



American Planning Association
Texas Chapter

Making Great Communities Happen

APA Texas Chapter Board of Directors Fall Meeting
Wednesday, October 17, 2018, 8:30 a.m. to 12:30 p.m.

Galveston Island Convention Center
Spinaker and Harbor Rooms

Toll-free Dial-in Number (866) 499-7054

Conference Code: 3750530425

GoToMeeting: <https://global.gotomeeting.com/join/450116701>

- 8:30 am **Welcome:** *Doug McDonald, AICP*
Visitor: University of North Texas Department Chair Brian Collins – New Urban Policy and Planning Degree
- 8:45 am **WORK SESSION: APATX 2017-2022 Action Plan Committees**
- Leadership and Conference Committee
 - Recognition, Partnership, and Communications Committee
 - Membership Recruitment, Certification, and Education Committee
 - Advocacy and Policy Committee
- 10:00 am **Call to Order and Roll Call:** *Doug McDonald, AICP*
- 10:05 am A. **President's Report:** *Doug McDonald, AICP*
- 10:15 am B. **National Leadership Updates:** *Wendy Shabay, AICP, Silvia Vargas, AICP*
- 10:25 am C. **APATX 2017-2022 Action Plan Progress Updates**
1. Leadership and Conference Committee
 2. Recognition, Partnership, and Communication Committee
 3. Membership Recruitment, Certification, and Education Committee
 4. Advocacy and Policy Committee
- 10:45 am D. **Secretary's Report:** *Christina Sebastian, AICP*
1. Action Item: Approve Minutes for Board of Directors Spring Meeting, June 1, 2018 **(ATTACHMENT D-1)**
 2. Action Item: Approve Minutes for Executive Committee Summer Meeting, August 17, 2018 **(ATTACHMENT D-2)**
 3. Action Item: Approve Minutes for Special Executive Committee Spring Meeting, Conference Call, September 6, 2018 **(ATTACHMENT D-3)**
- 10:50 am E. **Treasurer's Report:** *Angela Martinez*
1. Financial Status Report for Chapter and Section Accounts
 2. FY2019 Adopted Budget **(ATTACHMENT E-1)**

Agenda – Board of Directors Meeting

October 17, 2018

- 11:00 am F. **TML Representative’s Report:** *Christopher Looney, AICP*
- 11:10 am G. **Section Director’s Report:** *Gary Mitchell, AICP*
- 11:20 am H. **Board of Directors Committee Chair Reports**
- 11:25 am I. **APATX Business and Action Items**
1. Modification of Texas Planning Awards Program Categories (**ATTACHMENT I-1**)
 2. Authorization of Amendment to APA Texas Bylaws as required by Article XIV, Section 14.2 (**ATTACHMENT I-2**)
 3. Authorization of Amendment to Section Bylaws for Central, East, Houston, North Central, Northwest, Midwest, Southmost, Southwest, and West Sections as required by Article IV, Section 9.2 of Section Bylaws (**ATTACHMENT I-3**)
 4. Evaluation of AICP Code of Ethics Discrimination Policy (**ATTACHMENT I-4**)
 5. Consideration of Supplemental Compensation for Executive Administrator (**ATTACHMENT I-5**)
- 11:50 am J. **Other Committee Updates**
1. APATX18 Texas Chapter Conference Committee
 2. NPC20 National Planning Conference Committee
 3. Hurricane Harvey Task Force
 4. APATX Officer Nomination Committee
- 12:05 pm K. **APATX Discussion Items**
1. Section Boundary Adjustment Study (**ATTACHMENT K-1**)
- 12:20 pm L. **New/Other Business**
1. 2021 Conference Location RFP
- 12:25 pm M. **Future Meetings**
- APA Texas Executive Committee Meeting – January 25, 2019
 - APA Texas Board of Directors and Executive Committee – April TBD in El Paso
 - APA Texas Executive Committee – July TBD in Central Texas
 - APA Board of Directors and Executive Committee – October 16, 2019 in Waco
 - **APA Texas Chapter Conferences:**
 - APA Texas Chapter – Waco – October 16-18, 2019
 - APA Texas Chapter – El Paso – October 7-9, 2020
 - **National Planning Conference**
2019 San Francisco, Apr 13-16, 2019
2020 HOUSTON, Apr 25-28, 2020
- 12:30 pm N. **Adjourn**

