

**BYLAWS
FEDERAL PLANNING DIVISION OF THE
AMERICAN PLANNING ASSOCIATION**

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Certified:

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Division Secretary

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1 GENERAL

1.1 Name

The name of the Division shall be the Federal Planning Division (FPD) of the American Planning Association (APA). This title shall be used on all official Division correspondence, documents, publications, or other relevant materials.

1.2 Purpose

- To provide a forum for planners involved in the development and/or implementation of comprehensive planning and land management policies, techniques, and procedures at federal properties or by federal agencies located within the United States and abroad;
- To promote professional communication among members of the Division through a variety of member services and publications such as newsletters, conference sessions, workshops, webinars, and social media.
- To support and promote all federal planning programs that protect and enhance federal properties and that improve the quality of life of the many individuals who live on, work on, and/or use federal lands and facilities.
- To foster positive economic, environmental, and social relationships between federal properties and their adjacent non-federal communities or areas.
- To support and promote all federal planning programs which provide technical and/or financial assistance to state, regional and local communities in the United States, and to both US interests and national governments abroad.

1.3 Coordination with APA/AICP

- The Division will support all relevant APA national goals, objectives, and policies by bringing a Federal perspective to such issues as appropriate.
- The Division will work together with APA leadership, divisions, and chapters to further their mutual objectives.
- The Division will assist in promoting certification of its members in the American Institute of Certified Planners (AICP), and will assist its members in maintaining their AICP certification.
- The Division will ensure professional development training, including AICP certification maintenance credits, is provided through the APA National Conference and the FPD National Training Conference.
- The Division will assist, as requested, the Planning Accreditation Board (PAB) in the accrediting process to ensure planning programs that encourage addressing federal planning related issues.

1.4 Procedures

Procedures shall be informal for meetings with fewer than 12 people. For meetings with 12 or more people, procedure shall be governed by basic parliamentary procedures as a guide (or Robert's Rules of Order). It is encouraged, that wherever reasonably possible, decisions shall be reached by consensus.

1.5 Non Profit Status

Divisions are recognized as subordinate entities under the nonprofit 501(c)(3) status of the American Planning Association

2 MEMBERSHIP

2.1 Eligibility and Types of Membership

Any Association member may join upon payment of the Division's dues. A Division member in good standing that is a member of the Association is a voting member of the Division and may be elected to serve as a Division officer or appointed committee member. Non-Association members may become Division Affiliates upon payment of Division Affiliate dues. Division-only Affiliates shall not represent themselves as members of the association. Division-only Affiliates are not voting members. Membership will be terminated upon failure to pay Division dues.

3 OFFICERS

3.1 Elections

- 3.1.1 Elections will be held every year. One of the two Vice Chairs, the Secretary, and the Treasurer shall assume office on January 1st of odd-numbered years. The other Vice Chair and the Chair shall assume office January 1st of even-numbered years.
- 3.1.2 The Division Chair will appoint a Nominating Committee consisting of at least three Division members to issue a call for nominations and conduct the election. Nominating committee members may not include members running for office.
- 3.1.3 The Nominating Committee shall: 1) develop an election schedule in conjunction with the APA consolidated election process; 2) issue a general call for nominations, 3) identify and recruit potential candidates, and 4) put forward a slate of candidates with at least one person for each available office. The Chair of the Nominating Committee, in conjunction with the Secretary, will review and approve the ballot and ensure it is sent to all Division members eligible to vote.
- 3.1.4 The Nominating Committee shall allow at least two weeks for nominations to be submitted.
- 3.1.5 The Nominating Committee shall allow at least two weeks for member voting.
- 3.1.6 All officer candidates must be current Division members. A Division Affiliate member is permitted to hold an elected office other than Chair or Vice-Chair.
- 3.1.7 No Division member may serve more than two terms as Chair.
- 3.1.8 Election results are based on a plurality of the valid ballots received.
- 3.1.9 In the case of a tie, the Nominating Committee Chair shall determine the winner by random drawing.

3.2 Chair

The Chair Shall:

- 3.2.1 Act as the presiding officer of the Division;
- 3.2.2 Preside over all Division meetings;
- 3.2.3 Prepare or oversee preparation of an Annual Performance Plan, Work Plan, and Budget for approval by the Executive Committee;
- 3.2.4 Serve on the Divisions Council of the Association;
- 3.2.5 Appoint committees and others necessary to carry out the annual work program;
- 3.2.6 Make other delegations and decisions necessary to carry out the Mission and Purpose of the Division;
- 3.2.7 Be responsible for Division compliance with requirements in the APA corporate by-laws, current Division Performance Criteria and Division Council Policies and Procedures; and
- 3.2.8 Provide competent strategic leadership for the Division.

3.3 Vice Chair (Senior)

The Vice Chair serving in his/her second year shall:

- 3.3.1 Assist the Chair in preparing the annual program, budget, and long-range strategic plan;
- 3.3.2 Coordinate committee activities as necessary;
- 3.3.3 Coordinate the annual training conference. Although the Vice Chair's term ends on January 1st, in the interest of stability and training, it is understood that his/her conference coordination role extends until the conference date as necessary; and
- 3.3.4 Serve as the Chair in the event of absence or resignation of the Chair.

