



The 2016 APA/AICP Election Policies and Procedures

The APA and AICP nominating committees are pleased to consider you as a possible candidate for Board or Commission office in the 2016 APA/AICP elections. The following information will explain the election process and the steps that must be taken to be considered by the Nominating Committees. Our intent is to create a level playing field for candidates in the election process.

Opportunities for candidates

Presidents-elect, Directors and Commissioners take office on Friday, January 1, 2016. Directors and Commissioners will serve four-year terms. Each president-elect will serve one year in that office, two years as president, and one year as past-president.

American Planning Association (APA)

- President-elect
- Director at Large
- Director at Large (focused for a minority member)
- Director, elected from Region II
- Director, elected from Region III
- Director, elected from Region IV

American Institute of Certified Planners (AICP), APA's Professional Institute

- President-elect
- Commissioner, elected from Region II
- Commissioner, elected from Region III
- Commissioner, elected from Region IV

Candidates are welcome from all parts of the country for the at-large and president-elect positions. Candidates from regions II, III, and IV are needed to fill the positions elected from those regions. To run for APA/AICP office, you must have been a member for at least one year upon the date you would assume office if elected. In addition, candidates for seats elected from a specific region must have an APA address of record within that region. More information on eligibility appears below.

The following materials must be completed ([online](#) or by email) by June 4, 2015.

- *Position Statement*: Please submit a position statement prepared in accordance with the "Guidelines for Writing Background/Experience and Position Statement (Appendix 1 to the Policies and Procedures)." Please note that should you be nominated, this statement will be published on the website, and will be sent with the electronic ballot.
- *Eligibility Form (Appendix 2 to Policies and Procedures)*: Please complete and sign the eligibility form online, which asks you to identify the office for which you wish to be considered, and to make a personal commitment to serve, if elected.
- *Agreement to Abide Form (Appendix 3 to Policies and Procedures)*: Please complete and sign the agreement form online, after you have read both the "Guidelines for Writing Background/Experience and Position Statements" and the "APA/AICP National Elections Campaign Policies and Procedures".
- *Conflict of Interest Statement (Appendix 4 to Policies and Procedures)*: Please complete and sign the agreement online.
- *Commitment to Serve Statement (Appendix 5 to Policies and Procedures)*: Please complete and sign the agreement online.



You are encouraged to focus your statement on issues and ideas affecting the future of the organization. To assist you in preparing your statement, please refer to the current Development Plan, available at www.planning.org.

Optional materials

- *Photographs:* Candidates for office may submit online by **June 4, 2015**, a recent photograph to be published with the position statement. Please refer to the “Campaign Policies” Section 4.2 for details.
- *Supplemental materials:* If the nominating committee determines that it requires information or materials not mentioned above, it will ask you for them. Unsolicited additional materials and phone calls to nominating committee members are to be avoided.

Nominating Committee action

The Committees’ work will have two distinct phases. Until June 4, the Committees’ major task will be to encourage a wide variety of candidates to apply. After the deadline, the Committees will evaluate the applications to identify those who meet the highest standards of leadership ability, integrity, judgment, competence, and personal commitment. Two candidates will be nominated for each position. Additional criteria considered by the Committees are listed in the “APA/AICP Elections Policies and Procedures”, in Section 1.1.3.

You will be notified of the Nominating Committees’ actions in early July. If you are not selected by the Nominating Committee of APA or AICP, you may seek to become a candidate by petition. Information regarding the petition process will be posted on the web site July 2015. See Section 3.0 in the Policies and Procedures for details.

2016 APA Nominating Committee

William Anderson, FAICP, Chair
Tim Van Epp, AICP, Region I
George Homewood, AICP, Region II
Theresa O’Donnell, AICP, Region III
Natasha Longpine, AICP, Region IV
Chad Nabity, AICP, Region V
Kevin Keller, AICP, Region VI

2016 AICP Nominating Committee

Lee Brown, FAICP, Chair
Anne Krieg, AICP, Region I
Terry Harrington, AICP, Region II
Wendy Shabay, AICP, Region III
Lindy Wordlaw, AICP, Region IV
Abby Shannon, AICP, Region V
Brooke Peterson, AICP, Region VI

If you have any questions on the APA or AICP nomination process, please feel free to contact Mike Welch, Director of Leadership, at mwelch@planning.org or 312-786-6372.



ELECTION POLICIES AND PROCEDURES

American Planning Association

American Institute of Certified Planners

NOTE: These policies and procedures supplement Section 6 of the APA Bylaws and Section 5 of the AICP Bylaws governing elections, and the Election Policies and Procedures adopted by the Board in March 2005, revised in April 2007.

