



FIRST COAST APA BY-LAWS

March 1, 2010

First Coast Section
Florida Chapter
American Planning Association
By-Laws

Part I — General Provisions

- A. Name and Service Area** — The name of this section is the First Coast Section of the American Planning Association Florida Chapter (APA FL). The Section shall also be known as the First Coast APA. The area served by this Section is Baker County, Clay County, Duval County, Flagler County, Nassau County, Putnam County, and St. Johns County, State of Florida and other Florida counties as mutually agreed by the Section and Chapter.
- B. Section Purpose and Objectives** — The purpose of this Section shall be those of the American Planning Association and the APA FL Chapter, including the study and advancement of the art and science of local, regional, state, and national planning; the furtherance of the interests of the profession; the promotion of fellowship among members of the Section, Chapter and Association, all in the particular sphere of planning of the unified development of urban communities and their environs and of states, regions and the nation; and, such other purposes as the Association may time to time declare. The objectives of this Section include, but are not limited to, the following:
- 1) To provide a forum for the regular exchange of planning ideas and experience.
 - 2) To deliberate and make recommendations on matters of Section policy.
 - 3) To provide a forum for planners to develop and express positions on issues affecting the quality of life in Northeast Florida.
 - 4) To promote continuing education programs for professionals involved in planning.
 - 5) To increase public awareness and understanding of planning.
 - 6) To support planning throughout the State of Florida by participation in local, regional and state affairs.
 - 7) To foster fuller participation in APA activities.
 - 8) To recognize the accomplishments of area planners, the public and private sector, and citizen groups in planning and growth management.
 - 9) Promote excellence in the planning profession in northeast Florida.

Part II— Membership

A. Qualifications for Membership

It is the policy of the Section to provide equal membership opportunities to all members and applicants for: membership regardless of race, color, sex, age, religion, disability, or national origin. The intent and desire of the Section is that equal membership opportunities will be provided in all aspects, terms, and conditions of membership. Membership shall be open to those individuals who are either employed as professionals in the discipline of planning, or have an interest in the field of planning and growth management.

B. Categories of Membership

- 1) Regular Member — A member of the Chapter or Association who lives in the Section area and has paid the annual Member dues of the Chapter or Association. Rights and obligations of the Regular Member include voting and holding office. Such a person who ceases to be a member of the Chapter or Association shall automatically cease to be a member of the Section.
- 2) Student Member — A person who lives in the Section area and is enrolled full-time in an educational program and has paid the annual Student Member dues for the Chapter or Association.
- 3) Honorary Member — Any person who has attained excellence in planning or any aspect of growth management or civic improvement or a person who has rendered outstanding service to the Section or Chapter as unanimously voted by the Board of Directors of the Section.

Part III— Board of Directors

A. Composition — The Board of Directors shall consist of the Chair, Vice Chair, Secretary, Treasurer, the Immediate Past Chair, and the five (5) elected Board of Directors. The Board, at its discretion, may appoint additional Members of the Board. Members of the Board shall have one (1) vote each. In the event of a tied vote, the vote of the Chair shall take precedent. Four (4) members of the board shall constitute a quorum for any Board action. The Chair and Vice Chair shall be members of the Association.

B. Duties and. Responsibilities — The Board shall have the following duties and responsibilities:

- 1) To transact the business of the Section.
- 2) To review the recommended budget the first Board meeting of the fiscal year and adopt or modify the annual budget for the year, including whether to assess and collect Section fees of Regular Members. The budget may be modified from time to time by a majority vote of the Board present at a Board meeting where there is a quorum. The budget shall be available for distribution to the membership. A recommended budget for the next fiscal year will be developed by the Chair, Vice Chair and Treasurer and presented to the Board as required by these By-Laws.

