



APA PUBLIC SCHOOLS and COMMUNITIES DIVISION Bylaws

1.0 General

1.1.1 The name is the Public Schools and Communities Division (PS+CD), a Division authorized by the American Planning Association (APA).

1.1.2 The PS+CD is recognized as a subordinate entity under the nonprofit 501(c)(3) status of the American Planning Association and is subject to the Bylaws of the APA.

1.2 Purpose

The PS+CD shall foster and further interest in, contribute knowledge to, and promote cooperation for public education and PK-12 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 PS+CD 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 education and public schools and their impacts on neighborhoods and communities by maintaining a APA Public Schools and Communities 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 education, and public schools, create stronger neighborhoods, and communities, and increase opportunities for our youth and their families.

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

1.4 Focus Areas and Their Goals

PS+CD's purpose and mission shall be achieved by developing an annual work plan that supports the adopted educational policies in the APA Equity Policy Guide and 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 PS+CD
- e. To ensure understanding and communication of the term "school choice," its implications on traditional public schools, public education 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 for communities 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 attendance areas, 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 and public school facilities are addressed in community planning efforts
- b. To create a prototype Education Element for a community comprehensive plan that addresses PK-12 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, Neighborhoods and Communities

- a. To address impacts of school closures and new schools
- b. To include schools and school community members in neighborhood and community planning efforts
- c. To support development and construction of diverse housing types and values in communities and within 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 communities 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 and community use of public facilities including schools
- e. To support strategies for adaptive reuse of no longer used school facilities

1.5 Procedures

- 1.5.1** Procedures shall be informal for meetings with fewer than 12 people.
- 1.5.2** For meetings with 12 or more people, procedures shall be governed by basic parliamentary procedures.
- 1.5.3** It is encouraged that whenever reasonably possible, decisions shall be reached by consensus.

2.0 Membership

2.1.1 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 PS+CD.

2.1.2 Any APA member may join upon payment of the Division's dues.

2.1.3 Non APA members may join PSCD upon payment of Division Affiliate dues.

2.1.4 PS+CD members who are not members of the American Planning Association shall not represent themselves as members of APA.

2.1.5 Division membership or affiliation will be terminated upon nonpayment of dues.

3.0 Organizational Structure

The Public Schools and Communities Division shall be governed by an Executive Committee with support and advice from a Steering Committee.

3.1.1 Executive Committee

The Officers, as defined in Section 3.3, shall comprise the Executive Committee.

3.1.2 Decision-Making

Meetings, electronically or in person, shall be called by the Chair or by a majority of the Committee members. A majority of the Executive Committee shall constitute a quorum. Decisions may be made electronically via email if a physical or electronic meeting is not held. In these instances, a majority of votes shall constitute a decision.

3.1.3 Responsibilities

- a. Manage the affairs for the Division.
- b. Authorize expenditures consistent with the budget and subject to approval by the Chair.
- c. Approve the annual performance plan, work plan and budget after consideration by the Steering Committee and presentation to the General Membership at the annual meeting.
- d. Approve the appointments of Committee Chairs/Co-Chairs as recommended by the Steering Committee and/or Chair.

3.2 Steering Committee

The Public Schools and Communities Division shall be supported by a Steering Committee that will consist of no more than 21 voting PS+CD 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) and geographic and demographic diversity.

3.2.1 The Steering Committee will be comprised of:

- a. PS+CD Officers;
- b. A representative (Chair or Co-Chairs) of each Committee;
- c. At Large representatives: Up to four representatives; and
- d. Student representatives: The committee may include one undergraduate or graduate student member in a relevant field such as Urban Planning, Public Administration, or Education. The committee may also include a high school representative to encourage and welcome the perspective of current public school students.

3.2.2 Decision-Making

- a. All members of the Steering Committee shall be voting members.
- b. The Steering Committee shall make decisions through consensus of those in attendance, except where specified otherwise in these ByLaws.
- c. The Steering Committee shall make every effort to solicit feedback from the membership prior to finalizing its position on substantive policy issues.
- d. Decisions may be made electronically via email if a physical or electronic meeting is not held. In these instances, a majority of votes shall constitute a decision.

