Hazard Mitigation and Disaster Recovery Planning Division Bylaws

1.0 General

1.1 Name

The name of this Division is the Hazard Mitigation and Disaster Recovery 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 professional development, skill-building, and communications about how to plan before, during, and after disasters 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 to serve 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** Increasing the understanding of hazard mitigation and disaster recovery planning as key elements of public policy formulation at all levels of government;
- **1.3.2** Promoting hazard mitigation and disaster recovery planning as a critical element of neighborhood, community, regional, state and national planning process;
- **1.3.3** Disseminating materials and information about current hazard mitigation and disaster recovery practice and theory to members of the Division;
- **1.3.4** Assisting the American Planning Association (APA) in influencing planning policy that affects hazard mitigation and disaster recovery;
- **1.3.5** Facilitating connections with Divisions, Chapters, and Institutes within APA and with other professional associations contributing to planning for hazard mitigation and disaster recovery; and
- **1.3.6** Promoting professional communication among members of the Division through a variety of member services, including but not limited to newsletters, conference sessions, workshops and other publications.

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. All 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.

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 Officers

The Division officers are Chair, Chair-Elect, Secretary, Treasurer, and the Immediate Past Chair. Divisions officers for Chair-Elect, Secretary and Treasurer 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.

4.1.10 Assume the office of Immediate Past Chair following the two-year Chair term.

4.2 Chair-Elect

The Chair-Elect shall:

4.2.1 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 coordinating applicable collaborative activities with other Divisions.

4.2.2 In the absence or resignation of the Chair, the 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 Chair-Elect shall assume the duties of the Chair until the term of the vacated Chair is complete, whereupon the Chair-Elect 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.

4.2.3 Assume the office of Chair following the two-year Chair-Elect term.

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 Elections Committee.

4.6 Vacancies

4.6.1 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.

4.6.2 Vacancies other than in the office of Chair will be filled for the unexpired term by a vote of the Executive Committee.

4.6.3 The vacancy should be filled as soon as possible.

4.7 Termination of Division Officers or Executive Committee Members

4.7.1 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 a majority vote of the Executive Committee.

4.7.2 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.

4.7.3 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.

4.7.4 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.

4.7.5 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 shall constitute the Executive Committee. Additional members may be added as necessary to facilitate Division administration and programs.

5.1.1 Elected: Secretary, Treasurer, Chair-Elect, Chair, and Immediate Past Chair; and

5.1.2 Appointed: As needed by a majority decision of the Officers of the Division.

5.2 Duties of the Executive Committee

5.2.1 Manage the affairs of the Division;

5.2.2 Prepare and approve the annual performance plan, work plan, financial report, and budget, using templates specified by the APA Divisions Council Executive Committee;

5.2.3 Authorize expenditures consistent with the budget and subject to approval by the Chair; and

5.2.4 Consult, electronically or in person, to coordinate the activities of the Division as needed.

5.3 Executive Committee Meetings

5.3.1 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.

5.3.2 A majority of the Executive Committee, whether present in person or remotely, shall constitute a quorum.

5.3.3 Except when the Executive Committee goes into executive session, Executive Committee meetings are open to membership.

5.3.4 Meeting minutes shall be documented for each meeting and available to the membership upon request.

5.3.5 It is encouraged that, wherever reasonably possible, decisions shall be reached by consensus.

6.0 Elections

6.1 Elections will be held every two years. Newly elected officers will assume office on January 1 for a term that ends December 31 of the second year. This Division elects officers (Chair-Elect, Secretary and Treasurer) in odd-numbered years.

6.2 No Division member may serve more than two elected terms as Chair of any single Division.

6.3 Election Methods

6.3.1 The Division uses a leadership pipeline model for the Chair-Elect, Chair, and Immediate Past Chair offices. Each of these offices is held by a person for no more than two years. The Chair-Elect is elected by the membership for a two-year term. Upon completion of that term, the membership elects a new Chair-Elect, the Chair-Elect becomes the Chair and the Chair becomes the Immediate Past Chair, each for two-year terms.

6.3.2 The Secretary and Treasurer positions are elected during each biennial elections cycle.

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 Nominating Committee members may not include members running for office.

6.4.2 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.

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

6.4.4 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.

6.4.5 Division Affiliates are not eligible to hold elected office or appointed positions.

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

6.4.7 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 The Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair shall have two-year terms.

6.5.2 No Division member may serve more than two elected terms as Secretary or Treasurer, except in cases where the Nominating Committee cannot identify a candidate for one of the positions and the existing officer is willing to remain.

6.5.3 The Chair may serve up to two terms, but non-consecutively.

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.

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.

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 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 APA National Planning Conference, 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 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 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:

14.1 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.

14.2 The Division Executive Committee shall evaluate the proposed amendment.

14.3 Division members shall be provided 30 days from the conclusion of 14.2 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.

14.4 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.

14.5 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.

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

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

Bylaws approved by Division Members: [May 2025]