(Adopted 6-89 - Rev March 1991, November 1991, May 1993, April 1995, March 2001, December 2005, April 2007, February 2015)

Preamble

This document describes the election policies and procedures of the American Planning Association (APA) and American Institute of Certified Planners (AICP), which were adopted by the APA Board of Directors and AICP Commission in February 2015. It is the intent of the organization to have a dignified professional election process designed to provide the members a diversity of choices, educate them as to the positions of the candidates, and allow them to make informed choices about the future of their organization.

Potential candidates for APA and AICP office should submit their Biographical Background and Position Statement to the Nominating Committees. Potential candidates and all members actively involved in the election process are encouraged to focus on issues and ideas affecting the future and betterment of the organization. Potential candidates who are not slated as nominated candidates will have the option of seeking to become petition candidates.

These policies and procedures are designed to ensure a process of candidate nomination and election that encourages and considers all members interested in running for office and those the Nominating Committees and other members consider to have potential for national leadership, and to encourage members to become informed about the positions of the candidates and to vote for those that will provide the leadership to achieve their image of the future of the organization.

1.0 - Elections

1.1 - Nominating Committee. The Nominating Committee will consist of seven people, including the Immediate Past APA/AICP President and an additional member from each of the six electoral regions as provided in the APA/AICP Bylaws. The Nominating Committees will be appointed in odd-numbered years, and will open a season of Leadership Recruitment and Development through the National Planning Conference. A Leadership Development and Recruitment Session at the National Planning Conference (as part of the Annual Business meeting) will inform members about service opportunities in leadership positions for the Association. Information about national offices and the election process may also be shared during those chapter conferences and meetings that occur in the spring and summer. As part of the recruitment process, APA will provide information online about each of the positions, including job descriptions, time commitment and qualities required to serve in the position. Interested members can sign up for future correspondence and updates on opportunities to seek a leadership position from the Nominating Committee. The Nominating



Committee will recruit and nominate candidates with demonstrated leadership qualities, a commitment to ethical principles, an interest in serving the membership of the organization, and the ability to dedicate the necessary time to fulfill the obligations of the elected office. In this process committee members will view all names submitted with an open mind and will not be unduly influenced by any individual viewpoint in making their selections.

1.1.1 - Roles of the Nominating Committee. The Nominating Committee shall have the following roles:

- to recruit potential candidates for nomination to elect the various APA and AICP leaders that meet the above criteria,
- to invite recommendations of potential candidates from Presidents of APA Chapters and APA Divisions, and
- to consider a pool of potential candidates and select at least two nominees for each elective office.

1.1.2 - Number of Nominees. There shall be at least two nominated candidates slated for each elective office. The Nominating Committee shall seek balance in the diversity of candidates nominated for APA and AICP elective offices.

1.1.3 - Eligibility Requirements. Candidates shall (1) be members of the Association for not less than one year at the time of assuming office if elected, (2) agree in writing to serve if elected, (3) not be members of the Nominating Committee, and (4) not have exceeded the term limits described in the Bylaws of APA and AICP.

1.2 - Election Committee. The Election Committee will consist of three people. After the Annual Meeting in odd-numbered years, the Immediate Past Presidents of APA and AICP will each appoint one committee member. These two appointees will then agree on the appointment of a third committee member from among the membership of APA. Anyone holding elected office in APA, or any of its constituent groups, is ineligible to serve on the Election Committee. Election Committee members may not be nominated for any national office in the current election or in the next election.

1.2.1 - Roles of the Election Committee. The Election Committee's charge is to:

- Ensure a fair election in compliance with the policies, procedures, and Bylaws of the APA and AICP;
- Monitor the election web pages created by the Association for compliance with the Election Policies and Procedures;
- Fact-checking the candidates' draft Biographical Background and Position Statements with staff assistance;
- Compile and edit the Consolidated Component Questionnaire; and
- Enforcement of standards of behavior for elections.

1.2.2 - Consolidated Component Questionnaire. The Election Committee will invite the component organizations of the Association to submit potential questions to be included in a consolidated questionnaire that candidates may choose to answer. The Committee will select two or three questions from those submitted by the Chair of each Council for inclusion in the Component Questionnaire. The questions will be solicited and collected by the Election Committee from the Chapter Presidents Council, Divisions Council, and Student



Representatives Council. The Committee will seek a representative group of questions and may combine similar questions in developing the Consolidated Component Questionnaire. The completed questionnaires will be posted prominently on the web.

