



APA PUBLIC SCHOOLS INTEREST GROUP Bylaws

1.0 General

1.0.1 The name is the Public Schools Interest Group (PSIG), an interest group authorized by the American Planning Association.

1.0.2 The PSIG is recognized as a subordinate entity under the nonprofit 501(c)(3) status of the American Planning Association.

1.2 Purpose

The PSIG shall foster and further interest in, contribute knowledge to, and promote cooperation for public education and public schools by:

1.2.1 Creating a network of professionals who work with and/or for school districts to contribute to the promotion of interests, concerns, and practitioner skills where learning, research, advocacy and interaction serve to advance the role of school planning;

1.2.2 Disseminating materials and information about current school planning practice and theory to PSIG members;

1.2.3 Assisting and educating the American Planning Association and other allied organizations about relevant legislation, policy, and funding;

1.2.4 Increasing professional planners' interest in and concern for public schools and their impacts on neighborhoods and communities by creating an APA Public Schools Division, and facilitating connections with other APA Divisions, Chapters, other professional organizations, and professionals; and

1.2.5 Promoting professional communication and development opportunities amongst members through a variety of member services.

1.3 Mission

1.3.1 To create stronger linkages between the planning profession and public school districts in order to support and strengthen public schools, create stronger neighborhoods, communities, and increase opportunities for our youth and their families.

1.3.2 To integrate public schools into community planning more holistically to ensure land use, housing, transportation, and other planning policies and regulations minimize inequities and maximize resources and opportunities within our schools and communities.

1.4 Focus Areas and Their Goals

PSIG's purpose and mission shall be achieved by developing an annual work plan that focuses on the following content:

1.4.1 Planners' Role in Education Outcomes

- a. To advocate for public schools within the planning profession
- b. To increase understanding of the Planner's Role in Student Education Outcomes
- c. To encourage post secondary urban planning education programs to incorporate public school planning into their curriculum
- d. To develop partnerships and coalitions that further the mission of the PSIG
- e. To ensure understanding and communication of the term "school choice," its implications on traditional public schools and equity, its options for families and students and availability of other services

1.4.2 Collaboration and Governance

- a. To increase collaboration between local governments and school districts
- b. To create model zoning and land development regulatory processes to deal with school siting, site plan review, off-site impacts, and other conflicts between school districts and local governments
- c. To create a best practices manual that offers methods and programs by which school districts, schools, and local governments can collaborate
- d. To increase awareness of school choice and its implications on enrollments, programs and services, and equity in public education

1.4.3 Comprehensive Plan Education Element

- a. To provide strategies to ensure public education needs are addressed in community planning efforts
- b. To create a prototype Education Element for a community comprehensive plan that addresses education needs and the integral relationship of public education and schools on community and economic goals

1.4.4 School Funding

- a. To eliminate inequities in school funding formulas
- b. To advocate for adequate state and local school funding
- c. To reform rules associated with categorical funding to ensure positive student outcomes

1.4.5 Schools and Neighborhoods

- a. To address impacts of school closures and new schools
- b. To include schools and school community members in neighborhood planning efforts
- c. To support development and construction of diverse housing types and values in all school attendance zones
- d. To support development of community schools
- e. To ensure safe neighborhoods and adequate services surrounding schools and in communities
- f. To develop safe and multiple modes of travel to and from schools
- g. To address inequities and dissimilarities between neighborhoods and to avoid reinforcing patterns of segregation and advancing pathways to desegregation and integration

1.4.6 School Facility Planning

- a. To address school facility needs
- b. To address school facility planning, siting and design processes
- c. To ensure safe and healthy environments inside and outside of school buildings
- d. To support strategies for joint use of public facilities including schools
- e. To support strategies for adaptive reuse of no longer used school facilities

2.0 Membership

2.0.1 Eligibility

Membership is open to anyone interested in supporting strong public schools, including but not limited to planning and education academicians, school planners, local, regional and state government planners, private consultants, and students. APA membership is not a prerequisite nor required to be a member of PSIG.

2.0.2 PSIG members who are not members of the American Planning Association shall not represent themselves as members of APA.

3.0 Organizational Structure

3.1 Steering Committee

The Public Schools Interest Group shall be governed by a Steering Committee that will consist of no more than 17 voting PSIG members who represent a cross-section of the membership (school district employees, academicians, consultants who work with school districts, city/county/regional/state planners, etc).

