

**BYLAWS OF THE  
ARKANSAS CHAPTER OF THE  
AMERICAN PLANNING ASSOCIATION**

**1.0 GENERAL**

1.1 GENERAL: NAME. The name of the Chapter is the Arkansas Chapter of the American Planning Association. The name may be used in abbreviated form such as: ~~Arkansas APA~~ **Arkansas Chapter of APA or APA Arkansas.**

1.2 GENERAL: CHAPTER AREA. The area served by the Chapter is the State of Arkansas.

1.3 GENERAL: PURPOSES. The purposes of the Chapter are to facilitate the individual participation of members of the American Planning Association in the affairs of the Association and to further the purposes of the Association in the Chapter area. The American Planning Association and the Arkansas Chapter, both nonprofit organizations, serve as advocacy groups for the diverse community of public and private sector and professional and citizen planners. In addition, it shall be the purpose of the Chapter to promote good planning practice in the State of Arkansas by providing continuing education opportunities for members/city officials and citizen planners. The Chapter will seek to publicize good planning principles through the public information program and the Chapter newsletter.

1.4 GENERAL: THE AMERICAN PLANNING ASSOCIATION. The national organization in which this Chapter is chartered is the American Planning Association, which is referred to in these Bylaws as “The Association” or “APA”.

1.5 GENERAL: NATIONAL OFFICE. The term “National Office” refers to the Office of APA designated by APA to service Chapter and membership matters.

1.6 GENERAL: ADDRESS OF RECORD. A member’s “address of record” shall be the address furnished **to** the Chapter by the National Office or as determined by the Chapter Secretary and Membership Committee. This address of record shall be maintained on the Chapter’s computerized list and by the National Office. It is the member’s responsibility to notify the National Office and State Chapter of any address changes.

1.7 GENERAL: PUBLICATION OF THE CHAPTER. A “publication of the Chapter” shall mean any publication that is mailed to the Chapter Mailing List at their address of record. Exception to this provision will occur if the Chapter produces a special publication, which is distributed to the general public. Such publication may include an ~~Arkansas APA~~ **Arkansas Chapter of APA** magazine or technical report.

1.8 GENERAL: PARLIAMENTARY PROCEDURE. At meetings of the membership and of the Executive Committee, parliamentary procedures shall be governed by Robert’s Rules of Order (the pertinent edition of which may be designated by the President).

## 2.0 MEMBERS

2.1 MEMBERS: NATIONAL. All members of the National APA whose address of record is within the Chapter area shall automatically be Chapter members. APA members whose address of record is outside the Chapter area may also become Chapter members upon payment of any applicable dues and assessments.

2.2 MEMBERS: CHAPTER-ONLY. Any person who is eligible for APA membership may elect to become a Chapter-Only member. Chapter-Only members will pay Chapter dues and assessments only and will not pay APA National dues. Chapter-Only members will have full voting rights on Chapter affairs and may be elected or appointed to any Chapter Office, with the exception of Chapter President or Professional Development Office. Chapter-Only members will receive all mailings, correspondence and other benefits from the Arkansas Chapter.

2.3 MEMBERS: VOTING. All regular and Chapter-Only members are eligible to vote on Chapter affairs. The adoption by the Chapter of a position on a Chapter planning issue may be done by a favorable vote of the members of the Chapter. Such vote may be taken by mail in accordance with procedures specified in Section 6.0. A report of the Chapter voting shall be forwarded to the National Office of the APA.

2.4 MEMBERS: CHAPTER DUES. The Executive Committee may set Chapter dues, separate and apart from APA National dues, consistent with any limitations which may be prescribed by the Board of Directors. Such Chapter dues will be reported to the Association not later than ~~September 30~~ **December 31<sup>st</sup>** of each ~~fiscal~~ **calendar** year in preparation for the new ~~fiscal~~ **calendar** year, which begins ~~October 1~~ **January 1<sup>st</sup>** and will be collected by the Association pursuant to APA Corporate Bylaws.

## 3.0 ELECTED OFFICERS

3.1 OFFICERS: ELECTION AND TERMS. The Officers of the Chapter shall be a President, a President-Elect, a Vice-President for Programs, Secretary and a Treasurer. The Vice-President for Programs, the Secretary and Treasurer shall serve two (2) year terms, assuming office on ~~October 1~~ **January 1<sup>st</sup>** of even numbered years. The President-Elect shall serve one (1) year as President-Elect followed by two (2) years as President. All officers shall assume office on ~~October 1~~ **January 1<sup>st</sup>** of even numbered years, with the President-Elect becoming President on the following odd year.