3.4 Vice Chair (Junior)

The Vice Chair serving in his/her first year shall:

- 3.4.1 Assist the Chair in preparing the annual program, budget, and long-range strategic plan;
- 3.4.2 Coordinate committee activities as necessary; and
- 3.4.3 Serve as the Executive Committee's liaison to the division's Agency Representatives.

3.5 Immediate Past Chair

The Immediate Past Chair succeeds to this position upon completion of his/her two-year term as Chair and serves in this non-voting position for two years. He or she shall:

- 3.5.1 Advise and assist the Chair in any business of the Division;
- 3.5.2 Serve as a non-voting member of the Executive Committee Emeritus after their term as long as s/he remains a member in good standing of both the Association and the Division; and
- 3.5.3 Serve as the Nominations Committee Chair if possible.

3.6 Secretary

The Secretary shall:

- 3.6.1 Prepare minutes of the Division's annual business meeting and all Executive Committee meetings;
- 3.6.2 Submit proposed Bylaw amendments to the membership; and
- 3.6.3 Fulfill all recordkeeping and reporting requirements as stipulated by APA National.

3.7 Treasurer

The Treasurer shall:

- 3.7.1 Assist the Chair in preparing an annual budget;
- 3.7.2 Maintain financial records which can be audited;
- 3.7.3 Prepare financial reports as required by APA, Division Performance Criteria and Policies, and as requested by the Executive Committee; and
- 3.7.4 Receive and disburse funds in accordance with the budget.

3.8 Succession

The Chair succeeds to the Immediate Past Chair. If there is a vacancy in the Chair position, the Vice Chair shall succeed to the Chair. In order to avoid issues with election timing, the Vice Chair that was elected at the same time as the Chair shall succeed. If any other vacancies occur on the Executive Committee, the remaining members of the Executive Committee may fill all other positions by majority vote.

3.9 Termination of Division Officers

In the event that a Division Officer is unable to perform his/her duties and/or not functioning within the guidelines of their elected position outlined by the APA and Division Bylaws and the Division Performance Criteria and Policies, the subject Division Officer may be asked to resign or be terminated from his/her position by the majority vote of the Executive Committee.

4 APPOINTED OFFICERS

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

4.1 Communications Coordinator

The Communications Coordinator shall be appointed to coordinate all Division communications with members. This individual shall chair the Communications Committee, and shall be responsible to coordinate newsletter content development, publication, and distribution, email communications to members, website content, social media content, and any other assistance to the Executive Committee in publicizing the activities of the Division.

4.2 Membership Coordinator

The Membership Coordinator shall be responsible for fostering opportunity to enroll new members and creating a vehicle for membership feedback to the Federal Planning Division leadership. The coordinator is responsible for managing initiatives to seek out new membership through contact with educational institutions and APA events. Through the use of an annual membership survey, the Membership Coordinator compiles membership demographics, current issues of interest to the members, and general assessment of services provided by the Federal Planning Division. This information is reported to the Executive Committee with recommendations on the next year's strategy for increasing Division membership.

4.3 Professional Development Officer (PDO)

The Professional Development Officer shall be responsible for assisting members directly in professional development and continuing education activities. The PDO's duties shall include the following activities related to carrying out the professional development function: promote professional development and continuing education, conduct a session at the division conference relating to the AICP exam, oversee the certification maintenance program, ensure the division's annual conference includes a session on ethics and law, serve as the division's liaison to APA on ethics, and track the number of AICP members.

4.4 Awards Coordinator

The Awards Coordinator will chair the Awards Committee and shall be responsible for seeking out nominations of distinguished projects and individuals within the Division to compete for annual Division awards and organize the annual awards program. The Awards Coordinator will coordinate with the awards selection jury and will preside at the awards presentation at the annual Division training conference.

4.5 Agency Representatives

Agency Representatives shall represent each Federal Agency or organization having members in FPD and consultant members. The Representatives are to solicit new members for the Division, act as a means to forward information from the Executive Committee to their agencies or firms, and bring agency/firm issues to the attention of the Executive Committee. Additionally, Agency Representatives will cross-feed ideas/suggestions within their agencies/consultant membership, and submit items of interest to the Division newsletter and other means of publicity.

4.6 Student Representative

A Student Representative shall assist the Division in outreach activities to students. The Student Representative will assist with the annual training workshop by recruiting other students to the workshop, providing student volunteers for the registration table, and assisting in coordinating with local planning schools.

5 EXECUTIVE COMMITTEE

5.1 Composition

Voting members of the Executive Committee shall consist of: the Chair, two Vice Chairs, Secretary, Treasurer, Communications Coordinator, and Membership Coordinator. The Immediate Past Chair is also a non-voting member of the Executive Committee, and appointed Officers may be added to the Executive Committee in a non-voting role as the Chair deems appropriate or necessary.

