Bylaws
Federal Planning Division
American Planning Association

1.0 General

1.1 Name

The name of this Division is the Federal Planning Division (hereafter the Division) of the American Planning Association (hereafter APA or the Association).

The Division has been authorized by, and is subject to the Bylaws of, the APA. It may not make any changes to these Bylaws without the prior approval of APA.

1.2 Purpose

The Division shall foster an interest in, contribute knowledge to, and promote cooperation for federal properties or by federal agencies by:

1.2.1 Contributing to the advancement of techniques and the competence of its members by performing concentrated scholarly or professional practice research and sharing technical information, and serving as a subject matter resource; and/or

1.2.2 Affording members the opportunity to share their experiences and concerns and to promote their common goals through meetings, surveys, research, publications, and participation in APA efforts.

1.3 Mission

The mission of the Division is:

1.3.1 To provide a forum for planners involved in the development and/or implementation of comprehensive planning and land management policies, techniques, and procedures at federal properties or by federal agencies located within the United States and abroad.

1.3.2 To promote professional communication among members of the Division through a variety of member services and publications such as newsletters, conference sessions, workshops, webinars, and social media.

1.3.3 To support and promote all federal planning programs that protect and enhance federal properties and that improve the quality of life of the many individuals who live on, work on, and/or use federal lands and facilities.

1.3.4 To foster positive economic, environmental, and social relationships between federal properties and their adjacent non-federal communities or areas.

1.3.5 To support and promote all federal planning programs which provide technical and/or financial assistance to state, regional and local communities in the United States, and to both US interests and national governments abroad.

1.4 Nonprofit Status

Divisions are recognized as subordinate entities under the nonprofit 501(c)(3) status of the American Planning Association. The Division will participate in or conduct only those activities permitted for nonprofit organizations under Sec. 501(c)(3) of the Internal Revenue Code, the APA Bylaws and policies, and the Division Bylaws. The Division must ensure compliance with all APA and Divisions Council policies and procedures, including the Divisions Council Performance Criteria.

2.0 Membership

2.1 Eligibility – APA Members
Any APA member may join upon payment of the Division's dues. Division members must belong to the Association.

2.2 Eligibility - Non-APA Members
Non-APA members may become Division Affiliates upon payment of Division Affiliate dues.

2.2.1 Division Affiliates may vote in all votes of all Division members.
2.2.2 Division Affiliates shall not represent themselves as members of APA.

NOTE: "Division Affiliate" is a term that is used to differentiate between APA and non-APA members.

2.3 Termination
All Division members and Division Affiliates are required to adhere to APA's policies. Failure to adhere to those policies will be addressed by processes established by the Association. Division membership or affiliation will be terminated upon failure to pay Division dues in a timely manner, finding that the member or Affiliate has violated APA bylaws or policy, or upon a finding that the member or Affiliate has engaged in illegal or unethical conduct.

3.0 Decision-making

3.1 The Division Executive Committee shall make decisions by a majority of votes, except where specified otherwise in these bylaws.
3.2 To ensure accessibility and transparency, the Division Executive Committee will disseminate information about decisions requiring a vote by Division membership at least 30 days in advance via electronic mail.

4.0 Offices

The Division offices are Chair, Vice Chair (2nd Year), Vice Chair (1st Year), Secretary, Treasurer and the Immediate Past Chair. Divisions offices, other than Immediate Past Chair, are elected positions.

4.1 Chair
The Chair shall:
4.1.1 Act as the presiding officer of the Division;
4.1.2 Preside over Division meetings;
4.1.3 Prepare or oversee preparation of an Annual Performance Plan, Work Plan, and Budget (as defined by the Executive Committee) for approval by the Executive Committee and submission to the Divisions Council Executive Committee and APA;
4.1.4 Serve on the Divisions Council of APA, attend Association leadership meetings as required, and accept assignments from the Divisions Council Executive Committee;
4.1.5 Appoint committee members and others necessary to carry out the annual work program, subject to approval of the Executive Committee;
4.1.6 Represent the Division in formal correspondence, transmittals, and at public events;
4.1.7 Oversee the development of programming and Division initiatives to create dialogue about diversity in planning;

4.1.8 Make other delegations and decisions necessary to carry out the Mission and Purpose of the Division; and

4.1.9 Be responsible for Division compliance with requirements in the APA Bylaws and policies, and current Divisions Council Performance Criteria, Policies, and Procedures.

