and procedures for managing the Chapter’s finances.

b) The Executive Committee shall assure that an annual independent audit is
conducted for even-numbered fiscal years and an independent compilation is
conducted in odd-numbered years. A summary of the audit or compilation shall be
posted on the Chapter website within thirty (30) days of approval by the Executive
Committee. The audit or compilation summary will be published online and made
available to the membership via mail (by request) and at the Annual Membership
Meeting. The availability to view or obtain a copy shall be posted online and noted
in the next edition of the Chapter Newsletter.

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

3. Financial Reports

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

4. Section Funds

a) The Chapter shall be responsible for the bookkeeping and accounting
responsibilities associated with Section funds. Each Section will be treated as a
separate class in the Chapter financial statements. Each section’s treasurer shall
also monitor the availability of the respective section funds, expenditures, and
revenues for the section.
b) The Chapter shall submit to each section at least once per quarter a financial report showing expenditure and revenue activity no later than thirty (30) days after the end of each quarterly reporting period.

5. Dissolution of Florida Chapter

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

ARTICLE XII – CHAPTER BYLAWS

1. General

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

2. Bylaw Amendments

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

a) The Chapter may amend these Bylaws in whole or in part by a majority vote of those members returning ballots provided that the amendments were published by the Chapter at least one (1) month prior to the ballots being made available as described below.

b) The Bylaws Committee shall ensure that a ballot is transmitted via USPS or online voting service to all members eligible to vote in regular elections no sooner than one (1) month after the proposed bylaw amendments have been published.

c) The voting deadline and the procedures for the issuance and return of ballots shall be promulgated by the Executive Committee and shall be transmitted with the ballots when the ballots are sent to the membership. Ballots shall be tabulated and/or verified by a teller committee as provided for in Article VIII (3).

d) Chapter Bylaws shall be consistent with APA Bylaws and cannot bind APA or its officers in any respect if ever these bylaws are found to be inconsistent.

e) Petitioned Bylaws amendments shall be filed by a Sponsor(s) with the Secretary, and a copy shall be forwarded by the Sponsor(s) to the Chapter office. The name, address, email and telephone number of the Sponsor(s) shall be included along with the petition.

f) Proposed Bylaw amendments shall be submitted to the Executive Director of APA for a determination of consistency with APA’s Bylaws prior to adoption by the
Chapter.

g) A copy of these Bylaws and all subsequent amendments shall be filed by the President with the Executive Director of APA within thirty (30) days after adoption by the Chapter.

h) The Chapter Bylaws shall be published and maintained on the Chapter website. The Secretary shall ensure that amendments to these Bylaws are published on the Chapter website within ninety (90) days of membership approval.

3. Bylaws Amendment Sponsor

a) Each proposed Chapter Bylaws amendment shall have a primary “Sponsor” listed as the individual who may be contacted for questions about the proposed amendment. The Executive Committee may be listed as the Sponsor.

b) A Bylaws petition may be withdrawn by the Sponsor at any time prior to the time the proposed Bylaws amendment ballot is sent to the printers or emailed to the members for a vote. In the event the Sponsor withdraws the amendment(s), the Sponsor shall notify, in writing, all members who signed the petition supporting the proposed Bylaws amendment, with a copy to the Chapter office.

ARTICLE XIII – EXECUTIVE DIRECTOR

The Chapter may hire or contract with an Executive Director to manage the affairs of the Chapter. The Executive Director serves at the pleasure and direction of the Executive Committee, in accordance with these Bylaws, and any contractual documents approved by the Executive Committee. The duties of the Executive Director shall include:

1. Managing Chapter office staff, maintaining the Chapter office, providing for consistency in operations, and working to ensure the Chapter’s continued fiscal viability;

2. Assisting with the preparation, review and amendment of all operational manuals, plans and work programs, and assuring the implementation thereof;

3. Overseeing the receipt and disbursement of funds consistent with the adopted Chapter budget;

4. Assisting the President and Treasurer in all matters related to the financial management of the Chapter;

5. Providing support to the President, the Executive Committee and all other committees, and to the Membership;

6. Providing logistical and contractual support for the Annual Conference and Public Policy Conference as well as to the Chapter’s committees, as the need arises;

7. Providing membership and support services to meet the professional and educational needs of the Membership;

8. Carrying out other duties as assigned by the President or a majority vote of the Executive Committee, or as specified in the Executive Director’s contract or
ARTICLE XIV – LEGISLATIVE REPRESENTATIVE

The Chapter may hire or contract with a Legislative Representative to coordinate with the Florida Legislature or other elected bodies on issues pertaining to the planning profession and the Chapter’s adopted legislative platform and positions. The Legislative Representative serves at the direction of the Executive Committee, in accordance with these Bylaws and any contractual documents approved by the Executive Committee. The duties of the Legislative Representative shall include:

1. Representing the Chapter and its position on various pieces of legislation to various elected officials;
2. Keeping the Legislative Leadership Team and the Legislative Policy Committee informed of proposed legislation dealing with the planning profession, the status of said legislation, and any requests for APA Florida’s position on such legislation;
3. Assisting the President-Elect and Legislative Policy Committee in matters related to proposed legislation that has an effect on planning in the State of Florida;
4. Providing support to the President, the Executive Committee and all other Committees, and to the Membership in matters pertaining to proposed legislation;
5. Providing updates to the Executive Committee, and other committees at regularly scheduled meetings;
6. Carrying out other duties as assigned by the President or a majority vote of the Executive Committee or as specified in the Legislative Representatives contract or employment agreement.

ARTICLE XV – OTHER STAFF

The Chapter may hire or contract with other staff, or direct the Executive Director to do so on their behalf, as appropriate to support the activities and goals of the Chapter. Such staff serve at the direction of the Executive Committee, or the Executive Director as delegated, in accordance with these Bylaws and any executed contractual documents. The duties of such staff shall include, but are not limited to:

1. Bookkeeping and accounting services;
2. Newsletter publication and editing services;
3. Website hosting, maintenance or other graphic design services;
4. Communication services; and
5. Other services as may be directed by the Executive Director or as specified in the personnel’s employment contract or agreement.

NOTE: Approved by APA Florida Members October 2019.