

BYLAWS OF THE SOUTHWEST SECTION OF THE PENNSYLVANIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

- 1.0 General
- 2.0 Definitions
- 3.0 Members
- 4.0 Officers
- 5.0 Section Council Composition and Duties
- 6.0 Quorums and Voting
- 7.0 Meetings
- 8.0 Finances
- 9.0 Committees
- 10.0 Elections
- 11.0 Bylaws

1.0 GENERAL

1.1 Name. The name of this Section is the Southwest Section of the Pennsylvania Chapter of the American Planning Association, which is referred to in these bylaws as, “the Section.”

1.2 Section Area. The area served by the Section is Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Fayette, Fulton, Greene, Huntingdon, Indiana, Somerset, Washington, and Westmoreland Counties.

1.3 Section Purpose. The Southwest Section is formed to provide section members with programs and services which cannot be delivered effectively at the Chapter level, such as announcing and holding program meetings, disseminating news of Section interest only, and taking positions on issues of relevance only to the Section. All Chapter members whose addresses of record are within the territory of a Section shall be members of that Section.

In addition, the section shall:

- (1) raise the awareness of the essential function of planning in the Commonwealth of Pennsylvania;
- (2) inform and educate professional planners and citizen planners regarding planning practices and issues in the Commonwealth;
- (3) facilitate the individual participation of professional planners and citizen planners in the affairs of the section and educating members on various planning topics through program meetings and workshops;
- (4) encourage and stimulate public interest in state, regional, county, city, borough, and township planning;
- (5) encourage the observance of sound planning practices;
- (6) promote cooperation among official planning agencies or commissions, other organizations, professional planners, citizen planners and other citizens interested in planning matters in the Commonwealth;
- (7) encourage the exchange of information, advice and assistance among its members;
- (8) further the affairs of the Association in the Commonwealth of Pennsylvania;

- (9) exercise such other powers and do such other acts as may be appropriate to the advancement of sound planning practices in the Commonwealth of Pennsylvania; and
- (10) provide professional development training and promote membership in the American Institute of Certified Planners (AICP) of the Association.

1.4 Parliamentary Procedure. At meetings of the Section’s general membership and of the Section Council, parliamentary procedures shall be governed by Robert's Rules of Order (latest edition).

2.0 DEFINITIONS

2.1 Address of Record. A member's "address of record" shall be the mailing address furnished to the Chapter Administrator by the APA. It is the member's responsibility to notify the APA of any change of address. In the event that a member is only a member of the APA Pennsylvania, the address of record shall be provided to the Chapter Administrator and it is the members’ responsibility to notify the Chapter Administrator of any change of address.

2.2 American Planning Association. The national organization of which this section is a part is the American Planning Association, which is referred to in these Bylaws as "the Association" or "APA."

2.3 Chapter: Refers to the Pennsylvania Chapter of the American Planning Association, which is referred to in these Bylaws as “APA Pennsylvania” or “Chapter”.

2.4 Chapter Administrator. The term Chapter Administrator refers to the agency that provides administrative support, and meeting, event, communication and website coordination for the Chapter. This is a contracted position.

2.5 Citizen Planner. An individual who has an interest in furthering the purposes of the APA Pennsylvania but who is not a professional planner. Questions as to whether a person is a professional planner shall be settled by the Executive Director.

2.6 Email Address of Record. A member's "email address of record" shall be the email address furnished to the Chapter Administrator by the APA. It is the member's responsibility to notify the APA of any change of email address. In the event that a member is only a member of the APA Pennsylvania, the email address of record shall be provided to the Chapter Administrator and it is the members’ responsibility to notify the Chapter Administrator of any change of address.

2.7 Emerging Professional Planner. A Professional Planner, but has been practicing in the field for five years or less. Questions as to whether a person is an emerging professional planner shall be settled by the Executive Director.

2.8 Executive Director. Unless otherwise qualified, the term "Executive Director," when used in these Bylaws, refers to the duly appointed Executive Director of the APA.

2.9 Mail. The term "mail" shall mean postal or electronic correspondence.

2.10 National Office. The term "National Office" refers to the office designated by the APA to service membership matters.

2.11 Professional Planner. An individual earning a majority of their income practicing planning or who is retired from such an occupation. Questions as to whether a person is a professional planner shall be settled by the Executive Director.