4.2 Vice-Chair[s] [or Chair-Elect]

4.2.1 Vice Chair (2nd Year) – The Vice Chair serving in his/her second year shall:

4.2.1.1 Assist the Chair as directed, including, but not limited to, managing committee activities, assisting with special projects, assisting with the creation of the Annual Performance Plan and Work Plan, planning efforts associated with the annual business meeting, coordinating plans for the APA National Planning Conference and FPD Annual Training Workshop; and coordinating applicable collaborative activities with other Divisions.

4.2.2 Vice Chair (1st Year) – The Vice Chair serving in his/her first year shall:

4.2.2.1 Assist the Chair as directed, including, but not limited to, managing committee activities, assisting with special projects, assisting with the creation of the Annual Performance Plan and Work Plan, planning efforts associated with the annual business meeting, coordinating plans for the APA National Planning Conference and FPD Annual Training Workshop; and coordinating applicable collaborative activities with other Divisions.

4.2.2.2 In the absence or resignation of the Chair, the Vice-Chair [or Chair-Elect] shall assume the duties of the Chair, and such other duties as may be assigned by the Chair. Upon the death, disability, resignation, or termination of the Chair, the Vice Chair [or Chair-Elect] shall assume the duties of the Chair until the term of the vacated Chair is complete, whereupon the Chair-Elect or Vice Chair will complete his or her elected leadership term. Assumption of the duties of the Chair does not count as part of the maximum number of terms allowed to be served.

4.2.2.3 Serve as the Executive Committee's liaison to the division's Agency Representatives, and support the coordination of the annual training conference.

4.2.3 Immediate Past Vice Chair. The Immediate Past Vice Chair (Workshop Coordinator) succeeds to this position upon completion of his/her two-year term as Vice Chair and serves in this position for one year. He or she shall:

4.2.3.1 Coordinate the annual training conference. Although the Vice Chair's term ends on January 1st, in the interest of stability and training, it is understood that his/her conference coordination role extends until the conference date as necessary.

4.2.3.2 Advise and assist the Chair/Vice Chair in any business of the Division;

4.2.3.3 Serve as a voting member of the Executive Committee Emeritus after their term until the conclusion of the Training Workshop as long as s/he remains a member in good standing of both the Association and the Division.

4.3 Secretary

The Secretary shall:

4.3.1 Prepare, or oversee preparation of, minutes of the Division's annual business meeting and all Executive Committee meetings;

4.3.2 Submit proposed Bylaw amendments to the membership;
4.3.3 Fulfill all recordkeeping and reporting requirements as stipulated by APA; and
4.3.4 Be responsible for on-going communication to members either personally or by delegation.

4.4 Treasurer

The Treasurer shall:

4.4.1 Manage Division funds in accordance with the Division budget;
4.4.2 Assist the Chair in preparing the Budget to be approved by the Executive Committee and submitted with the Annual Performance Report and Work Plan;
4.4.3 Prepare an annual financial report to be presented to the Executive Committee as well as the Division's members at the annual meeting; and
4.4.4 Work with APA to ensure all invoices and required documentation are processed expeditiously, and ensure that all financial contributions to Division activities from within and outside APA are accounted for accurately in Division financial records.

4.5 Immediate Past Chair

The Immediate Past Chair succeeds to this position upon completion of a two-year term as Chair and serves in this position for the duration of the next Chair's term. The Immediate Past Chair shall undertake such duties as may be assigned by the Chair. The Immediate Past Chair shall serve as Chair of the Nominations Committee.