3.2.3 Responsibilities

The Steering Committee's responsibilities shall include:

- a. Develop the PS+CD annual work plan and transmit it to the Executive Committee for action;
- b. Review the PS+CD annual budget;
- c. Approve the creation of Committees and recommend appointments of Committee Chairs/CoChairs to the Executive Committee;
- d. Review and provide guidance on Committee recommendations and actions;
- e. Take positions on public issues and policy;
- f. Perform other functions as are necessary to execute the mission of the PS+CD.

3.3 Officers

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

3.3.1 Chair

The duties of the Chair shall include:

- a. Act as the presiding officer of the Division
- b. Preside over all Division meetings;
- c. Ensure that an annual work plan and budget is prepared and approved by the Executive Committee;
- d. Serve on the Divisions Council of APA and serve as a liaison with the APA national office;
- e. Appoint committees and make decisions as necessary to carry out the annual work program and the Mission and Purpose of the Division ;
- f. Prepare an annual report that shall be presented at the Annual Membership Meeting;
- g. Be responsible for Division compliance with requirements in the APA corporate

bylaws, Division Performance Criteria and Division Council Policies and Procedures;

- h. Be an ex-officio member of the Committees; and
- i. Perform other such duties as are customary to the role.

3.3.2 Chair-Elect

The duties of the Chair-Elect shall include:

- a. Actively assist the Chair in the coordination and administration of Work Plan activities, assist with special projects and planning efforts associated with the annual business meeting;
- b. Act as the Chair in the absence, resignation, or incapacity of the Chair;
- c. Serve as additional contact for APA's National office; and
- d. Work with the Programming Committee to develop educational content for PSCD members and conference sessions at APA National Planning Conference and Chapter Conferences.
- e. It is anticipated that the Chair-Elect shall assume the duties of Chair when the current Chair's term is complete.

3.3.3 Immediate Past Chair

The duties of the Past Chair shall include:

- a. Support the Chair, Chair-Elect, Secretary, and Treasurer in the coordination and administration of Steering Committee activities;
- b. Act as the Chair in the absence or incapacity of the Chair and Chair-Elect;
- c. Chair the Nominating Committee;
- d. Serve as additional contact for APA's National office; and
Other duties as necessary to support the work of the Executive Committee, Steering Committee and Committees.

3.3.4 Secretary

The duties of the Secretary shall include:

- a. Provide welcome message to new members from the Executive Committee
- b. Maintain official roster of the PS+CD memberships;
- c. Submit proposed Bylaw amendments to the membership;
- d. Notify the appropriate members of meetings of the Steering Committee and the Annual Membership Meeting;
- e. Prepare and archive minutes of the Steering Committee meetings and the Annual Membership Meeting;
- f. Fulfill all recordkeeping and reporting requirements on behalf of the PS+CD and as stipulated by APA; and
- g. Perform other such duties as are customary to the role.

3.3.5 Treasurer

The duties of the Treasurer shall include:

- a. Management of PS+CD funds in accordance with approved budget;
- b. Assist the Chair in preparing the Budget to be considered by the Steering Committee and submitted with the Annual Performance Plan and Work Plan; and
- c. Prepare an annual financial report to be presented to the Steering Committee as well as PS+CD members at the annual meeting.

3.3.6 Student Representative

The Student Representative is appointed by the Chair after consultation with the officers and shall:

- a. Serve as a liaison between the PS+CD's student members and Steering Committee
- b. Lead efforts to recruit student members to join PS+CD
- c. Represent PS+CD in activities and committees where student representation is needed
- d. Promote student involvement and engagement in PS+CD.

3.3.7 Termination of Division Officers

In the event that an officer is unable to perform his/her duties and/or is not functioning within the guidelines of their elected position as outlined by the APA and PS+CD Bylaws, the officer may be asked to resign or be terminated from his/her position by the majority of the Steering Committee.