WORK SESSION: APATX 2017-2022 ACTION PLAN

8:45am – 10:00am

- Objectives:
 - Review and update all 51 actions in the 2017-2022 APATX Action Plan related to status, accomplishments, and responsibility, and update as necessary.
 - Identify 2-3 major actions to be accomplished in the 2019 fiscal year.
- Format
 - APATX Board Members will work in four groups. Members have been assigned to groups based on their position and/or interest. Actions within the adopted action plan have been divided among the four groups based on topics. The groups include:
 - Leadership and Conference Activities
 - Recognition, Partnership, and Communication Activities
 - Recruitment, Certification, and Education Activities
 - Policy and Advocacy and Activities
 - During this time, groups will review the status of the actions, identify accomplishments for October 2018 and goals for May and/or October 2019, and confirm the responsibility of each action.
 - Groups will also identify 2-3 major actions to be accomplished in the 2019 fiscal year and will write the actions down on a flip chart.
 - The four groups will report out during the Regular Meeting the accomplishments for FY2018 and goals for FY2019.

Leadership and Conference Activities

Group Members

- Section's Representative/Houston Section Director
- EPL Chair
- Diversity and Inclusion Committee Chair/Northwest Section Director
- Treasurer

Relevant Actions from the APATX 2017-2022 Action Plan

1. **Ensure a successful generational transition of leadership.**
2. **Further develop a Section leadership training program.** This program should be coordinated with the Awards Committee meeting and should include the Section treasurers.
3. **Develop uniform Section and Chapter bylaws.**
4. **Provide a continuous communications and feedback loop between Sections and the Chapter.** The Sections' Guide should give direction from the Chapter to the Sections, the Section Reports should explain each Section's activities to the Chapter, and the report review should provide an opportunity for the Chapter to work with the Section to support and improve its activities.
5. **Make assessments and offer development programs to provide appropriate resources and support to all Sections.**
6. **Use a dashboard to report progress.** The dashboard should give a streamlined report on the Chapter and Sections' progress.
7. **Mentor future members of the planning movement.** Use APA Ambassadors, Future Cities and other approaches to mentor future generations of planners and supporters of planning.
8. **Use the Emerging Planning Leaders initiative to inspire future APA Texas leaders.**
9. **Create a structure for younger planners to benefit from the experience and contributions of legacy planners.**
10. **Refine and perfect the mentorship program.** Consider connecting it more closely to activities at the Conference.
11. **Complete a Chapter Strategic Financial Plan.**
12. **Increase the transparency of APA Texas.** Members should be able to see how decisions are made and resources are used.
13. **Revamp the Conference organizational structure.**
14. **Make the national Houston 2020 conference the most awesome conference ever!**

Special Active Tasks

- Section and Chapter Bylaw Update
- Section's Guide Update
- Section Boundary Adjustment Study
- APA Code of Ethics – Discrimination Policy Evaluation

2017-2022 APATX Action Plan Committees

Recognition, Partnership, and Communication Activities

Group Members

- Awards Committee Chair (*Not attending*)
- Communications Tech/East Section Director (*Not attending*)
- Communications Manager
- Secretary
- Midwest Section Director