1.2.3 - Standards of Election Behavior. The Election Committee shall oversee and enforce the following standards and policies for conducting the elections:

Biographical Background and Position Statements

- All potential candidates desiring to be considered for nomination shall submit a Biographical Background and Position Statements (prepared in accordance with the guidelines in Appendix 1) to the Nominating Committee.
- Candidates are not allowed to change position statements once they have been submitted. Position statements are to be submitted electronically via the web.
- For all candidates, individual Background and Position Statements shall not exceed a 600-word limit.
- Fact-checking of position statements will be done by the Election Committee. Candidates will have an opportunity to revise statements based on the committee's findings.
- Candidates not selected as nominees who choose to become nominees by the petition process shall use their Biographical Background and Position Statement originally submitted to the Nominating Committee.

Campaigning

- Any mailing or mass unsolicited email, or any other electronic campaign communication by candidates or members, with the exception of endorsements by components of APA (e.g. Chapters, Divisions), are prohibited.
- APA and AICP will set up web pages for candidates on www.planning.org. Candidates Background/Experience and Position Statements, responses to the Consolidated Component Questionnaire, and optional photographs will be included on the Candidate web pages. Candidates are encouraged to use this web space creatively, but links to other websites are not allowed.
- Inclusion of photographs of the nominee on the web sites is optional, at the discretion of the individual nominees. Details are provided in Policies and Procedures Section 4.2.
- No mailings or mass unsolicited e-mailing will be allowed by candidates. (The purpose is to prohibit campaigning by candidates, or by the current organizational leadership.) APA and AICP will not provide mailing lists or labels for nominees to use. Nominees and members of the Association are expected to behave in accordance with these rules, and only speak about the candidates they support.
- Negative campaigning is prohibited. Potential candidates shall not impugn the character, motivation or integrity of other candidates.
- No candidate shall write, or cause to be written, campaign letters or e-mail messages to be published or circulated.
- Any member who is not a candidate has the privilege of seeking the support of colleagues on behalf of a candidate by means of verbal or written contacts. These contacts are limited to positive statements on behalf of someone's candidacy.



Negative statements about a candidates' opponent in any manner are strictly prohibited.

- Members of the Association have the privilege to speak on behalf of the candidates they support. Candidates shall not characterize the positions or qualifications of other candidates, or other APA members.
- Fact-checking of position statements will be done by the Election Committee. Candidates will have an opportunity to revise statements based on the committee's findings.

Enforcement

The Election Committee will refer to the Board, Commission or respective President as appropriate any violations of these election policies and procedures that are not satisfactorily resolved, for disciplinary action. Such action may include censure, removal from office, or expulsion from the Association in accordance with the Bylaws of APA and AICP.

Investigation of Violations

- Any member can file a complaint about a perceived violation of elections policies and procedures.
- Complaints shall be filed with Chief Executive of APA, who shall establish the facts of the complaint and forward the complaint, along with any additional background information developed during fact checking, to the Election Committee within 7 days.
- The Election Committee shall confer within 5 working days to initiate an investigation of the complaint. A final decision of the Committee shall be made within two weeks of the initial review of the complaint.
- The Election Committee has the authority to take final action on minor infractions of the elections policies and procedures. Recommendations on major infractions, which result in removal from the election ballot or invalidation of the election results, shall be forwarded to the appropriate governing body (APA Board or AICP Commission) for final action.

Potential Disciplinary Actions by the Election Committee

- Removal of any factual errors or inaccuracies from the position statement. The candidate cannot further modify the position statement.
- Official censure by the Election Committee.

Potential Disciplinary Actions by the APA Board or AICP Commission

- Removal of candidate from the election ballot.
- Invalidation of election results.
- Any APA/AICP member who violates the provisions with or without the support of the candidate may be expelled from membership based on the recommendation of the Election Committee and action by the APA Board or AICP Commission.
- In this scale of progressive discipline, the Board or Commission must act to impose any penalty higher than censure by the Election Committee.



1.2.4 - Training Conference Call. The APA Election Committee will host a training conference call that candidates are required to attend. The purpose of the training is to ensure that candidates understand the election policies, and the prohibition against campaigning by candidates.

1.3 - Teller Committee. The Teller Committee will consist of three or more people appointed by the President of APA, who are not nominees and who reside in the area of the Association's office where the ballots are to be counted.

1.3.1 - Roles of the Teller Committee. The Teller Committee shall have the following roles: Review the reports of the Nominating Committee and certify that they meet the requirements for nomination;

- Review the petitions of petition candidates and certify that they meet the requirements for nomination;
- Approve the procedures for the receipt, opening, and counting of votes; and,
- Certify the count.