- 3) To be custodian of all Section property and funds and to authorize and approve all contracts and expenditures, but not to incur liabilities exceeding the amount of the appropriated funds.
- 4) To appoint duly qualified members, as defined in Part II, to serve the unexpired term of any open position on the Board.
- 5) To effectuate the programs and policies of the Section and to develop and present a strategic plan to the Section for the coming year
- 6) To prepare and process amendments to the By-Laws which have been proposed by the Board or filed by petition containing signatures of no less than twenty-five percent (25%) of the Members.
- 7) To solicit sponsorships for Section programs and events and collect donations and gifts from individuals, organizations and institutions to promote the business of the Section.

C. Eligibility of Board Members

- 1) Any Regular Member or Student Member is eligible to hold office.
- 2) No more than three (3) Board members may be from a single planning agency or firm.

D. Terms of Office — The term of office for all Officers and Board members shall be two (2) years. The year shall run from January 1 to December 31. No person shall serve more than two (2) consecutive terms in the office of the Chair or Vice Chair. Should an Officer or Director resign, the Chair shall nominate a member to fill the vacancy which shall be approved by the Board at the next regular notified Board meeting. Should the Chair resign, the Vice Chair shall fill the unexpired term. Any Officer or Board member who is absent for three (3) consecutive regular notified Board meetings may be replaced upon recommendation by the Chair or Vice Chair and approval by a majority of the Board.

E. Officers — Duties and Responsibilities

- 1) Chair
 - a) To call, preside at and prepare the agenda for the meetings of the Section and the Board.
 - b) To appoint Section Committee Chairs or non-voting Committee Members and to act as an ex-officio member of all Section committees.
 - c) To recommend to the Board a member to fill the unexpired term of a Officer or Board member who has resigned, is unable to act, or has been absent from three (3) consecutive regular notified Board meetings.

- d) To prepare a written annual report of Section activities for the year. The report will be distributed to the membership and/or published in the Section newsletter prior to the end of the fiscal year.
- e) To serve as Section Representative on the Chapter Executive Committee.
- f) To perform such other duties as are customary to the office, including acting as the official representative of the Section as necessary.

2) Vice Chair

- a) To act in place of the Chair in the absence of the Chair.
- b) To perform other duties and exercise authority delegated by the Chair and these By-Laws as necessary to carry out the business of the Section and customary to the office.
- c) To serve on a Nominating Committee of at least three (3) members of the Section at least three months prior to the election.
- d) To actively assist the Chair in the guidance and coordination of Section activities.
- e) To aid the Chair and Treasurer in preparing a recommended budget for the coming year for review by the Board and subsequent adoption by the Board during the first meeting of the fiscal year.
- f) To serve as the Section Program Officer/Committee Chair.

3) Secretary

- a) To maintain the permanent records of Section activities and actions.
- b) To prepare and report minutes of the Section Board meetings.
- c) To file two (2) copies of the By-Laws and subsequent amendments with the Secretary of the Chapter and one (1) copy to the Executive Director of Chapter, and transit to the Chapter publications and resolutions concerning matters of Chapter or Association policy.
- d) To assist the Chair in the preparation of the annual report.
- e) To perform other duties and exercise authority delegated by the Chair and these By-Laws as necessary to carry out the business of the Section and customary to the office.

- f) To prepare and distribute meeting notices, agenda and minutes of the Board meetings.
- g) To perform as the Section Communications Officer/Committee Chair, communicate with the members on Section activities, and to represent the Section to the Chapter in this role, as may be required by the Chapter.

4) Treasurer

- a) To collect dues and other monies in the name of the Section; to pay Section expenses and to disburse money in accordance with the budget; to maintain an accurate accounting of Section finances.
- b) To aid the Chair and Vice Chair in preparing a recommended budget for the coming year for review by the Board and subsequent adoption by the Board during the first meeting of the fiscal year.
- c) To maintain financial accounts that shall be open to inspection by officers and subject to audit at the discretion of the Board.
- d) To prepare monthly financial reports of income and expenditures by activity as compared to the adopted budget.
- e) To prepare a written annual financial statement, which shall include income and expenditures by activity for the preceding year.
- f) To propose fund raising mechanisms for the Section programs and services.
- g) To coordinate, with the Chapter, as necessary, in order to meet the financial reporting requirements of the Association.
- h) To submit a Quarterly Financial Report and Bank Reconciliation Report to the Chapter as required by the Chapter and Association.
- i) To perform other duties and exercise authority delegated by the Chair and these By-Laws as necessary to carry out the business of the Section and customary to the office.