Relevant Actions from the APATX 2017-2022 Action Plan

1. **Revamp the Planning Excellence and Planning Awards programs.**
2. **Increase exposure of the 'Great Texas Places' program.**
3. **Finalize, adopt and implement a communications plan.**
4. **Increase communication between the APA Texas Executive Committee and members.**
Members need more information about APA Texas programs and the value they provide to planners and their communities.
5. **Develop a job description for a communications assistant.** Once a job position is developed, recruit and hire a part-time communications person.
6. **Explore connections to get media attention for APA Texas awards and other initiatives.**
7. **Leverage all forms of media.** Social media and traditional media should both be used. One focus could be Planners' Month.
8. **Survey all APA Texas members about what they need and want from the organization.**
9. **Develop outreach materials for use during National Planning Month.** Every October, APA Texas should use these materials to celebrate the good things planning brings to communities; educate the public about the planning behind Great Places in Texas; and advocate for policies that create better places to live, work, and play.
10. **Effectively use resources and services available from National, and disseminate these to APA Texas members.**
11. **Encourage reciprocal partnership relationships.** But recognize that some non-reciprocal partnerships may still be worthwhile for APA Texas.
12. **Offer sessions geared to partner speakers.**
13. **Design a Texas planning movement.** The national APA organization strengthens a planning movement by serving as a "big tent" for involvement by everyone interested in planning, with an internal institute to advance the interests of the profession. APA Texas should apply this model and serve as that single "big tent" organization for the state.
14. **Emphasize APA as a 'big tent' organization.**
15. **Identify potential new partnerships.** These opportunities may differ by region. Partnerships should go beyond the other professional associations to include organizations (like USGBC) that support certain aspects of planning.

Special Active Tasks

- 2019 Awards Program Revamp
- National Planning Month Activities
- Communication Plan Implementation

Membership Recruitment, Certification, and Education Activities

Group Members

- PDO
- PODO (*Not attending*)
- CMO (CM Officer) (*Not attending*)
- University Rep
- Student Rep
- Membership Committee Chair/West Section Director
- Historian
- Southwest Section Director

Relevant Actions from the APATX 2017-2022 Action Plan

1. **Offer experiential learning opportunities.** Develop these opportunities to train and inspire planners while assisting communities.
2. **Expand partnerships with universities and student planning organizations.**
3. **Evaluate current Chapter programming and expand or revamp it to provide value to members.** Many respondents to this year's membership survey commented that they believe the Conference is all the Chapter does. The Board should review all the existing programs and decide if there are ways to provide more value to Texas members.
4. **Take advantage of distance technology.** This includes offering more webinars & simulcasts, using Skype for meetings and archiving presentations for future use and distribution.
5. **Create a new Short Course.**
6. **Assist AICP Candidates and Early Planners in achieving AICP certification.**
7. **Continue (and revamp as necessary) the regional workshops offered by APA Texas.**
8. **Recruit new members to the planning movement.** A key approach is to increase partnerships with the universities and the student planning organizations.
9. **Send welcome letters from the Chapter to new APA and AICP members.**
10. **Conduct special outreach to 'Early Professionals'.** These are former planning students who are now in the workforce. Since they are no longer students, their membership is no longer free. So attention is needed to keep them in the organization.
11. **Promote APA membership to Planning Commissioners.**
12. **Create a structure to engage 'legacy' professionals.** Find ways to involve FAICP members and retired planners.
13. **Engage appointed and elected officials in APA Texas.**
14. **Encourage National to simplify the process for registering Commissioner members.**
15. **Do more to recognize FAICP, particularly new Fellows.** This could include presentations at their Council meetings and activities at the Conference.

Special Active Tasks

- Update – The Guide to Urban Planning in Texas Communities
- New Membership Committee Initiatives
- AICP Training and AICP Candidate Program
- Commissioner Recruitment and Training

Advocacy and Policy Activities

Group Members

- Government Relations (*Not attending*)
- TML Rep (*Not attending*)
- Advocacy Network Liaison
- Past-President
- President-Elect