1.4 - Schedule. See Appendix 6, Election Schedule. From the time the Nominating Committee meets and selects a slate until the results are announced at the Annual Meeting will take around six months.

2.0 - Candidates for Office

2.1 - Terms of Office. Terms of office for members of the APA Board of Directors and AICP Commission shall be limited to two terms each. Any individual may only serve one term as President of APA and one term as President of AICP.

3.0 - Petition Candidates

3.1 - Eligibility. Only those persons who have submitted their Position Statements for consideration by the Nominating Committee, and who have not been slated as nominated candidates for office, may become petition candidates.

3.2 - Process. Potential candidates may be nominated by the petition of at least 50 APA or AICP members as applicable. The Association will supply forms for signatures by the petitioners. Petition candidates shall meet the requirements of candidacy and shall file their petitions with the Executive Director within 30 days of the announcement of nominated candidates slated by the Nominating Committee.

3.3 - Certification. Within one week of submittal deadline, the Teller Committee shall review the petitions and certify that all signatures are valid and upon such finding shall declare the petitioner a petition candidate.

4.0 - Other Issues

4.1 - Election Season. The "election season" is defined as the period between the meeting of the APA and AICP nominating committees and the date ballots for national APA and AICP elections are



due back at the national office. This period runs roughly between June and September in odd-numbered years.

4.2 – Photographs. Candidates for APA and AICP office may submit a portrait photograph of themselves for publication with statements. Submission of photographs for APA and AICP candidates is optional. If submitted, digital photos are to be uploaded to the website at planning.org/elections. Photographs must be:

- head/shoulders portrait type.
- electronic files
- 300 dpi or greater (for digital files)
- no more than five years old
- submitted at the same time as the background/experience and position statement or at the time petition filings are due.

Photographs meeting these requirements that are submitted by nominated candidates will be published with their position statements on the web. Photographs meeting these requirements that are submitted by certified petition candidates will be published with their position statements and on the web.

4.3 - Partisanship by National APA/AICP, Staff, Board or Commission

4.3.1 - No APA or AICP resources, including those of any unit of APA, are to be spent or used on behalf of any candidacy unless otherwise permitted by these guidelines.

4.3.2 - No APA staff or contractor (of APA national or any organizational component) may participate or contribute to any partisan act regarding APA or AICP candidacy or to suggest to a member that the member consider running for national APA or AICP office.

4.3.3 - Neither the Board of Directors nor the AICP Commission endorses or campaigns for any candidates. Individual Directors/Commissioners may speak on behalf of candidates they support but not in their identity as Directors or Commissioners.

4.4 - Advertising and Articles in APA/AICP Publications

4.4.1 - No advertising, paid or unpaid, will be accepted for any candidacy to appear in any publication of APA, AICP, or its components. Letters endorsing or criticizing candidates will not be accepted for national APA/AICP publication.

4.4.2 - No advertising or publicity in the form of special news or feature articles by or about a candidate or candidate-related event or publication will be accepted knowingly for publication during the last two months of the election season by APA, AICP, or their component units except for reference to commitments and ongoing APA or AICP activities initiated prior to candidacy. During the last two months of the election season mention of a candidate's name is permitted in reference to ongoing APA/AICP activities or when the candidate's name is a minor but germane part of a larger article. Similar policies apply to photographs.



4.4.3 - During the election season, regional Directors and Commissioners who are running for national APA/AICP office may report to the members of their regions on APA or AICP business; those elected at-large who are current candidates may report to the entire membership on such business. These reports may not be used to endorse or criticize candidates. There are no restrictions on report distribution or publication by Directors or Commissioners not running for national APA/AICP office.

4.4.4 - During the entire election season staff shall avoid publishing articles that are intended primarily to garner publicity for a candidate.

4.4.5 - In November of odd-numbered years, APA/AICP elections staff shall notify APA/AICP publications staff of members being considered for nomination. Elections staff shall notify publications staff of who has been nominated immediately after nominating committees have met.

4.5 - Principles of Equal Access

4.5.1 - In general, component officers, meeting arrangers, publication editors and staff are expected to give all candidates for the same position similar access to members. For instance, a component may choose not to publish responses to the consolidated component questionnaire, but if it publishes any responses, it must publish all responses for the same position. The same applies to speakers at meetings, etc. Details follow.

4.5.2 - Conferences and Workshops - APA staff and components may invite candidates to be speakers at national or component conferences, provided the invitation is based on the candidates' area of expertise, not their candidacy.

4.5.3 - Endorsements - Components may endorse candidates. An endorsement is the officially adopted position of the chapter, division, or its executive committee. Endorsements may not be made until the names of all candidates -- nominated and petition -- have been announced on APA's web site, planning.org. Components need not allow other candidates to respond to endorsements, but the endorsement must list the names of all candidates running for the endorsed position.