3.2 ELECTED OFFICERS: PRESIDENT. The President shall preside at meetings of the Executive Committee and of the Membership. The President shall provide leadership on the development of Chapter policies in coordination with the Executive Committee. The President together with the Treasurer shall prepare an annual budget for approval by the Executive Committee. The President shall appoint all standing Chairs and the at-large Executive Committee member. The President shall have the responsibility to create, appoint and discharge all Chapter special committees. The President or a designee of the President shall represent the Chapter on the APA Chapter Presidents Council. The President shall call meetings and perform

duties required by the Bylaws, or customary to the office and any additional duties that may be assigned by the APA National Board of Directors.

3.3 ELECTED OFFICERS: PRESIDENT-ELECT. The President-Elect shall work with the President and Vice-President for Programs in the guidance and coordination of Chapter activities.

3.4 ELECTED OFFICERS: VICE-PRESIDENT FOR PROGRAMS. The Vice-President for Programs shall assist the President in the guidance and coordination of committee activities. The Vice-President for Programs shall serve as the Program Chairperson, who is responsible for guiding the activities of the Program Committee. This Committee will plan all programs for the Chapter during the Vice-President for Programs' term in office. The Vice-President for Programs shall carry out any other duties assigned by the President. In the absence of or in the event of incapacity of the President, and when there is no President-Elect, the Vice-President for Programs shall assume the duties of the President. The Vice-President for Programs shall perform such other duties required by these Bylaws or customary to the office.

3.5 ELECTED OFFICERS: SECRETARY. The Secretary shall: (a) prepare and report minutes of Chapter and Executive Committee meetings; (b) transmit to the President and the National APA Office a list of all Chapter Officers (including their addresses and telephone numbers) within 30 days of their election; (c) notify the President and the National APA Office of the results of all Chapter voting, and in so doing, specify the quorum and the number voting for each candidate or "aye" and "nay" on each issue; and (d) submit to the President and the National APA Office proposed Bylaws or Amendments as required by the Bylaws of APA.

3.6 ELECTED OFFICERS: TREASURER. The Treasurer shall: (a) receive and disburse Chapter funds; (b) collect Chapter dues and assessments not collected by the National Office; (c) assist the President in preparing an annual budget for review by the Executive Committee; (d) maintain accounts which shall be open to inspection by officers and subject to audit; (e) prepare for each meeting of the membership and of the Executive Committee a financial report to include a current balance sheet and an income statement reflecting the fiscal operations of the Chapter; and (f) perform such other duties as required by these Bylaws or customary to the office.

3.7 ELECTED OFFICERS: VACANCY IN OFFICE.

(a) President. A vacancy in the Office of President shall be filled by the President-Elect for the unexpired term. Under these circumstances, the President-Elect shall assume all the duties, responsibilities and functions of the Presidency. The resulting vacancy in the Office of President-Elect shall be filled as provided in Section 3.7(b). When there is no President-Elect and a vacancy occurs in the Office of the President, the Vice-President for Programs shall fill the unexpired term. Under these circumstances, the Vice-President for Programs shall assume all the duties, responsibilities and functions of the Presidency. The resulting vacancy in the Office of the Vice-President for Programs shall be filled as provided in Section 3.7(c).

(b) President-Elect. A vacancy in the Office of President-Elect shall be filled by a special election of the Chapter membership. When the President-Elect succeeds the President by any means, the Office of President-Elect is not to be considered vacant or open.

(c) Vice-President For Programs, Secretary or Treasurer. A vacancy in the Office of the Vice-President, Secretary or Treasurer shall be filled by an election of the Executive Committee as ruled by a majority vote of the Executive Committee. Such person shall serve for the unexpired term of his/her predecessor, and shall assume all the powers, duties and functions of the respective office.

#### **4.0 EXECUTIVE COMMITTEE**

4.1 EXECUTIVE COMMITTEE: COMPOSITION. The Executive Committee shall consist of the officers, standing committee chairs, special committee chairs, ad-hoc committee chairs, the immediate past president, citizen (lay) planner and an at-large member.

4.2 EXECUTIVE COMMITTEE: DUTIES. The Executive Committee shall: (a) manage the affairs of the Chapter; (b) report to the membership upon all business which it has considered or acted upon between Chapter meetings; (c) put into effect the votes of the Chapter; (d) carry out the elements of the Annual Work Program; (e) authorize expenditures consistent with the budget; (f) break any tie vote in the election of Chapter Officers; (g) be the custodian of all Chapter property; (h) at any time cause an audit to be made of the accounts of the Treasurer; (i) perform such other functions as are delegated herein or by the members of the Chapter; and (j) be responsible for new officer training every two years.