4.6 Appointed Offices

Appointed officers shall be selected as necessary to conduct Division business. Appointed offices shall be nominated by the Chair and approved by a majority vote of the Executive Committee. No person shall serve more than five (5) consecutive years in the same appointed position unless reauthorized by the Executive Committee. If an Appointed Officer is unable to fulfill their responsibilities, the Executive Committee may ask for their resignation or vote to replace the Appointed Officer as needed.

4.6.1 Communications Coordinator

The Communications Coordinator shall:

4.6.1.1 Coordinate all Division communications with members.
4.6.1.2 Chair the Communications Committee, and shall be responsible to coordinate newsletter content development, publication, and distribution, email communications to members, website content, social media content, and any other assistance to the Executive Committee in publicizing the activities of the Division.

4.6.2 Membership Coordinator

The Membership Coordinator shall:

4.6.2.1 Foster opportunities to enroll new members.
4.6.2.2 Manage initiatives to seek out new membership through contact with educational institutions and APA events.
4.6.2.3 Facilitate an annual membership survey and collect membership feedback to the Federal Planning Division leadership.
4.6.2.4 Compile membership demographics, current issues of interest to the members, and general assessment of services provided by the Federal Planning Division. This information is reported to the Executive Committee with recommendations on the next year's strategy for increasing Division membership.

4.6.3 Professional Development Officer (PDO)

4.6.3.1 Assist members directly in professional development and continuing education activities.

4.6.3.2 Promote professional development and continuing education.

4.6.3.3 Conduct a session at the division conference relating to the AICP exam, and foster support for those pursuing AICP.

4.6.3.4 Oversee the certification maintenance program.

4.6.3.5 Ensure the division's annual conference includes a session on ethics and law.

4.6.3.6 Serve as the division's liaison to APA on ethics, and track the number of AICP members.

4.6.4 Awards Coordinator

4.6.4.1 The Awards Coordinator will chair the Awards Committee and shall be responsible for seeking out nominations of distinguished projects and individuals within the Division to compete for annual Division awards.

4.6.4.2 The Awards Coordinator will organize the annual awards program.

4.6.4.3 The Awards Coordinator will coordinate with the awards selection jury and will preside at the awards presentation at the annual Division training conference.

4.6.5 Agency Representatives

4.6.5.1 Agency representatives are not voting members or participants of the Executive Committee. However, they support the annual training workshop coordination for Agency Session.

4.6.5.2 Agency Representatives will represent each Federal Agency or organization having members in FPD and consultant members.

4.6.5.3 The Representatives will work with the Vice Chair Junior to coordinate the respective Agency Session during the Annual Training workshop.

4.6.5.4 The Representatives are to solicit new members for the Division, act as a means to forward information from the Executive Committee to their agencies or firms, and bring agency/firm issues to the attention of the Executive Committee.

4.6.5.5 Additionally, Agency Representatives will cross-feed ideas/suggestions within their agencies/consultant membership and submit items of interest to the Division newsletter and other means of publicity.

4.6.6 Student Representative

The Student Representative is appointed by the Chair and approved by the Executive Committee. The student representative shall:

4.6.6.1 Serve as a liaison between the division's student members and Executive Committee.

4.6.6.2 Lead efforts to recruit student members to join the division.

4.6.6.3 Represent the division in activities and committees where student representation is needed; and

4.6.6.4 Promote student involvement and engagement in the division.

4.6.7 Emerging Federal Planner (EFP) Representative

4.6.7.1 The Emerging Federal Planner Representative shall serve as chair of the Emerging Federal Planning Committee.

4.6.7.2 Shall represent and advocate for EFPs on the Executive Committee.

4.6.7.3 Shall coordinate a social/welcome event for Emerging Federal Planners during the annual training workshop.

4.6.7.4 Shall work to recruit new, eligible planners to EFP.

4.6.7.5 Shall work to recruit and encourage emerging planners to join FPD
4.6.7.6 Shall keep a record of all resources that are available to all members, including AICP resources.
4.6.7.7 Shall help members find an opportunity to attend FPD Annual Training Workshop through sessions, awards, AICP CMs, scholarships, or a way not mentioned before.