Relevant Actions from the APATX 2017-2022 Action Plan

1. **Continue the development of a planning education and advocacy network.**
2. **Develop a Legislative Program.** APA Texas members would like to increase communication with Texas legislators on planning issues. A Legislative Program would help the Chapter set priorities and communicate effectively.
3. **Make the 'Texas Planning Roundtable' operational.**
4. **Build a Texas planning information base.** It should make available information about how planning is used in Texas communities, what results are achieved, what the best practices in Texas planning are and which communities are taking innovative approaches to particular issues.
5. **Put in place a mechanism to get information about planning and planning issues to cities' legislative staffs.**
6. **Develop guidelines and policies for advocacy.**
7. **Continue making advocacy training available to individual APA Texas members.**

Special Active Tasks

- 2018-2019 Legislative Program
- Planners Day at the Capital



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Item A – President’s Report

Submitted by: Doug McDonald, AICP

Report:

2017-2018 Chapter Annual Report

As you all know, the Chapter published its 2017-2018 Chapter Annual Report, which can be viewed here: [2017-2018 Annual Report](#).

We made a lot of progress this year and I want to thank everyone for their assistance in advancing our organization, our profession, and our Chapter’s Action Plan.

2018 APA National Fall Leadership Meetings

From September 21-25, I attended the APA National Leadership meetings, which included the Chapter President’s Council meetings, APA’s Policy and Advocacy Conference, and Planners’ Day on Capitol Hill. Below are a few highlights from the Leadership Meetings:

- APA adopted a new Diversity and Inclusion Vision, Mission, and Strategy in April ([Download](#)). One of the strategies include having state-level Diversity and Inclusion Committees, which the Texas Chapter meets. You’ll be seeing a lot more equity and diversity initiatives coming out of APA in the next few months.
- The Chapter President’s Committee is working on an AICP Study Manual, which will be completed for the May 2019 Exam.
- Leadership had an opportunity to view [APA Learn](#), the new learning module with almost 400 online courses, offering more than 500 AICP Certification Maintenance credits. This should be launching soon – and it will be a huge benefit for members.
- The APA Foundation launched a great promotional video ([Video](#)) and kicked off its first APA Giving Day on October 9. As you all know, the APA Foundation awarded the Texas Chapter with a \$10,500 grant for Harvey Recovery education, in true Texas fashion, we should help “pay it forward” and donation to the APA foundation for the next state that experiences a disaster.
- The AICP Commission is evaluating a number of proposals, including lowering the minimum CM eligible session to 15 minutes (to accommodate TED talks, etc.); reducing the amount of hours required for Law/Ethics each reporting period, and requiring Equity credits each reporting period. The Commission is also reviewing criteria for partnering with organizations to provide CM credits, and we really appreciate this because it has been an obstacle for the Texas Chapter in the recent past.

2018 Planners’ Day on Capitol Hill

Nathaniel Waggoner, Karen Frost, and Kim McAuliffe of Georgetown, Mike Brennan of Fort Worth Near Southside, Inc., and Marcia Diamond-Tesson of Coppell joined me on the Hill to meet with the congressional staff of Senator Cruz and Cornyn along with 4 members of congress. It was a successful group of meetings and I really appreciated the company this year from the individuals mentioned above. Everyone had great experiences to share to help tell why federal programs like CDBG, HOME, and TIGER are important to our communities. This really is an incredible experience, so I encourage you all to try and attend in the coming years.

Report (Continued):

2018 Great Places in America

Texas was fortunate to receive TWO Great Places in America designations this year, adding to our existing total of 11 Texas places. [Historic Downtown Georgetown](#) and [Magnolia Avenue in Fort Worth](#) both received national designations this year and were announced at the beginning of Planners' Day on Capitol Hill. Both places have been recognized by the Texas Chapter as Great Places in Texas, so we are excited to see our great planning successes continue to be recognized at the national level.

2018 State Legislative Summit

APA has contacted our Chapter to assist in hosting the first ever State Legislative Summit. This Summit would focused on providing training to Chapter legislative liaisons prior to state legislative sessions. This Summit will be held in Austin, on December 10-11 at the REJ Conference Center, which is directly north of the Capitol. I wanted to express my appreciation to the Texas Historical Commission for assisting our Chapter in providing conference space at no cost to APA. More information to come on this Summit.