4.3 EXECUTIVE COMMITTEE: MEETINGS AND QUORUMS. Meetings of the Executive Committee shall be called by the President or by a majority of the Committee members. There shall be, in each year, at least four meetings of the Executive Committee. A majority of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee.

4.4 EXECUTIVE COMMITTEE: ACTING WITHOUT MEETINGS. An action may be taken by the Executive Committee without a meeting if consent, setting forth the action taken, is authorized by a majority of the Committee. That authorization shall consist of either written consent or e-mail acknowledgement.

#### **5.0 COMMITTEES**

5.1 COMMITTEE MEMBERSHIP. The members of committees shall be appointed by the respective committee chairs with the advice of the Chapter President, except where otherwise specified herein.

5.2 STANDING COMMITTEE: NOMINATING COMMITTEE. The Nominating Committee shall consist of three Chapter members, one of whom shall be a member of the Executive Committee. The Nominating Committee shall also serve as the Chapter Teller Committee. In this capacity, the Committee shall count the ballots cast in any Chapter election,

record the ayes and nays and certify the results to the Chapter Secretary. The Nominating Committee shall conduct an awards program, seek and review nominations, present award recipients to the general membership and recommend awarded recipients be submitted for National awards.

**5.3 STANDING COMMITTEE: PROFESSIONAL DEVELOPMENT COMMITTEE /EDUCATION.**

The Chapter Professional Development Committee shall consist of three Chapter members, one of whom shall serve as Chair. The Chair shall be a member of the AICP. The duties of the Committee shall be: (a) to advise prospective members of the American Institute of Certified Planners as to the qualifications, purposes and programs of the Institute, the Institute's Code of Professional Responsibility, the Guidelines for Social Responsibility of the Planner and the Rules of Reference to Institute membership; (b) to advise of and plan for members of the American Institute of Certified Planners as well as non-AICP Chapter members opportunities, requirements and/or programs for continuing education and professional development; and (c) to provide training for citizen planners and planning outreach for the State of Arkansas through technical assistance service.

**5.4 STANDING COMMITTEE: PROGRAM COMMITTEE.**

The Vice-President for Programs shall serve as the Chair of the Program Committee. The Program Committee shall consist of four (4) Chapter members. It shall be the duty of the Committee to: (a) prepare a proposed agenda for Executive Committee approval for all Chapter meetings; (b) make necessary arrangements for meeting place, speakers, accommodations, budget, etc.; and (c) communicate necessary information about the meeting to the Communications Committee so that the membership can be notified in accordance with the requirements of Section 7.2.

**5.5 STANDING COMMITTEE: COMMUNICATION COMMITTEE.**

The Chapter Communications Committee shall consist of three (3) Chapter members, one of whom shall serve as Chair. The Chair shall be the Newsletter editor. The duties of the Committee shall be: (a) to maintain an accurate list of the members of the Chapter; (b) to prepare and mail a newsletter to be sent to Chapter members quarterly; (c) to transmit to the National APA office at least one copy of each publication of the Chapter; (d) to prepare all Chapter press releases; (e) to develop and maintain contacts with the press and allied state organization communication personnel; and (f) to notify members and Executive Committee members of meetings.

**5.6 SPECIAL COMMITTEES.** Special Committees such as Legislative, University and Membership may be created for specific assignments as stated in the Development Plan and Annual Work Program.

**5.7 AD-HOC COMMITTEES.** Ad-Hoc Committees may be created by the President or Executive Committee from time to time for specific, time-limited assignments.

**6.0 ELECTIONS**

**6.1 ELECTIONS: NOMINATIONS.** The Nominating Committee shall render to the Executive Committee its report of nominations to fill ensuing vacancies at least twenty (20)

working days in advance of the first Business Meeting of the year. The Nominating Committee shall present in its report a slate of candidates with the nomination(s) for each office.

6.2 ELECTIONS: BALLOTING. The report of the Nominating Committee shall be presented to all members at the first Business Meeting in the election year. The slate of candidates shall be given to the Secretary at this meeting, **being no later than May 31<sup>st</sup>.**

The name of any member of the Chapter eligible to hold office shall be placed on the ballot by the Secretary upon receipt of a petition signed by not less than ten (10) Chapter members eligible to vote and received within ~~twenty (20) working~~ **thirty (30)** days after the slate of candidates is announced to the membership.