4.6.8 APA Engagement Coordinator
4.6.8.1 The APA Engagement Coordinator serves at the pleasure and in support of the Chair.
4.6.8.2 The APA Engagement Coordinator has the responsibility of facilitating coordination, updating the Division, and representing Division interests with APA committees and special initiatives.
4.6.8.3 The APA Engagement Coordinator shall serve as the liaison with all Division Cohorts.

4.7 Vacancies
4.7.1 In the absence or resignation of the Chair, the Vice-Chair (1st Year) [or Chair-Elect] shall assume the duties of the Chair, and other duties as assigned by the chair. The Vice Chair (1st Year) [or 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.
4.7.2 Vacancies other than in the office of Chair will be filled for the unexpired term by a vote of the Executive Committee.
4.7.3 The vacancy should be filled as soon as possible.

4.8 Termination of Division Officers or Executive Committee Members
4.8.1 In the event that a Division Officer or Executive Committee member is unable to perform assigned duties, is not functioning within the guidelines of the position as outlined by the APA and Division Bylaws and the Division Performance Criteria and Policies, or has acted in violation of APA Bylaws or policies, the subject Division officer or Executive Committee Member may be asked to resign or may be terminated from the applicable position by two-thirds vote of the Executive Committee.
4.8.2 In the event that any Officer of the Division or Executive Committee member misses more than three regularly scheduled Executive Committee meetings during his or her term without prior consent of the Chair, the Chair shall send a letter to the absent Officer or Executive Committee member documenting these absences and the provisions of this section concerning performance, vacancy and removal.
4.8.3 In the event that a Division Officer or Executive Committee member is unable to perform due to circumstances requiring that officer to be absent, the Executive Committee will make a determination to consider whether to allow that individual to remain as a member of the Executive Committee. The Officer or Executive Committee member shall submit a written request to the Executive Committee containing a brief explanation, anticipated time frame of any requested leave, and a proposal to mitigate the circumstances.
4.8.4 The Officer or Executive Committee member pending removal shall be sent written notice and given the opportunity to appear with any statements or evidence as to why the position should not be vacated. The Executive Committee shall consider these facts prior to acting on the Chair's request.
4.8.5 A motion to remove any Officer or Executive Committee member shall require an affirmative vote from two-thirds majority of the voting Executive Committee members, provided that an agenda containing the proposed removal action was

communicated to all Executive Board members not less than ten days before the Executive Committee meeting at which action is proposed.

5.0 Executive Committee

5.1 Composition

The Officers as defined in Section 4.0 and the following additional leadership team members of the Division shall constitute the Executive Committee.

- **5.1.1** Elected: Chair, Vice Chair(s), Secretary, and Treasurer;
- **5.1.2** Appointed: Communications Coordinator, Membership Coordinator, Professional Development Officer(s), Student Representative, and Emerging Federal Planner Committee Chair, and APA Engagement Coordinator.

Additional members may be added as necessary to facilitate Division administration and programs by a majority decision of the Officers of the Division.

5.2 Voting Members

Voting members of the Executive Committee shall consist of all officers Elected and Appointed. The Immediate Past Chair is a non-voting members of the Executive Committee.

5.3 Duties of the Executive Committee

- **5.3.1** Manage the affairs of the Division;
- **5.3.2** Prepare and approve the annual performance plan, work plan, financial report, and budget, using templates specified by the APA Divisions Council Executive Committee;
- **5.3.3** Authorize expenditures consistent with the budget and subject to approval by the Chair; and
- **5.3.4** Consult, electronically or in person, to coordinate the activities of the Division as needed.