Call for Volunteers – Future Cities

I have volunteered for Future Cities for the past 5 years and it is a really great experience. Students in 6th, 7th, and 8th grades imagine, research, design, and build cities of the future that showcase their solution to a citywide sustainability issue. Past topics include stormwater management, urban agriculture, public spaces, and green energy. The 2018-2019 theme is *Powering Our Future*. Teams will design a resilient power grid for their future city that can withstand and quickly recover from the impacts of a natural disaster.

Participants complete five deliverables: a virtual city design (using SimCity); a 1,500-word city essay; a scale model built from recycled materials; a project plan, and a presentation to judges at Regional Competitions in January. Regional winners represent their region at the Finals in Washington, DC in February. After completing Future City, student participants are not only prepared to be citizens of today's complex and technical world, but also poised to become the drivers of tomorrow.

[Register by October 31, 2018 to lend your technical expertise](#) and love of urban planning to the students participating in the Future City competition!

2019 Call for Great Places in Texas

The Call for Great Places in Texas is now open. The Chapter established this program in 2016 and has recognized 12 places in Texas. Of those 12 places, 3 have gone on to become recognized at the National level. The Chapter announced the partnership with Chet Garner of The Daytripper last year, which has significantly increased the exposure of the program. The 2019 application has been modified slightly to align with National's new criteria. To learn more and to download an application, visit www.greatplacesintexas.com. The application deadline is **Friday, December 14**.

Chapter President's Council Grant

This spring, the Chapter was notified that it had received a CPC Grant of \$3,000 to assist with developing a video with Chet Garner of The Daytripper to highlight Houston's Great Places as a promotional video to NPC20. Wendy Shabay and I will be filming this video on Saturday, October 20 in Houston with Chet.

Thank You 2017-2018 Sponsors

Last year, we broke records with our sponsorships. I would like to thank our 2017-2018 Annual Platinum Sponsors one last time for their contributions – Freese and Nichols, Walter P Moore, Texas Masonry Council, Stantec, City of Garland, City of Dallas, City of Plano, and City of Frisco.



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Item D – Secretary’s Report

Submitted by: Christina Sebastian, AICP

Report and Corresponding Attachments:

- Action Item: Review and Approve Minutes for Board of Directors Meeting, Waco, Friday, June 1, 2018 (Attachment D-1)
- Action Item: Review and Approve Minutes for Executive Committee Meeting, Richardson, Friday, August 17, 2018 (Attachment D-2)
- Action Item: Review and Approve Minutes for Special Executive Committee Spring Meeting, Conference Call, Thursday, September 6, 2018 (Attachment D-3)



American Planning Association
Texas Chapter

Making Great Communities Happen

Board Meeting

June 1, 2018

Courtyard Marriott
101 Washington Ave
Waco, Texas

MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks		Past President*	Kim Mickelson	CC
Treasurer*	Angela Martinez	X	TML Rep*/TML Affiliate	Christopher Looney	CC
Section Directors					
Central	Shannon Mattingly	CC	Northwest	AJ Fawver	CC
East	Kyle Kingma	X	Southwest	Rebecca Pacini	X
Houston/Sections Rep*	Gary Mitchell	X	Southmost	Xavier Cervantes	
Midwest	Tamara Cook	X	West	Fred Lopez	X
North Central	Steven Duong				
Standing Committee Chairs					
PDO*	Richard Luedke	X	Government Relations	Kelly Porter	
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	X
EPL	Monica Rainey	X	University Rep	Ivonne Audirac	CC
Planning Awards	Claire Hempel	CC	Student Rep	Kelsey Poole	X
Other Members					
Communications Manager	Heather Nick	X	CMO	Barbara Holly	CC
Chapter Historian	David Gattis	X	Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay	CC	Communications Tech	Kyle Kingma	X
Other Attendees					
Claudia McAnelly	X		Lee Battle		CC
Martin Zimmerman, Director Elect Central	X		David Weinreich		X
Shima Hamidi	X		James Wood		X
Ahoura Zandi	X		Norm Standerfer		X
James B Duncan	X		Bruce McClendon		X
Connie Cooper	X				

X present in person

CC present via conference call

* Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors

Call to Order and Roll Call: Doug McDonald, AICP

Chapter President Doug McDonald called the meeting to order at 9:07 am.