4.6 - Articles in or Endorsements by Non-APA Publications

4.6.1 - To avoid confusion over endorsements and matters of fact and policy, APA and AICP request that non-APA or AICP publications that use APA or AICP in their titles and whose subject matter is planning or APA/AICP matters, print a legible statement under their title stating that the publication is "not an official publication of the APA or the AICP." APA/AICP further encourages such publications to comply voluntarily with APA/AICP Election Policies, particularly those affecting endorsements and equal access principles.

4.7 - Ballots

4.7.1 - APA will use electronic ballots for this election cycle. By using an electronic ballot, voter turn out will be encouraged more cost-effectively with targeted email reminders containing a link to the online secure voting page.



4.7.2 - The Executive Director shall prepare ballots with the names of candidates, arranged in accordance with a drawing by a committee of five staff, appointed by the Executive Director, for each elective position.

4.7.3 - Petition candidates will be so identified on the ballot.

4.8 - Eligibility to Vote. A cut-off date by which new membership must be processed three months before the end of voting in September of odd-numbered years. This shall be published with the report of nominated candidates.

4.9 - Monitoring and Reporting. Staff and the Election Committee shall note any election-related problems to both the Nominating and Governance Committees upon conclusion of an election.

APPENDICES:

1. Guidelines for Writing Background/Experience and Position Statement
2. Eligibility Form
3. Candidate Agreement
4. Conflict of Interest Statement
5. Commitment to Serve Statement
6. Elections Schedule
7. Region Map
8. Philosophy and Goals of the Election Process
9. Past Volunteer Experience



Appendix 1:

GUIDELINES FOR WRITING BACKGROUND/EXPERIENCE AND POSITION STATEMENT

Statements will be given full consideration as long as they meet the guidelines for biographical background/position statements. Keep in mind that potential candidates should state their positions and opinions about issues regarding the future of the organization. Any facts that are cited must be verifiable.

1.0. Suggestions for Biographical Background Information:

- Organize the information into four categories: professional experience, APA experience, community involvement, and education.
- List information in each category in reverse chronological order (most recent experience first).
- Present information in a list, rather than in full sentences, when appropriate.

This approach works well for three reasons. A lot of information can be squeezed into relatively few words, leaving more room for the position part of your 600-word-total background/position statement. The format helps voters because it focuses on the highlights of your career. Finally, it provides a place to note prior experience in managing or serving on the board of an organization.

2.0. Suggestions for Position Statements:

- Focus on issues that impact the future of the organization.
- Verify any and all facts that are stated.
- Use bullet statements to consolidate your thoughts in a more concise fashion, when appropriate.

3.0 Submission Requirements:

1. Submit your biographical background/position online. The appearance of the emphasis (bold, italics, bullets, underlining) will be made uniform from statement to statement.
2. Submit a current digital photograph of yourself online. If you would like to include a picture on your candidate webpage, and in *Planning* magazine. Details on the photograph are in Policies and Procedures, Section 4.2.
3. Finally, be sure to proofread your statement. Staff shall make appearance uniform among all statements, but they will NOT correct spelling and grammatical errors or typos contained in the statements.



Appendix 2:
APA 2016 ELECTION
ELIGIBILITY FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Fax number: _____

E-mail address: _____

APA membership number: _____

Please indicate the position(s) for which you are interested in pursuing. If you are interested in more than one position, indicate your preference in priority order, with "1" being highest priority, "2" being second priority, etc.

Candidates are welcome from all parts of the country for the at-large and president-elect positions. Candidates from regions II, III, and IV are needed to fill the three open regional seats. Candidates for regional director must have an APA address of record within that region.

Table with 2 columns: Position, Interest. Rows include APA President-elect, Director, Elected from Region II, III, IV, and at Large.

"I am committed to accepting nomination and running for the position(s) indicated above. If elected, I agree to devote the necessary time and energy to serve in this position, including participation, in person or by teleconference, at the orientation for new Board Members in February 2016. I am committed to annually donating or seeking financial resources for the APA Planning Foundation in my role as a national leader of our organization. I am committed to participating in APA's advocacy activities, including Planners Day on Capitol Hill."

Signature

Date



Appendix 2:
AICP 2016 ELECTION
ELIGIBILITY FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Fax number: _____

E-mail address: _____

APA membership number: _____

Please indicate the position(s) for which you are interested in pursuing. If you are interested in more than one position, indicate your preference in priority order, with "1" being highest priority, "2" being second priority, etc.