3.1.1 Composition

The Steering Committee will be comprised of:

- 1) PSIG Officers;
- 2) A representative (Chair or One Co-Chair) of each Subcommittee; and
- 3) At Large representatives; A minimum of four representatives representing different professions or industry groups (Academic, School Board, Consultant, Government, Non-Profit)
- 4) Student representatives: The committee may include one undergraduate or graduate student member in a relevant field such as Urban Planning, Public Administration, Education. The committee may also include a high school representative to encourage and welcome the perspective of current public school students.

3.1.2 Decision-Making

All members of the Steering Committee shall be voting members. When leadership positions are shared by more than one (co-chairs) then only one of the co-chairs shall be a voting member of the Steering Committee. The Steering Committee shall make decisions by a majority of votes, except where specified otherwise in these ByLaws. The Steering Committee shall make every effort to solicit feedback from the membership prior to finalizing its position on substantive policy issues.

3.1.3 Responsibilities

The Steering Committee's responsibilities shall include:

- 1) Develop and approve the PSIG annual work plan;

- 2). Approve the creation of and appointments to Subcommittees;
- 3) Review and provide guidance on Subcommittee recommendations and actions;
- 4) Take positions on public issues and policy;
- 5) Perform other functions as are necessary to execute the mission of the PSIG.

3.2. Officers

The Officers of the Public Schools Interest Group shall be a Chair, Vice-Chair, Immediate Past Chair and Secretary. The term for each officer is two years. The Chair may serve up to two terms, consecutively or non-consecutively.

3.2.1 Chair

The duties of the Chair shall include:

- a. call meetings of the Steering Committee and preside at these meetings;
- b. ensure that the Steering Committee prepares an annual work plan;
- c. act as a spokesperson for the Public Schools Interest Group;
- d. serve as a liaison with the APA's National office;
- e. prepare an annual report that shall be presented at the Annual Membership Meeting;
- f. preside at the Annual Membership Meeting;
- g. be an ex-officio member of the subcommittees; and
- h. perform other such duties as are customary to the role.

3.2.2 Vice-Chair

The duties of the Vice-Chair shall include:

- a. actively assist the Chair in the coordination and administration of Steering Committee activities;
- b. act as the Chair in the absence or incapacity of the Chair;
- c. serve as additional contact for APA's National office; and
- d. work with the Programming Committee to develop conference sessions at APA National Planning Conference and Chapter Conferences.

3.2.3 Immediate Past Chair

The duties of the Past Chair shall include:

- a. support the Chair, Vice-Chair, and Secretary in the coordination and administration of Steering Committee activities;
- b. act as the Chair in the absence or incapacity of the Chair and Vice-Chair;
- c. serve as additional contact for APA's National office; and
- d. other duties as necessary to support the work of the Steering Committee and Subcommittees.

3.2.4 Secretary

The duties of the Secretary shall include:

- a. provide welcome message to new members;
- b. maintain official roster of the PSIG memberships;
- c. contact APA National with names of Public School Interest Group officers;
- d. distribute e-Newsletter to membership;
- e. notify the appropriate members of meetings of the Steering Committee and the Annual Membership Meeting;
- f. keep minutes of the Steering Committee meetings and the Annual Membership Meeting;
- g. maintain records of each publication, newsletter of the PSIG; and
- h. perform other such duties as are customary to the role.

4.0. Annual Work Plan

The Chair, with assistance from the Steering Committee, shall develop an annual work plan. The PSIG work plan will reflect input from Subcommittees and serve to document current and/or future Subcommittee activities. The Annual Work Plan shall be approved by the Steering Committee prior to the annual membership meeting and presented at the annual membership meeting.

5.0. Subcommittees

There shall be standing Subcommittees within the PSIG and such Subcommittees shall be identified in the ByLaws. Based on the goals and needs of the PSIG, the Steering Committee may also create additional and/or temporary subcommittees. Each Subcommittee will be led by a Chair/Co-Chairs, one of whom shall attend all Steering Committee meetings and serve as a voting member of the Steering Committee.

5.1.1 Communications Subcommittee

The role of the Communications Subcommittee is to create, collect, disseminate, promote information and events and provide member access to archival information and to promote PSIG to external stakeholders.