~~A ballot containing the names of all nominees shall be mailed or e mailed to all Chapter members entitled to vote at least thirty (30) working days in advance of the second Business Meeting of the year, and such ballots shall be returned via mail or e mail to the Chair of the Nominating Committee within twenty five (25) working days after date of mailing or e mailing. Additionally, an electronic ballot may be utilized on the Chapter website, with notification of such ballot being mailed or e mailed to all Chapter member entitled to vote, in accordance with the procedures stated above.~~

~~Ballots shall be counted by the members of the Nominating Committee in advance of the second Business Meeting of the year and shall be returned to the Chapter Secretary prior to the Meeting.~~

**The slate of candidates shall be provided by the Secretary or Chapter President to the national office of the American Planning Association no later than the first Friday in July of the election year. Electronic balloting and voting shall be carried out according to the procedures and rules established by the national office of the American Planning Association.**

The Officers of the Chapter shall be elected by the affirmative ballots of a plurality of the members voting. The results of the ballot shall be announced at the second Business Meeting of the year, **if available,** and in the next general ~~mailing~~ **publication** to the Chapter members.

#### ELECTION SCHEDULE

<u>Action</u>	<u>Working Days</u>
<del>Nominating Committee reports to Ex. Committee</del>	<del>20 prior to 1<sup>st</sup> Business Meeting</del>
<del>Nominating Committee reports to members</del>	<del>At 1<sup>st</sup> Business Meeting</del>
<del>Nominating Committee receives petition names</del>	<del>20 after 1<sup>st</sup> Business Meeting</del>
<del>Nominating Committee mails/e mails ballots to members</del>	<del>30 prior to 2<sup>nd</sup> Business Meeting</del>
<del>Nominating Committee reports results</del>	<del>At 2<sup>nd</sup> Business Meeting</del>

6.3 ELECTIONS: CHANGES IN TIMETABLE. If, due to unforeseen circumstances, the Executive Committee finds that, in a given instance the timetable cannot be followed, the Committee may amend the timetable for that given instance provided an attempt is made to conform as closely as possible to the required election timing, that said change shall be approved

by a two-thirds vote of the Executive Committee, and that the membership shall be notified of the change.

## **7.0 CHAPTER MEETINGS**

7.1 CHAPTER MEETINGS: CHAPTER BUSINESS MEETINGS. There shall be two (2) Business Meetings of the Chapter membership each calendar year. The meetings shall be held at a location ~~within the Chapter area~~ **as voted upon by the Executive Committee**. The Chapter Executive Committee shall determine the specific location, date and time of each meeting with assistance from the Program Committee.

7.2 CHAPTER MEETINGS: NOTICE OF MEETINGS. The Communication Chair shall notify the membership of the place, date and time of meetings in a publication of the Chapter, or by another communication, that is mailed to each member at least thirty (30) days before the meeting. With the approval of the Executive Committee, the President may call a meeting on shorter notice.

7.3 CHAPTER MEETINGS: OTHER MEETINGS. Other meetings of the members shall be called by the President, by the Executive Committee or by petition signed by at least ten (10) percent of the members of the Chapter. Other meetings may be called to conduct Chapter business or for any special purpose. The place, date and time shall be set by the President or by the Executive Committee, provided that the location shall be within the Chapter area. Chapter meetings may be called outside the Chapter area when such meeting is held in conjunction with a joint meeting with another APA Chapter, in said Chapter's area, with Executive Committee approval. Notice of such meeting shall be given to members as in Section 7.2 and shall include a statement of the purpose of the meeting.

7.4 CHAPTER MEETINGS: QUORUM REQUIREMENTS. At Chapter Business Meetings and Special Meetings a quorum is a majority of the Chapter membership in attendance when the general membership has received notification of the meeting by mail at least thirty (30) days in advance.

## **8.0 AMENDMENT**

Bylaw amendments may be proposed by the Executive Committee or by a petition signed by twenty-five (25) percent of the Chapter membership. The membership may amend these Bylaws by a majority vote, if by mail **or electronic** ballot. A period of fifteen (15) days from date of mailing of such form of ballot shall be allowed for return of ballots. Bylaw amendments may also be effected by a two-thirds (2/3) vote of those members present at Chapter Business Meetings or Special Meetings of the membership, provided that the amendments were published in a publication of the Chapter membership at least one month prior to the meeting and that a quorum is present at the time of the vote. The proposed amendment shall be submitted by the Secretary together with some form of ballot, to members present.