5) Immediate Past Chair

- a) To advise the Chair and Board on all matters of Section, Chapter and Association rules and procedures.
- b) To undertake special projects and assignments at the request of the Chair.

- c) To perform other duties as determined by the Chair and Board.

6) Directors

- a) To serve on the committees or as officers, as defined in Section U.I.F, as assigned by the Chair.
- b) To attend meetings of the Board of Directors and diligently participate in the accomplishment of the objectives of the Section.
- c) To attend general membership meetings and be actively involved in the projects, programs and other events scheduled by the Section.
- d) To perform other duties and functions as determined by the Chair or Board.

F) Standing Committees or Officers — In lieu of standing committees, the Chair may elect to appoint officers with the responsibilities for these areas of Section business from the Board of Directors or Section membership, subject to the approval of the Board and as specified by these By-Laws. Officers appointed from the Section membership will serve as ex-officio members of the Section Board but shall not have a vote.

1) Legislative

- a) Represent the Section on the State Legislative Policy Committee, on local, regional or state task forces, or, on ad hoc committees involving planning and zoning issues.
- b) Gather information on innovative regulations and techniques relating to growth management in the Section area and disseminate to members through reports at monthly luncheons, to the Board at monthly Board meetings, and through publication in the Section newsletter.
- c) Serve as liaison between. elected/appointed government officials and the Section, as appropriate.
- d) Monitor local, state, federal legislation relating to planning and growth management and propose issues to the Board and membership on which the Section should prepare and adopt a policy position.
- e) Lobby for legislative issues at the direction of the Board.
- f) Present the draft state APA Florida legislative agenda to the Section for review and vote

2) Professional Development

- a) The chair of the professional development committee shall be an active member of the American Institute of Certified Planners (AICP) and coordinate committee activities with APA Florida Vice President of Professional Development and/or the Chapter's designee.
- b) Coordinate and provide an annual review course for candidates for the AICP Exam.
- c) Encourage membership to become certified through the AICP program.
- d) Provide non-AICP members with information about the review course, exam, costs, etc.
- e) Propose and organize programs and training events, in coordination with the Program Officer, to provide CM accredited events to the local membership.
- f) To coordinate with the Association and the Chapter the submission of programs and events for CM accreditation by AICP.
- g) Coordinate with the Communications Officer to regularly inform the membership of opportunities to secure CM credits provided by the Section and other local organizations.
- h) Perform other professional activities consistent with state goals and policies of the Section, Chapter, and Association.

3) Membership

- a) Recruit new members and promote annual membership renewal.
- b) Coordinate and maintain current membership roster.
- c) Provide new members with information about the Section, Chapter or Association.
- d) Provide notice to Associate Members of dues renewal in the manner determined by the Board.

4) Program

- a) Select topics and secure speakers for the luncheons.
- b) Maintain calendar of forthcoming monthly programs and present it at the monthly Board meetings. If possible, coordinate the programs of the Section with other similar organizations in the area, i.e. American Society of Landscape Architects (ASLA), American Institute of Architects (MA), Florida Planning and

Zoning Association (FPZA), Northeast Florida Builders Association (NEFBA), Northeast Florida Board of Realtors (BOR), and others.

- c) Serve as speaker host and introduce the speaker at the monthly meetings in the absence of the Chair.
- d) Coordinate the activities of the Program, Luncheon and Workshop/Seminar/Eminent Scholar lecture activities.
- e) Secure sponsors and propose other fund raising mechanisms to fund Section programs and activities.
- f) Make Luncheon arrangements, including location, menu, cost, and any equipment/assistance needed for the presentations.
- g) Prepare and mail special announcement for Section activities.