5.1.2. Report Subcommittee

The role of the Report Subcommittee is to prepare and publish reports that reflect the Focus Areas and relevant goals. These reports will serve to provide additional resource and informational material to planners and educators that furthers the mission of PSIG.

5.1.3 Programming Subcommittee

The role of the Programming Subcommittee is to collect best practices/case studies and to develop educational content and advocacy opportunities that promote and highlight role of planning in advancing strong public schools (i.e., national/state/local presentations, webinars, workshops and programs through APA and other organizations).

5.1.4 Membership Subcommittee

The role of the Membership Subcommittee is to promote the PSIG to prospective members (APA members, school district employees, school facility consultants, college students, etc) and to ensure retention of members. The Membership Subcommittee will also work to promote the petition for APA Division status in order to meet and maintain the threshold of 300 APA members for an APA Division.

6.0 Meetings

Meetings may be held virtually or by phone. When meetings are not in person, roll call votes may be required for items requiring decisions.

6.1.1 Annual Membership Meeting

There shall be an annual meeting of the membership held at/concurrent with the National Planning Conference. The annual meeting shall be recorded by the Secretary. When the meeting is conducted at the National Planning Conference, all attempts shall be made to provide, at a minimum, phone access to remote members.

6.1.2 Steering Committee Meetings

Steering Committee meetings shall be called by the Chair and held regularly, but not less than quarterly, to address the annual work plan and any other activities of the PSIG. Steering Committee members who miss or are otherwise absent from three consecutive meetings shall be removed from the Steering Committee.

6.1.3 Subcommittee Meetings

Subcommittee meetings shall be called by each respective Subcommittee Chair/Co-Chairs and held regularly, but not less than quarterly, to address the Subcommittees activities outlined in the annual work plan.

7.0 Elections

7.1.1 Elections will be held every two years. Newly elected officers will assume office on January 1.

7.1.2 No officer shall serve more than two consecutive terms in the same position.

7.1.3 The Chair will appoint a Nominating Committee consisting of at least three members to issue a call for nominations from the membership and conduct an election. Nominating committee members may not include members running for office.

7.1.4 The Nominating Committee shall present an election schedule which includes a call for nominations, submission of candidate material, and balloting window for the Steering Committee's approval.

7.1.5 The Nominating Committee shall allow at least two weeks for nominations to be submitted.

7.1.6 All officers must be current members. The Chair and Vice-Chair must also be APA members. An Affiliate member is permitted to hold an elected office other than Chair or Vice-Chair.

7.1.7 Election results are based on a plurality of the valid ballots received.

7.1.8 In the case of a tie, the Nominating Committee Chair shall determine the winner by random drawing.

8.0 Vacancies

8.1 In the absence or resignation of the Chair, the Vice-Chair shall assume the duties of the Chair, and other duties as assigned by the chair. The Vice Chair shall assume the duties of Chair until the term of the vacated Chair is complete, whereupon the Vice-Chair will complete his or her elected leadership term.

8.2 Steering Committee Members

The PSIG Chair shall nominate a replacement(s) created by the resignation or termination of any Steering Committee member if such vacancy is created prior to the end of the two year term. The Steering Committee, by consensus, shall ratify the nomination. PSIG members shall be surveyed to find interested individuals to fill vacancies created at the end of a two year, or such other formal term as may exist. All attempts shall be made to appoint new Steering Committee members to ensure representation from various professional organizations and/or entities.

8.3 Subcommittee Chairs/Co-Chairs

The PSIG Chair shall nominate a replacement(s) created by the resignation of any Subcommittee chair if such vacancy is created prior to the end of the two year term. PSIG members shall be surveyed to find interested individuals to fill vacancies created at the end of a two year, or such other formal term as may exist. The Steering Committee shall ratify by consensus new subcommittee chairs/co-chairs.

9.0 Amendments and Revisions

These By-Laws are intended to provide for procedures for the PSIG to fill its purpose and mission until such time that Division status is achieved. Any amendment or revision prior to Division certification shall require majority vote of the Steering Committee. Upon certification of Division status, these ByLaws shall be amended to provide for consistency with APA Model ByLaws to the extent that they are relevant and/or necessary for the successful implementation of the PSIG and its successor's purpose and mission.