5.4 Executive Committee Meetings

- **5.4.1** Meetings of the Executive Committee, be they through a traditional meeting gathering, a teleconference, or some other type of electronic communications, shall be called by the Chair, or by a majority of the Committee members
- **5.4.2** A majority of the Executive Committee, whether present in person or remotely, shall constitute a quorum
- **5.4.3** Except when the Executive Committee goes into executive session, Executive Committee meetings are open to membership with details advertised in the Division's communication media.
- **5.4.4** Procedure shall be governed by basic parliamentary procedures as set forth in Robert's Rules of Order.
- **5.4.5** It is encouraged that, wherever reasonably possible, decisions shall be reached by consensus.

6.0 Elections

6.1 Elections will be held every year with an alternating slate. Newly elected officers will assume office on January 1 for a term that ends December 31 of the second year. Please reference terms in section 6.5.

6.2 No Division member may serve more than two elected terms as Chair of any single Division. The terms may be consecutive or non-consecutive.

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

6.4 Nominating Committee
The Division Chair will appoint a Nominating Committee consisting of at least three Division members to issue a call for nominations from the Division membership.

6.4.1 The Immediate Past Chair is the designated head of the Nominating Committee.
6.4.2 Nominating Committee members may not include members running for office.
6.4.3 If the Division Chair intends to run for a second term, the Nominating Committee will be appointed by a majority vote of the Executive Committee.
6.4.4 The Nominating Committee shall allow at least two weeks for nominations to be submitted.
6.4.5 The Nominating Committee will identify candidates and present a slate for each position to be elected. All Officers must be current APA and Division members.
6.4.6 A Division Affiliate member is permitted by the Bylaws of the Division to hold an elected office other than Chair, Chair-Elect, or Vice-Chair.
6.4.7 Election results are based on a plurality of the valid ballots received.
6.4.8 In the case of a tie, the Nominating Committee Chair shall determine the winner by a vote of the Executive Committee.

6.5 Terms

6.5.1 Two-year terms for all the following shall be allowed: Chair, Vice Chair, Secretary, Treasurer and Immediate Past Chair
6.5.2 The Chair may serve up to two terms, consecutively or non-consecutively.
6.5.3 The year of terms/elections shall flow as follows:

6.5.3.1 Year 1 (Odd): Chair, Treasurer, Vice Chair. These positions will be elected in the odd year. Term to run two years. Example: Elections in 2025; Term 2026-2028.

6.5.3.2 Year 2(Even): Secretary, Vice Chair. These positions will be elected in the even year. Term to run two years. Example: Elections in 2024. Term 2025-2027.

7.0 Committees

In addition to the Nominating Committee, the Executive Committee may form (and dissolve) other standing and ad hoc committees drawn from Division membership to carry out the activities of the Division. The Chair shall appoint a Committee Chair for each Committee. Committee Chairs may be current Division officers. If Committee Chairs are not current Division officers, they may, at the discretion of the Executive Committee, serve as advisory members of the Executive Committee. Committee Chairs may be appointed to or removed from said position at the discretion of the Division Chair.

7.1 Workshop Planning Committee
Responsible for coordinating the annual FPD workshop. Typically chaired by the Senior Vice Chair.

7.2 Communications Committee
Responsible for coordinating and producing the Division newsletter, social media, email, and other communications to division members. Typically chaired by the Communications Coordinator.

7.3 Nominating Committee
The Nominating Committee, typically chaired by the Immediate Past Chair, will be responsible for assembling a slate of candidates for open positions and conducting the election in accordance with the consolidated APA election schedule.

7.4 Awards Committee
The awards committee shall be responsible for evaluating and modifying the awards criteria and nomination form, presenting any changes for Executive Committee approval, issuing a call for nominations, coordinating the jury process, announcing the award winners, and coordinating the production of award certificates. Typically chaired by the Awards Coordinator.

7.5 Executive Committee Emeritus
The Executive Committee Emeritus shall consist of the past chairs who remain members in good standing after their term as Immediate Past Chair concludes. The Executive Committee Emeritus shall serve as a non-voting advisory body to the Executive Committee.