Candidates are welcome from all parts of the country for the at-large and president-elect positions. Candidates from regions II, III, and IV are needed to fill the three open regional seats.

Table with 2 columns: Position, Interest. Rows include AICP President-elect, Commissioner, Elected from Region II, III, and IV.

"I am committed to accepting nomination and running for the position(s) indicated above. If elected, I agree to devote the necessary time and energy to serve in this position, including participation, in person or by teleconference, at the orientation for new Commissioners in February 2016. I am committed to annually donating or seeking financial resources for the APA Planning Foundation in my role as a national leader of our organization. I am committed to participating in APA's advocacy activities, including Planners Day on Capitol Hill."

Signature _____

Date _____



Appendix 3:

CANDIDATE AGREEMENT TO ABIDE

I acknowledge that I have read and understand all the policies and procedures, appendices, and bylaws governing the Election Process and agree to abide by them and any decision of the Election Committee.

Candidate Signature

Date



Appendix 4: CONFLICT OF INTEREST STATEMENT FOR DIRECTORS, COMMISSIONERS AND OFFICERS OF APA/AICP

APA is a District of Columbia not-for-profit corporation. Under general corporation law, its Directors and Officers have a duty of loyalty to the organization and its members.

The duty of loyalty requires the avoidance of advancing personal interests in ways that injure or take advantage of the organization.

Following, are four examples of disloyal conduct.

Example 1: APA's Research staff is involved in a dispute with another organization concerning a grant to produce a Planning Advisory Report. The other organization calls an APA Director to complain about the treatment it is being accorded by APA. During the conversation, the other organization offers the APA Director a \$5000 honorarium, which the Director accepts, to give a brief talk at a conference which it will host in the near future. The other organization also proposes a book contract with the Director. After the phone call, the APA Director, without disclosing the arrangements with the other organization, sends a memo to the other Board members, with a copy to the Chief Executive, questioning the objectivity of the Research staff and asking for a full investigation.

Example 2: An APA staff employee receives a phone call from an attorney friend asking the employee to recommend a planner to serve as an expert witness in a forthcoming legal proceeding. The lawyer's client is willing to pay \$300 per hour for the planner's time spent on consultation, preparation, discovery and in hearings. The staff employee recommends three planners, but among them is not the APA Board Member who has worked most closely and quite well with the Staff employee on a number of Board matters. After learning what happened, the Board member calls the Chief Executive to complain about the lack of support being furnished by the Staff employee and requests that the "poor service" be considered in the employee's next pay adjustment.

Example 3: A Commissioner has authored a book but sales have been mediocre and the prognosis is even worse. The Director calls a Staff employee to request that APA purchase all unsold copies and market them through its Bookstore.

Example 4: The Chief Executive announces at an APA Board retreat that APA is negotiating with a major publisher to edit a treatise on a specialized area of planning. The Chief Executive estimates that the contract will net \$35,000 to APA. Shortly after the retreat, a Board member, who is a respected expert on the subject of the proposed treatise, calls the publisher "in confidence" and offers to enter into an agreement to edit the treatise.

Officials of APA/AICP should not imply or state in any communication that they represent APA or AICP, except when the governing body specifically authorizes such representations. Use of APA/AICP letterhead is inappropriate in matters of personal business and any other matters that are not authorized transactions on behalf of the organization.

Although it is quite appropriate to refer to APA/AICP office in resumes or other statements of background and experience, it is improper for officials to seek personal advantage by suggesting that their incumbency in APA/AICP office conveys an organizational endorsement of their professional competence or output.

I agree to the terms of this Statement and, if elected, will abide thereby.

Name: _____

Signature: _____

Date: _____



Appendix 5: Commitment to Serve Statement

If elected to the APA Board of Directors or AICP Commission, I understand my commitment to carry out the following responsibilities:

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization’s mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization’s field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements.

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties, which would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

Duty of Care - The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as “the duty of care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty - The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means the at a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience - The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.

I understand the responsibilities described in this Commitment to Serve statement.