A. President's Remarks: Doug McDonald, AICP

- 1. Welcome and Introduction**
- 2. 2018 Delegate Assembly Recap – Lee Battle, AICP**

Lee Battle, AICP, was lead liaison for Delegate Assembly at APA National in New Orleans. He shared that APA National holds a National Delegate Assembly at the National APA Conference to update and adopt policy guidelines. Texas had seven delegates this year. Three topics were discussed: update to APA housing policy, surface transportation policy, and a new policy called planning for equity. This delegation was a presentation on frameworks and ideas with discussion, but no actions were taken at this time. The delegation will be drafting policies and will meet at Policy and Advocacy Conference in fall for action.

3. NPC18 Recap

Doug McDonald discussed National Planning Conference held in New Orleans in April 2018. 5,700 attendees; 350 from Texas, with 37 session speakers from Texas. Texas Chapter reception was successful as usual & Wendy won Chapter Presidents Council dance contest. Louisiana chapter conference will be in Shreveport soon and have asked for some assistance with speakers.

4. New Texas AICP Fellows: Bill Barker, FAICP; John Dugan, FAICP; David Preziosi, FAICP; and Shafik Rifat, FAICP

Mike McAnelly discussed how Texas chapter nominated 5 people for consideration as AICP Fellows, 3 of which were successful. One candidate also applied via petition and was also successful. The new Texas Fellows are: Barker of San Antonio; John Dugan, most recently of Arlington, Texas; David Preziosi, Director of the Historic Dallas Commission; Shafik Rifat, University of Houston professor who started their planning program.

Craig Farmer added that petition candidate had asked nominating committee to consider him, but the process was too far along at that point. They started late this year. All nominees that didn't make it will be nominated next time; many people take 2 or 3 times to be designated as a Fellow. There are currently a total of 49 fellows in Texas. Mentorship by existing Fellows is included in the process. Dave also pointed out that addresses on roster need to be updated.

5. Chapter President's Council Grant (ATTACHMENT A-1)

Doug McDonald reported on grant application recently submitted to Chapter Presidents Council (CPC) for Great Places in Texas Program. Expect to hear results in June.

6. APA Chapter Performance Criteria (ATTACHMENT A-2)

Doug reported how CPC has created Chapter performance criteria that Chapters are to meet to remain in good standing. Ten criteria are required and four electives must be included. Texas meets all the criteria and all but one of the electives, which we will be discussing today. If chapters don't meet requirements, they will get a mentor to assist with meeting criteria. Eventually chapters not in compliance will not be eligible for grants, etc. Kim added that this first year of this performance criteria will be pilot year.

7. 2017-2022 Development Plan for APA Texas Chapter (ATTACHMENT A-3)

Doug will be completing the status, implementation timeframe, and responsibilities of the Development Plan before next EC meeting.

8. Reports from APA Board Director for Region III, Past President, President Elect - Wendy Shabay, AICP, Kim Mickelson, JD, AICP, Chance Sparks, AICP

Wendy Shabay reported on APA activities: APA has been very active legislatively, when APA worked on advocacy for infrastructure bill, CDBG, Tiger, etc. New student member program (free membership for all students) has created a spike in student membership and increased chapter attendance. The AICP Candidate Program launched. Upcoming initiatives include APA Learn, a new online system for educational opportunities, with more videos of sessions available online with CM credits. The Education Committee, which Wendy is on, has laid out a five year plan for APA's education platform. Looking to labeling sessions more clearly, ie: 101 (basic info), 201 (new trends), 301 (deep dive). They are also looking at possible micro-credentials in certain topics in the future.