8.0 Finances

Sources of Division revenues may include both rebated APA dues and non-dues receipts.

8.1 Dues
Dues shall be consistent with the APA Division dues schedule for all categories. Dues are collected by national APA and are rebated by the APA's national office. Division shall strive to maintain a carryover balance each Fiscal Year of less than three times the previous year's dues total or as prescribed in the latest financial policy. Divisions with special circumstances shall coordinate with the Chief Financial Officer for approval of variances.

8.2 Non-Dues Receipts
Subject to approval by the Executive Committee, the Division may accept contributions, donations, sponsorships, and grants. The Executive Committee may establish fees for publications and services to be offered to non-members, or as special services to members, as long as these fees are consistent with charges determined by the APA Board and administered in a manner consistent with the financial requirements of the APA for invoicing and payment.

8.3 Contracts
The Division shall not enter into contracts, joint ventures, or partnerships, or obligate the Division financially, without prior written approval from APA and signature from the APA CFO or the CFO's designee. The Division shall submit all proposed agreements, partnerships with outside organizations or individuals, or previously unidentified expenses to APA for review.

8.4 Budgets
The Division shall annually provide a proposed budget to APA for review and approval. The proposed expenses cannot exceed the Division's reserve balance.

9.0 Publications, Media, and Branding

9.1 Identification
The Division shall utilize APA branding, logos, and imagery for all publications and media produced by or for the Division. Division publications shall be identified with the full name of the Division as "a Division of the American Planning Association" and with the uniform logotype of the Association. Division use of APA logos and imagery shall be consistent with the APA's brand guidelines.

9.2 Member Communications
The Division shall produce and disseminate regularly-scheduled communications to Division members in conformance with Divisions Performance Criteria. The purpose of these communications is to provide a benefit to Division members, including opportunities to contribute articles and other content, stay current on Division or generalized planning news, and share information with other Division members.

9.3 Division Website
The Division shall provide regular and current content regarding issues of interest to its members on the Division website Current Division bylaws, publications, and reports shall all be posted in a timely manner. For all Division websites, quarterly website updates are required.

9.4 Workshop Website
The Division shall utilize a secondary website for the annual training workshop. The FPD Annual Training Workshop coordinator (Vice Chair) in coordination with the contracted workshop consultant shall review and manage the content of the website.

9.5 Other Media
The Division may also maintain a presence through social media, e-bulletins, or other communications in alignment with all applicable APA Bylaws and policies.

10.0 Business Meetings

10.1 The Division shall hold an annual business meeting within 60 days before or after the FPD Annual Training workshop, either in person at the conference, virtually, or hybrid. Notice of the annual meeting shall be distributed to Division membership electronically at least 30 calendar days prior to the meeting.

10.2 The Division shall hold a division-sponsored event or programming during the APA National Planning Conference. This can be a business meeting, networking event, educational session, or other event that adds value to Division membership.

10.3 Special meetings of members may be held at such times and places as may be ordered by: the Chair or in the case of the Chair's absence, death or disability, the Vice Chair (or Chair Elect); by a majority of the Executive Committee; or by petition of 25 percent of Division members.

10.3.1 For special meetings, a written notice shall be delivered electronically to the Division membership at least 14 calendar days prior to the meeting.

11.0 Event Attendance and Travel Reimbursement Policy

11.1 The Division Chair, or designated proxy, must attend the Division's annual meeting. All other Division Officers are encouraged to attend the annual meeting.

11.2 The Division Chair, or designated proxy, must attend Divisions Council business meetings, typically held twice per year in person and twice per year virtually.

11.3 Reimbursement of travel and lodging for all required Division officer activities shall be identified in the Division Work Plan and Budget. Levels of reimbursement shall be stated in the Division's budget, as determined by the Division Chair and Treasurer in conformance with Divisions Council Travel Policy.