Name: _____

Signature: _____

Date: _____



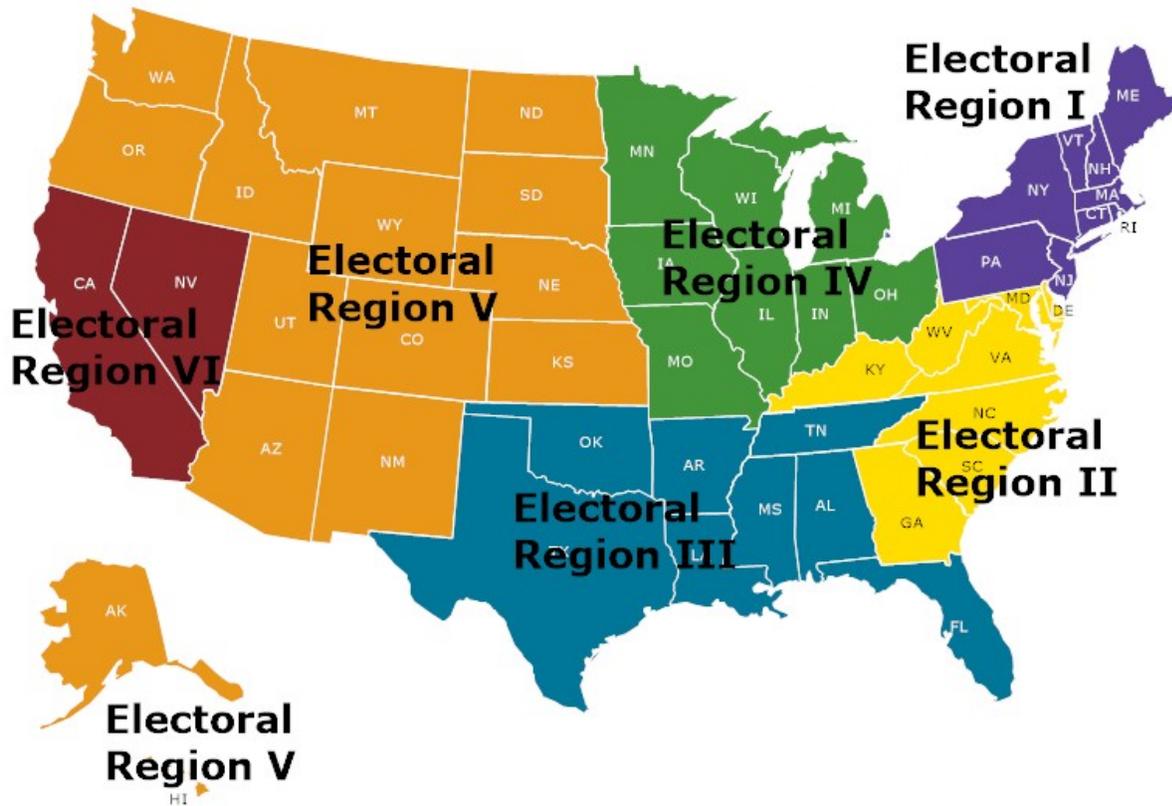
Appendix 6:
2015-2016 APA/AICP ELECTION SCHEDULE

February	APA and AICP Nominating Committees appointed.
March	Nominating Committees announced in <i>Interact</i> to alert members.
April 1	Staff sends background materials to APA & AICP Nominating Committees
April 1	“Election packet”/information for potential nominees available on web site
June 4	Firm deadline for submission of names of potential APA and AICP nominated candidates.
June 4	Firm deadline for receiving electronic position statements of all potential APA and AICP nominated candidates.
June 10	Staff sends packet of information on potential nominees to Nominating Committees.
Late June	Nominating Committees meet to select candidates for APA Board of Directors and AICP Commission.
Late June	Member list for ballot distribution prepared, for members eligible to vote in the election.
Late June	Staff or Nominating Committee Chairs call nominees, and sends correspondence to those not nominated.
July 1	Petition candidate packet available from staff and website, petition procedures published.
July 10	APA President appoints Teller Committee
July 14	Teller Committee reviews the reports of the Nominating Committees and certifies that candidates meet the requirements for nomination;
July 15	Nominees announced on APA web site, <i>Interact</i> ; announcement of petition procedures.
July 15	APA Website publishes nominated candidates’ names, background and position statements, and optional photograph.
July 15	Election Committee training conference call for all nominated candidates.
July 24	Firm deadline for filing of petition candidates’ petitions, background/experience and position statements.
July 25	Teller Committee to meet to review the petitions of petition candidates and certify that they meet all requirements



August/Sept Issue	Candidate names and position statements published in <i>Planning</i> magazine.
July 30	Election Committee training conference call for all petition candidates
August 3	Staff emails petition candidates' position statements to all nominated candidates
August 3	Posting of all candidate position statements on APA Election website, and in <i>Interact</i>
August 6	Ballots available online, reminders emailed to all members.
August/Sept Issue	Ad in <i>Planning</i> magazine reminds members to vote
Mid-August	Email reminders sent to those members who have not yet voted
September 10	Firm deadline for receipt of ballots from membership
September 14	Teller Committee certifies election results and prepares report to the Board of Directors
September/October	Election results announced in a publication of the Association. (Candidates will be notified of results as soon as the results are certified by the Teller Committee.)
January 1, 2016	Newly elected APA Board Directors and AICP Commissioners takes office