Kim Mickelson reported that she remained on the CPC Advocacy committee and was appointed to the Legislative Policy Council. LPC is updating the Social Policy and Equity Guide.

Chance was not able to be on call.

9. UT-Arlington Center for Transportation, Equity, Decisions and Dollars (CTEDD) Presentation

Special presentation from CTEDD. Dr Shima Hamidi discussed Institute of Urban Studies at UT Arlington, which employs about 22 doctoral and masters students to work on planning projects throughout Texas. The Institute established the Center to Transportation, Equity, Decisions and Dollar, which received a federal grant to fund study of transportation and equity. The grant is for 5 years, with 1.5 million per year.

David Weinreich spoke about a government fragmentation study they are working on, to evaluate 200 metro regions, collecting data on government structures, and evaluating how those structures relate to the the services provided and the equity of that service. They are also studying metro regions in Texas and how they are implementing public on-demand transit, looking at multi-jurisdictional services and relationships with MPOs. Ahoura Zandi spoke about study to look into the change to and growth in the knowledge economy. James Wood spoke about research on stationless bike share: government relations and potential for equity in transportation; James also spoke on research on older adults in more rural communities and how they are able to connect with medical centers.

Dr. Hamidi spoke about center's focus on transportation and equity, and a wide-variety of other projects they are working on, including a study of job accessibility in Dallas - most jobs north of Dallas; downtown walkability study for Dallas. The center works with elected officials and city staff and would like to work with APATX.

B. Secretary's Report: Christina Sebastian, AICP

1. Action Item: Review and Approve Minutes for Board of Directors Spring Meeting, Houston, Friday, June 2, 2017 (ATTACHMENT B-1)
2. Action Item: Review and Approve Minutes for Board of Directors Fall Meeting, Frisco, Wednesday, November 1, 2017 (ATTACHMENT B-2)
3. Action Item: Review and Approve Minutes for Executive Committee Meeting, Pearland, Friday, February 2, 2018 (ATTACHMENT B-3)
4. Action Item: Review and Approve Minutes for Special Executive Committee Meeting, Conference Call, Friday, April 6, 2018 (ATTACHMENT B-4)
5. Action Item: Review and Approve Minutes for Special Executive Committee Meeting, Conference Call, Friday, May 14, 2018 (ATTACHMENT B-5)

Heather Nick noted to make some changes based on last meeting: from Dave Gattis.

Angela Martinez motioned to approve all five minutes with recommended changes from Heather Nick; Richard Luedke seconded. Motion passed unanimously.

C. Treasurer's Report: Angela Martinez, AICP

1. Financial Status Report for Chapter and Section Accounts (ATTACHMENT C-1)

Angela Martinez noted that all purchases over \$150 they should notify her and Mike, as the bank will reach out to them. Checks should use the memo field to denote what check is for. Receipts need to be sent to Mike and Angela for accounting records (scans are okay).

Account balances as of May 29, 2018:

- Chapter Checking: \$ 83,942.65
- Chapter Savings: \$ 6,094.88
- Central: \$ 8,131.60
- East: \$ 4,084.31
- Houston: \$ 8,386.99
- Midwest: \$ 5,604.89
- North Central: \$ 10,786.82
- Northwest: \$ 2,367.97
- Southmost \$ 1,128.71
- Southwest: \$ 7,071.32
- West: \$ 7,071.32
- Plan 4 Health: \$ 6,159.00
- State Chapter Reserve: \$ 10,000.05

Second disbursements will be made October 1, 2018. Section disbursements for the next fiscal year will be made April 1, 2019.