2.12 Publication of the Chapter. A "publication of the Chapter" shall mean any publication that is distributed to a member at no extra charge.

2.13 Section Council. The governing body of the Section.

3.0 MEMBERS

3.1 Eligibility.

- (1) All chapter members whose addresses of record are within the geographic area of the Section shall be members of the Section.
- (2) Chapter members whose addresses of record are outside the geographic area of the Section may become voting members of the Section upon payment of any applicable dues and assessments, but may not hold Section office or represent the Section on the Chapter Board of Directors. They may, however, serve on Section committees.

3.2 Termination and Reinstatement. Termination of APA Pennsylvania membership will automatically terminate Section membership concurrently. Section membership may also be terminated for failure to pay Sections dues or assessments. Section membership may be reinstated only to APA Pennsylvania members who have been returned to good standing, or have paid any outstanding Section dues or assessments.

4.0 OFFICERS

4.1 Titles. The officers of the Section shall be a Section Chair, a Section Vice Chair, a Secretary and a Treasurer.

4.2 Section Chair. The Section Chair shall:

- (1) preside at meetings of the Section Council and of the membership;
- (2) provide leadership on the development of Section policies in coordination with the Section Council;
- (3) prepare an annual budget for approval by the Section Council;
- (4) have power to create, appoint, and discharge Section committees unless otherwise provided in these bylaws;
- (5) transmit to the Chapter President and the Chapter Administrator a listing of Section Council and other Section committee members, including their addresses and phone numbers, within thirty (30) days of their election/appointment;
- (6) call and arrange for all meeting of the Section and perform other duties required by these bylaws, or customary to the office and any additional duties that may be assigned by the Section Council.

4.3 Section Vice Chair. The Section Vice Chair shall:

- (1) preside at meetings of the Section Council and the membership in the absence of the Chair;
- (2) assist the Chair with managing the affairs of the Section;
- (3) perform such other duties as required by these bylaws, as assigned by the Section Council, or as are customary to the office.

4.4 Secretary. The Secretary shall:

- (1) maintain an accurate current list of members of the Section, based on data provided by the Chapter Administrator;
- (2) notify members and Section Council members of meetings;
- (3) prepare and report minutes of Section and Section Council meetings;
- (4) notify the Chapter Administrator of the results of all Section voting, specifying the percentage of the membership eligible to vote who cast ballots, the number voting for each candidate or “aye” and “nay” votes on each issued;
- (5) transmit to the Chapter President and the Chapter Administrator a copy of any amendment proposed to these bylaws;
- (6) develop and maintain the section’s website and social media accounts;
- (7) perform such other duties as required by these bylaws, as assigned by the Section Council, or as are customary to the office.

4.5 Treasurer. The Treasurer shall:

- (1) receive and disburse Section funds, with the approval of the Section Council for any expenditure greater than one hundred dollars (\$100.00), excluding related program meeting expenses;
- (2) collect Section assessments;
- (3) assist the Section Chair in preparing an annual budget for review by the Section Council;

- (4) maintain accounts which shall be open to inspection by members of the Section Council and subject to audit;
- (5) prepare for each annual meeting of the membership and each meeting of the Section Council a financial report to include a current balance sheet and a statement indicating the amounts remaining in each budgeted category; and
- (6) perform such other duties as required by these bylaws, as assigned by the Section Council, or as are customary to the office.

5.0 SECTION COUNCIL COMPOSITION AND DUTIES

5.1 Section Council Composition. The Section Council shall consist of the four (4) Section officers and three (3) members at large elected by the Section membership. Of the seven total at least four (4) of the elected Council members shall be Professional Planners, at least two (2) of the elected Council members shall be Citizen Planners and at least one (1) of the elected Council members shall be an Emerging Professional Planner. The immediate past Section Chair shall be a nonvoting, ex-officio member of the council.

5.2 Other Members: The Section Council may appoint additional members to the Council, including but not limited to the chairs of committees created by Council, but such appointed members shall not have voting rights on Council business.