4.0. Annual Work Plan and Budget

The PS+CD work plan will reflect input from Committees and serve to document current and/or future Committee activities. The Budget shall be developed by the Treasurer and Chair and serve to implement the Work Plan. The Annual Work Plan and Budget shall be recommended by the Steering Committee prior to the annual membership meeting and presented at the annual membership meeting.

5.0. Committees

There shall be standing Committees within the PS+CD and such Committees shall be identified in the ByLaws. Based on the goals and needs of the PS+CD, the Steering Committee may also create additional and/or temporary subcommittees. Each Committee will be led by a Chair/Co-Chairs. In the event of Co-Chairs, they both shall be voting members of the Steering Committee. In the event of a Chair and Vice-Chair, the Vice Chair shall act in the absence of the Chair and may also be a voting member of the Steering Committee.

5.1.1 Communications Committee

The role of the Communications Committee is to create, collect, disseminate, promote information and events and provide member access to archival information and to promote PS+CD interests and its programs to external stakeholders.

5.1.2 Legislative Committee

The role of the Legislative Committee is to assist and educate the American Planning Association and other allied organizations about relevant legislation, policy, and funding. This legislation may be at the state or federal level and may include relevant initiatives at the local level.

5.1.3 Membership Committee

The role of the Membership Committee is to promote the PS+CD to prospective members (APA members, school district employees, school facility and education consultants, college faculty and students, etc) and to ensure member retention. Periodically the Membership Committee shall be charged with conducting a membership survey.

5.1.4 Programming Committee

The role of the Programming Committee is to collect best practices/case studies and to develop educational content and advocacy opportunities that promote and highlight the role of planning in advancing strong public schools (i.e., national/state/local presentations, webinars, workshops and programs through APA, its Divisions, Chapters and other organizations). Such content shall include but not be limited to the APA Equity Policy Guide and its educational policies.

5.1.5 Report Committee

The role of the Report Committee 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 PS+CD.

5.1.6 Nominating Committee

The Division Chair will appoint a Nominating Committee consisting of the Immediate Past Chair and at least two Division members to issue a call for nominations from the Division membership and conduct an election.

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 within 30 days of 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.

6.1.1.1 When the annual membership meeting is not held at the National Planning Conference, a social event for the general membership shall be held in person at the National Planning Conference in lieu of the annual meeting.

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, budget and any other activities of the PS+CD. Steering Committee members who miss or are otherwise absent from three consecutive meetings shall be removed from the Steering Committee.

6.1.3 Committee Meetings

Committee meetings shall be called by each respective Committee Chair/Co-Chairs and held regularly, but not less than quarterly, to address the Committees 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 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 Chair-Elect, and Treasurer must also be APA members. An Affiliate member is permitted to hold an elected office other than Chair Chair-Elect, or Treasurer. It is preferred but not mandated that a minimum of one year on the Steering Committee be a prerequisite for becoming an officer.

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

8.2 Steering Committee Members

The PS+CD 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. PS+CD 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 diverse representation from various professional organizations, geographic areas and/or demographics.

8.3 Committee Chairs/Co-Chairs

The PS+CD Chair shall nominate a replacement(s) created by the resignation of any Committee chair if such vacancy is created prior to the end of the two year term. PS+CD 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 Committee chairs/co-chairs.

9.0 Finances

9.1 Dues shall be consistent with the APA Division dues schedule for all categories. Dues are collected by national APA and are rebated by APA quarterly.

9.2 Non-Dues receipts such as donations, contributions and grants are subject to approval by the Steering Committee. The Steering Committee may establish fees for publications and services.

9.3 The Division shall not enter into contracts or obligate the Division financially or in name if said obligation or contract exceeds \$500 and is not described and proposed in an approved annual work plan and Division budget. All agreements, partnerships with outside organizations or individuals, or previously unidentified expenses shall be submitted to APA prior to any action being taken.

10.0 Amendments and Revisions

These By-Laws are intended to provide for procedures for the PS+CD to fill its purpose and mission. Amendments shall require Steering Committee approval and then membership approval at the annual meeting.