12.0 Public Policy

12.1 Divisions are entities of APA and as such should avoid:

12.1.1 speaking on behalf of APA without written approval from APA;

12.1.2 adopting positions on behalf of APA without written approval from APA;

12.1.3 advocating for positions that are outside the official positions of APA;

12.1.4 committing APA to actions—especially ones that involve substantial strategic or operational risk (e.g., entering into contracts without APA approval);

12.1.5 taking action that is contrary to APA Bylaws or policies; and

12.1.6 engaging in conversations with third parties in such a way that might cause confusion about who is speaking on behalf of APA, and what APA's positions and perspectives might be.

12.2 No Division member shall represent the Division without obtaining the approval of the Division Executive Committee.

12.3 No Division member shall represent APA without obtaining the approval of the Division Executive Committee as well as the APA CEO or unless invited by APA.

13.0 Right to Privacy

All Division members' anonymity shall be respected with regards to billing and other Division activities. Division members will be provided the opportunity to opt out of inclusion in division membership directories.

14.0 Division-Specific Information

14.1 Division Cohorts. Division Cohorts are geographic concentrations of Division Affiliates and Division Members.

14.1.1 Division Cohorts shall have a designated Cohort Lead, who reports to the APA Engagement Coordinator.

14.1.2 Division Cohorts shall not represent the Division without obtaining the approval of the Division Executive Committee.

14.1.3 Division Cohorts must request approval to conduct any events and coordinate with the Professional Development Officer to provide CMU training credit for appropriate activities.

14.2 Workshop Consultant

14.2.1 The Workshop consultant shall be contracted for support of the Annual Training Workshop. The Vice Chair (2nd Year) shall be responsible for coordinating the contract with APA CFO and APA Staff as appropriate.

14.2.2 The Vice Chair shall provide the proposal for review and vote of the Executive Committee prior to facilitating signature and execution of contract with APA.

14.2.3 The workshop consultant shall serve as the lead coordinator to support the event site selection / contracting, planning, and execution of the FPD Annual Training Workshop.

14.2.4 The workshop consultant shall have the expertise and experience to identify and negotiate venue and vendor contracts, strategic planning, and provide event execution and other event services.

14.3 Fellows Nomination Process

14.3.1 The professional development officer(s) shall be responsible for coordination of the Fellows nomination process.

14.3.2 The FPD Chair shall serve as lead nominator, and be responsible to sign the nomination package.

14.3.3 FPD will serve as the nominating group. The nominating group and its lead nominator are responsible for ensuring that their members nominated to the College of Fellows meet all submission requirements and eligibility criteria.

14.3.4 However, if there are no qualified exceptional candidates in any given selection cycle, nominators should not feel obliged to propose any.

14.3.5 Please refer to the College of Fellows of the American Institute of Certified Planners (FAICP) latest published nominations guidelines for details on eligibility, criteria, and submission requirements.

15.0 Bylaws Amendments or Replacement

The Division's bylaws shall be consistent with the Association's Articles of Incorporation, Bylaws, and Policies. Each Division shall review and consider amendments to its bylaws no less than every two years using the following procedure:

15.1 Proposed amendments or replacement bylaws may be proposed by either the Executive Committee or by a petition signed by at least ten Division members in good standing.

15.2 The Division Executive Committee shall evaluate the proposed amendment.

15.3 Division members shall be provided 30 days from the conclusion of 15.2 to comment on the draft bylaws. The Executive Committee shall be provided up to 30 days to determine if these suggestions will be incorporated into the proposed revisions.

15.4 A copy of proposed bylaws or amendments shall be filed with APA for approval before distribution to Division members for adoption. APA will review the proposed amendments within 30 days and provide a response.

15.5 The Secretary shall submit any properly proposed amendment or replacement bylaws to the membership for a vote within 30 days after receiving approval by the APA of the proposed amendment or replacement bylaws.

15.6 Bylaws may be amended by a majority vote of the valid ballots received. Mail or electronic ballots may be used.

15.7 Once approved, the current bylaws shall be filed with APA within 14 days after approval.

Bylaws approved by Division Members: [date 2025]