5.3 Duties: The Section Council shall:

- (1) manage the affairs of the Section;
- (2) report to the Section membership all business which it has considered or acted upon between Section meetings;
- (3) put into effect actions voted on by the membership;
- (4) be responsible for all Section property;
- (5) consider, approve, and adopt an annual Section budget;
- (6) authorize and approve all contracts and expenditures, except as otherwise provided herein; as long as such expenditures do not exceed amounts of anticipated funds;
- (7) cause, at the direction of the Chapter Board of Directors or at its discretion, an audit to be made of the accounts of the Treasurer;
- (8) appoint, from among its members, the following representatives to the APA Pennsylvania Board of Directors:
 - a. Professional Planner representative;
 - b. Professional Planner alternative;
 - c. Citizen Planner representative;
 - d. Citizen Planner alternative;
- (9) appoint, from among the section, the following:
 - a. one representative to the Professional Development Committee;
 - b. one representative to the Planning Officials Development Committee;
- (10) recommend representatives to the Chapter President for other chapter committees;

- (11) perform such other functions as are delegated herein, or by the members of the Section, or by the APA Pennsylvania Board of Directors.

5.4 Terms of Office: The terms of all elected Section Council members shall be two (2) years. Members of the Council shall take office on January 1 of every odd numbered year.

5.5 Vacancies: The Section Council shall, by appointment, fill any vacancies that occur during a term of elected office. Such appointment shall be only for the unexpired portion of the term of the office vacated.

5.6 Southwest Section Representation on APA Pennsylvania Board of Directors: The Section Council shall appoint, from among its members, representatives to the APA Pennsylvania Board of Directors. The Professional Planner representative or the alternate shall be entitled to one (1) vote in APA Pennsylvania Board business, and the Citizen Planner representative or the alternate shall be entitled to one (1) vote in APA Pennsylvania Board business. The Section representatives shall be selected for two-year terms on the Chapter Board of Directors, beginning on January 1 of each odd-numbered year.

6.0 QUORUMS AND VOTING

6.1 Valid Vote. Except for the election of officers, a quorum for a valid vote, whether voting occurs in a duly called Section meeting or by electronic ballot, shall be fifteen (15) percent of the membership.

6.2 Official Position. The adoption by the Section of an official position on any issue of Section-relevance may be done by either of the following methods:

- (1) by a simple majority of a valid vote of the Section membership; or
- (2) by a two-thirds vote of the Section Council.

6.3 Right to Petition. A vote on any official position shall be taken upon receipt of petition by the Secretary requesting such and signed by at least fifteen (15) percent of the Section membership.

7.0 MEETINGS & EVENTS

7.1 Section Annual Meeting: There shall be an annual meeting of the Section membership at a time and place to be determined by the Section Chair within the Section's geographical area.

7.2 Meetings of the Section Council: Meetings shall be called by the Section Chair or by a majority of the Section Council members. There shall be in each year at least four (4) meetings

of the Section Council. A majority of the voting members of the Section Council shall constitute a quorum for the transaction of business at meetings of the Council.

7.3 Special Meetings: Special meetings may be called by the Section Chair, by a majority of the Section Council, or by a petition signed by at least ten (10) percent of the Section membership. The place, date and time of the meeting shall be set by the Section Chair and shall be within the geographical area.

7.4 Events: The Section may occasionally sponsor special events and other activities for the members including, but not limited to, training workshops and socials.

7.5 Meeting & Event Notice: The Section Secretary shall be responsible for notifying all Section members of the place, date and time of the annual meeting, special meetings, and any events organized by the Section. Said notice shall appear in the next chapter newsletter, on the chapter website or by email to each member at least two (2) weeks prior to the date of the meeting or event.

8.0 FINANCES:

8.1 Budget. The Section Chair, with assistance from the Treasurer, shall prepare the annual budget. It is recommended that the Section Council review, modify by majority vote if desired, and adopt an annual budget no later than December 31st in each year. Such budget shall set forth objectives for which funds of the Section shall be expended and the amount authorized to be expended for each objective. The budget may be modified from time to time by a majority vote of the Section Council. The original budget and any subsequent modifications shall, after adoption, be distributed electronically to the Section membership by the Secretary.