5) Communications

- a) Edit, produce and distribute the bi-monthly Section Newsletter.
- b) Solicit and publish articles and other information relating to planning and growth management.
- c) Print announcements of forthcoming Section and Chapter events, programs and other news of interest to members.
- d) Report major actions and activities of the Section Board and Committees/Officers, the Chapter and the Association.
- e) Solicit advertising in the newsletter.
- f) Maintenance and updating of the Section website

Part IV — Election and Voting Privileges

A. Nominations and Elections

- 1) Section elections shall normally be held in odd-numbered years. Special section elections shall only take place in even-numbered years upon approval of a majority of the Board.
- 2) The installation of Section Offices and Directors for the coming year shall be held at the last meeting of the fiscal year.
- 3) Open nominations shall be solicited from the general membership at least thirty (30) days prior to the finalizing of the election ballot. The nominating committee shall propose a slate with at least one (1) name for each officer to be elected and five (5) names for the Director's seats. The present Vice Chair shall

automatically succeed the Chair for the coming year upon expiration of the two (2) year term of the Chair.

- 4) A ballot shall be mailed to all voting members by September 10. The ballots shall contain a space for write-in candidates for each Office and Director. The ballots shall be returned to the Nominating Committee or its designee by September 30.
- 5) Mail is defined as any traditional postal or electronic mail delivery system approved by the Board.
- 6) Unless otherwise stated in these By-Laws, the Board shall promulgate the deadline and the procedures for the return of ballots based upon the recommendation of the Chair.
- 7) In the event of a tied vote for any office, resolution or policy position, the Chair shall make a choice of the person who would best perform the duties of the office or the position best for the future direction of the Section and profession, based on the advice and consent of the Board, and make a declaration of a winner.
- 8) The results shall be published as soon as practical.
- 9) All votes, except as otherwise provided for in the By-Laws, shall be decided by a majority of those members voting.

Part V — Meetings

- A. Regular Meetings — There shall be a minimum of four (4) regular general membership meetings or programs per calendar year to carry out Section objectives and conduct Section business.
- B. Meetings of the Board — Meetings of the Board shall be called as necessary by the Chair or by the majority of the Board members.
- C. Meeting Order — Meetings of the Board shall follow Robert's Rule of Order.
- D. Annual Meeting — The last regular meeting of the fiscal year (to be held in November/December). The agenda shall include the installation of the elected Board, annual report, and presentation of the recommended budget.

Part VI — Budget

- A. The fiscal year of the Section shall run from January 1 through December 31.
- B. The recommended annual budget and dues of the Section for the coming year shall be prepared by the Board and presented to the General Membership at the Annual Meeting.

- C. If Board decides, by a majority vote, to collect Annual Section dues from its Regular members, Section membership fees for all Regular Members for the coming year shall become due on February 1 or the first business day of the month.
- D. Signatory authority for financial transactions of the Section shall be limited to the Chair, Vice Chair and Treasurer.
- E. All expenditures not part of the budget shall be submitted to the Board for approval.
- F. Officers, Board and Committee Members hail serve without compensation. Out of pocket expenses for authorized travel, supplies, postage, etc. shall be reimbursed.
- G. The maximum annual Section dues for various membership categories are as follows:
 - 1) Regular Members \$25.00
 - 2) Student Members \$25.00
 - 3) Honorary Members \$ 0.00

Part VII - By-Laws

- A. These By-Laws shall become effective March 1, 2010.
- B. Amendments may be prepared to the By-Laws upon authorization of the Board or upon petition of at least twenty-five percent (25%) of the voting members of the Section.
- C. These By-Laws may be amended upon a majority vote of the majority of members present at a regular meeting. Proposed By-Law amendments must be distributed to the members at least fifteen (15) days prior to the date the vote is taken.
- D. Two copies of the By-Laws and subsequent amendments shall be filed with the Secretary of the Chapter and one copy to the Executive Director of Chapter.