5.2 Duties

The Executive Committee shall: manage the affairs of the Division; adopt an annual program and budget; and authorize expenditures consistent with the budget.

5.3 Meetings

Meetings of the Executive Committee shall be called by the Chair or by a majority of the Committee members. A majority of the voting members of the Executive Committee shall constitute a quorum. Electronic or remote meeting methods are acceptable.

5.4 Decision-Making

The Executive Committee shall make decisions by a majority of votes, except where specified otherwise in these bylaws.

6 OTHER COMMITTEES

The Executive Committee may form (and dissolve) 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, 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. Typical committees should include, but are not limited to:

6.1 Workshop Planning Committee

Responsible for coordinating the annual FPD workshop. Typically chaired by the Senior Vice Chair.

6.2 Communications Committee

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

6.3 Nominating Committee

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

6.4 Awards Committee

The awards committee shall be responsible for evaluating and modifying the awards criteria and nomination form, presenting any changes for Executive Committee approval, issuing a call for

nominations, coordinating the jury process, announcing the award winners, and coordinating the production of award certificates.

6.5 Executive Committee Emeritus

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

7 FINANCES

7.1 Dues

Annual dues are set by the APA Board consistent with the dues for all APA Divisions.

7.2 Non Dues Revenue

Subject to approval by the Executive Committee and by National APA, the Division may accept contributions, donations, and/or grants. The Executive Committee may establish fees for advertisements, publications, and services to be offered to non-members, or as special services to members.

7.3 Contracts

The Division shall not enter into contracts or obligate the Division financially or in name if said obligation or contract exceeds \$500 and is not described and proposed in an approved annual work plan and Division budget. All agreements, partnerships with outside organizations or individuals, or previously unidentified expenses shall be submitted to APA prior to any action being taken.

7.4 Budget Cycle

The Division budget shall be on the same fiscal year cycle as the APA, ending on September 30th of each year.

8 PUBLICATIONS

8.1 Newsletter and other Member Communications

8.1.1 The Division is required to 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 urban planning industry news, and share information with other Division members.

8.1.2 Newsletters and other communications may be distributed in digital format or in hard copy via United States mail at the discretion of the Division.

8.1.3 A digital file of each newsletter shall be filed with National APA.

8.2 Division website

The Division shall work with APA to ensure regular and current content is included on the Division's APA website. This coordination shall be led by the Communications Coordinator.

8.3 Identification

Division publications shall be identified with their full name as "a Division of the American Planning Association", and with the uniform logotype of the Association.

8.4 Filing with National APA

Copies of each publication or report shall be filed with National APA.

9 MEETINGS

9.1 Annual Business Meeting

- 9.1.1 The Division shall hold an annual meeting during the APA National Conference. Notice of the annual meeting shall be distributed to Division membership via regular mail and/or email to the Division membership at least 30 calendar days prior the meeting.
- 9.1.2 Installation of officers, proposed changes in dues, presentation of financial reports, changes in bylaws, and other appropriate business will be conducted at that meeting.

9.2 Special Meetings

- 9.2.1 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 Chairperson's absence, death or disability, the Vice Chair (or Chair Elect); or, a majority of the Executive Committee; or, by petition of 10 percent of Division members.
- 9.2.2 For special meetings, a written notice shall be delivered via regular mail and/or email to the Division membership at least 14 calendar days prior to the meeting.

10 POLICY

10.1 Representing the Division

No member shall represent the Division or APA on matters of policy without first obtaining the approval of the Executive Committee and National APA.

10.2 Event Attendance and Travel Reimbursement Policy

- 10.2.1 The Division Chair, or designated proxy, must attend the annual meeting, held at the National Planning Conference held in the spring. All other Division Officers are encouraged to attend the annual meeting.
- 10.2.2 The Division Chair, or designated proxy, must attend APA Leadership Meetings held in the fall.
- 10.2.3 Reimbursement of travel and lodging for all required Division officer activities shall be identified in the Division Work Plan and Budget as approved by APA. 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.

11 RIGHT TO PRIVACY

All Division member 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.

12 AMENDMENTS

The Division shall be free to amend or replace its bylaws at any time using the following procedure:

- A. Proposed amendments or replacement bylaws may be proposed by either the Executive Committee or by a petition signed by at least ten Division members.
- B. A copy of proposed bylaws or amendments shall be filed with the Association's National Office for review before distribution to members for adoption. If no response is received by the Association within 14 days of service, the Division may proceed with its adoption of the proposed amendments or replacement bylaws as drafted.
- C. The Secretary shall submit the proposed amendments or replacement bylaws to the membership for their consideration.

The membership shall have 30 days to submit comments to the Secretary. The Executive Committee may revise the proposed bylaws based on comments received, and then the proposed bylaws will be distributed electronically to the membership for a vote.

- D. Bylaws may be amended by a plurality of the valid ballots received. Mail or electronic ballots may be used.
- E. Once approved, the current bylaws shall be filed with the Association.