8.2 Annual Section Dues. The Section Council, may, by majority vote, authorize a mail ballot of the Section membership to establish the levy and collection of section dues in a specific annual amount. If a majority of members voting approve, and if the APA Pennsylvania Board of Directors concurs, the annual dues shall be established. The ballot shall set forth particular reasons why the collection of annual dues is necessary, and how the funds collected will be used to supplement the allocations received from the Chapter. Section dues shall be billed and collected by the Section Treasurer.

8.3 Fiscal Year. The Section Fiscal Year shall run from January 1st to December 31st.

9.0 COMMITTEES:

9.1 Appointment: The Section Chair may appoint, with the concurrence of the Section Council, such committees as are deemed necessary for carrying out the objectives of the Section. The

duties of each committee shall be set forth by the Section Council and each committee shall serve at the pleasure of the Council. In addition, the Section Council may recommend Section members for appointment to APA Pennsylvania committees.

9.2 Election Committee: The Election Committee shall consist of three (3) Section members, one of whom shall be a member at large of the Section Council. The Section Chair shall appoint the Committee, with the concurrence of the Section Council, by March 15, of each even-numbered year. If a member of the Election Committee becomes a candidate for office, the member must resign from the committee and the Section Chair will appoint a replacement member prior to voting.

10.0 ELECTIONS

10.1 Procedure:

- (1) The Election Committee shall issue a call for nominations to the section membership prior to April 15 and shall nominate at least one (1) candidate for each office. All candidates shall be members in good standing of both APA Pennsylvania and the Section at time of nomination and shall be reasonably reflective of the diversity of the Section membership. The Committee shall submit the names of the proposed candidates to the Secretary and Chapter Administrator by June 1, and the slate shall be published in the next issue of the Chapter newsletter or other mailing to the Section membership.
- (2) This section pertains to potential candidates not selected by the Election Committee. The name of any member of the Section who is eligible to hold office and is proposed as an officer or for membership on the Section Council shall be placed on the ballot by the Secretary upon receipt of a petition making such a proposal submitted by June 30, and signed by not less than twenty (20) Section members who are eligible to vote. The Secretary shall make this option known to the section membership.
- (3) Nominations shall be considered closed at midnight on June 30.
- (4) Once nominations have been closed, the Election Committee shall provide a list of nominees to the Section Chair and Secretary.
- (5) The Election Committee shall prepare an electronic ballot that shall contain the names of all candidates, including those nominated by petition, in alphabetical order to each position on the Section Council.
- (6) The Election Committee or designee shall, by August 1, e-mail the ballot to each Section member using their email address of record.
- (7) The Election Committee shall meet and tally only those ballots received on or prior to August 30. The Section Council members shall be elected by affirmative ballots of a plurality of the members voting. The Election Committee will transmit a memo, signed

**APA Pennsylvania
Southwest Section
Bylaws**

by all the members of the Committee, which states the results of the election to the Section Chair by September 15. In addition, the committee will electronically forward all ballots and the tally sheet to the Section Chair.

- (8) In the event of a tie vote, the members receiving the tie vote shall cast lots during the first meeting of the incoming Section Council. If a members receiving a tie vote fails to appear at the meeting, the incoming Section Chair shall cast lots for the absent member or members.
- (9) The Section Chair shall advise all candidates and the Section Council of the election results by October 15, and provide a copy of the Election Committee memo and the tally sheet and ballots to the Secretary for inclusion in the Section files. The Secretary shall immediately inform the Chapter Administrator of APA Pennsylvania of the election results for publication in the next APA Pennsylvania newsletter. At the direction of the Section Chair, the Secretary may also send notices of the election results to each Section member.

11.0 BYLAWS

11.1 Amendments to Bylaws: Amendments to these bylaws may be proposed by a majority vote of the Section Council or by a petition signed by at least twenty (20) section members. A proposed amendment shall be submitted, with a ballot, electronically to all Chapter members by the Secretary or designee. The proposed amendment shall be adopted upon an affirmative vote of two-thirds (2/3) of those voting. A period of fifteen (15) days from date of submission to the section membership shall be allowed for return of ballots.

11.1 Chapter Compatibility. Section Bylaws shall not conflict with Chapter Bylaws or the Articles of Incorporation and Bylaws of APA.

Adopted by the Southwest Section of APA Pennsylvania this 1st day of April, 2014.



Andrew H. Hartwell, AICP, Section Chair

ATTEST:



William D. McLain, Secretary