**Appendix 7:
Region Map**



Electoral Region I: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Canada: Ontario, Quebec, and Maritime Provinces

Electoral Region II: Delaware, District of Columbia, Georgia, Kentucky, Maryland, North Carolina, South Carolina, Virginia, West Virginia

Electoral Region III: Alabama, Arkansas, Florida, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, Caribbean, Central America, Mexico, and South America

Electoral Region IV: Illinois, Indiana, Iowa, Michigan, Missouri, Minnesota, Ohio, Wisconsin

Electoral Region V: Alaska, Arizona, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, North Dakota, New Mexico, Oregon, South Dakota, Utah, Washington, Wyoming, Canada: Western Provinces

Electoral Region VI: California, Nevada, Europe and Africa, Pacific U.S. Territories, Asia, and Australia



Appendix 8:
PHILOSOPHY AND GOALS
OF THE APA/AICP ELECTIONS PROCESS

(Revised May 1993)

- Members of the organization are able to distinguish between acceptable and unacceptable behavior on the part of their peers.
- Given accurate and complete information, members of the organization will make intelligent and reasonable election choices.
- Guidelines should be as specific as possible and should be adopted by the Board and Commission to minimize the need for situational staff interpretation.

The elections process should strive to achieve 12 goals:

1. To offer members a high caliber of candidates from which to choose.
2. To offer each office a range of candidates that reflect a diversity of views within the Association.
 - a. Some continuity.
 - b. Some fresh views.
3. To ensure that, *in toto*, candidates are drawn from a broad range of backgrounds and reflect a wide range of member views. These include but are not limited to:
 - a. Chapters
 - b. Divisions
 - c. Students
 - d. Elected officials
 - e. Planning commissioners and citizen planners
 - f. Academics
 - g. Consultants
 - h. Governmental planners
 - i. Private planners
 - j. Women
 - k. Blacks, Hispanics and other historically disadvantaged minority groups



Appendix 8:

PHILOSOPHY AND GOALS

OF THE APA/AICP ELECTIONS PROCESS (continued)

4. To ensure a process of candidate solicitation and selection that encourages and considers all members interested in running for office and those the nominating committee and other members consider to have potential for national leadership.
5. To guarantee equal access to APA resources by all candidates.
6. To provide members with the information to make an informed selection among candidates, at a reasonable cost to the organization.
7. To promote equitable campaign procedures that minimize disparities in financial or technological resources among candidates.
8. To minimize the need for staff interpretation of guidelines by having, as specific-as-possible, Board and Commission adopted policies covering a wide variety of situations.
9. To minimize administrative and financial burdens of the campaign process on APA's components.
10. To encourage participation in the nominating process.
11. To encourage members to vote.
12. To maintain a character of campaigning appropriate to the dignity of planning and the Association.

Any election related activities are expected to be consistent with this philosophy. Candidates and members are referred to points 5, 6, 7, 9 and 12 in particular. To implement this philosophy the board and commission have adopted campaign policies, and guidelines for background / experience and position statements. Please attempt to be specific enough to be useful but not so specific as to challenge members to find loopholes. When applied in a mature manner by candidates and members the philosophy, policies, and guidelines should together provide for an open, fair, informative, and self-policing elections process.



Appendix 9 - Past Volunteer Experience (only for the information of the Nominating Committees)

Please list below the three largest boards on which you have served:

Group Name: _____

Your Position: _____

Location: _____

Duration: (from _____ to _____)

Tax Status (e.g. private, for profit, 501(c)(3), etc.) _____

Size of Group's Annual Budget: _____

Size of Membership (if applicable): _____

Most Rewarding Issue (please describe):

Most Challenging Issue (please describe)

Group Name: _____

Your Position: _____

Location: _____

Duration: (from _____ to _____)

Tax Status (e.g. private, for profit, 501(c)(3), etc.) _____

Size of Group's Annual Budget: _____

Size of Membership (if applicable): _____

Most Rewarding Issue (please describe):



Most Challenging Issue (please describe)

Group Name: _____

Your Position: _____

Location: _____

Duration: (from _____ to _____)

Tax Status (e.g. private, for profit, 501(c)(3), etc.) _____

Officer: _____

Size of Group's Annual Budget: _____

Size of Membership (if applicable): _____

Most Rewarding Issue (please describe):

Most Challenging Issue (please describe)