2. Budget Report (ATTACHMENT C-2)
3. Action Item: Draft FY2019 Chapter Budget (ATTACHMENT C-3)
4. FY2019 Section Grant Requests (ATTACHMENT C-4)
5. FY2019 Section Grant Request Recommendations (ATTACHMENT C-5)

Angela discussed Section grant requests:

- Central: requested \$3,000 - recommendation for \$3,000. The Section had very successful programs proposed. Their request would help to fund planning scholarships.
- Houston: requested \$1,500 - recommendation for \$1,500. Houston has very successful programming with over 50 CM credits for their members. They also coordinate regularly with other professional organizations in area.
- Midwest: requested \$2,500 - recommendation for \$2,500. This grant will help with Focus North Texas.
- Northwest: requested \$5,000 - recommendation for \$4,500. Northwest received a separate special grant recently. Northwest has a huge geographic area is challenging for section, and are working to build their Section.
- Southmost: requested \$7,000 - \$4,500. Section size is challenging so they put on events in multiple areas. Recommend to look for sponsorships to help with additional costs.
- Southwest: requested \$3,500 - recommendation for \$3,500. Southwest has many innovative programs on radar.
- West: requested \$4,500 - recommendation for \$4,000. There was confusion in regards to fiscal year 2016 grants, as 2016 disbursement was given early, due to lack of previous recent grant requests. West will be working with Northwest and southern New Mexico section and other professional organizations.

Doug commented how grants this year are larger than usual, which was not supposed to be the goal. The 2017 conference was very successful and we have some extra funds available to help sections become self-sufficient. These section directors are particularly active this time. The next two years might not be as lucrative, so this level of grants may not be available for a while.

Angela pointed out that attending the state conference helps fund sections, so we should encourage members to attend.

Martin asked what made Frisco conference successful. Doug: we raised the registration fee and had very successful sponsorships. Mike added that North Texas location provides high attendance: 850 attendees.

Rebecca asked if Chapter makes any funds at National conference. Mike: not anymore.

Fred Lopez moved to approve the section grant requests, which was seconded by Christina Sebastian. The motion passed unanimously.

Angela then discussed the proposed budget, noting the adjustment to AICP training income, expenses added for EPL, Planners Day at the Capitol, marketing, travel for additional board members, and Great Places marketing and video production.

Dave Gattis moved to approve FY2019 Chapter budget, which was seconded by Richard Luedke. The motion passed unanimously.

D. Action Plan Progress Reports: The Action Plan includes the following five major categories:

1. APA Texas will LEAD the planning movement in this state.
 - Section Director's Report – Gary Mitchell, AICP (ATTACHMENT D-1)

Gary presented the report, which included information from all Sections. Educational components, CM credits, social activities, interactions with universities and students. Houston is trying to do revenue neutral events. Angela mentioned that we haven't had reports from all the Sections in a long time, and those reports help with deciding upon Section grant requests.

- EPL Representative's Report – Monica Rainey

Monica discussed Lattes and Leadership events and efforts for additional EPL events in fall including AICP study sessions and happy hour events. Lattes and Leaderships are occurring in Midwest, Central, and Southmost and North Central has a mentorship event soon. Northwest section does not have EPL representative currently, but AJ is working to find someone. Mentorship matchups expected in July. EPL will be planning for the Legacy Project and conference activities. Richard Luedke mentioned he is interested in working with EPL on AICP-related events.

- Uniform Section Bylaws – Doug McDonald, AICP and Gary Mitchell, AICP (ATTACHMENT D-2)

Doug discussed how Section bylaws are inconsistent and some are out of date. Inconsistencies include term lengths, fiscal/calendar years, elected positions, election cycles, notice, and quorum requirements. We would like to get them in line before next election in 2019. Doug will be working with Gary Mitchell and Kim Mickelson on draft of new bylaws. Section boards must initiate changes to bylaws. The plan is for Gary to oversee discussion with Section directors on template bylaws, with goal to be have draft ready by next spring.

- 2019 Chapter and Section Board Elections – Doug McDonald, AICP

Next election cycle will be coming up soon. We will need to have candidates identified for Chapter and all Sections by June 2019, so start working now. The elections will be a consolidated election with National APA.

- Action Item: Consideration of a Membership Committee – Doug McDonald, AICP (ATTACHMENT D-3)

This is the one item our Chapter does not meet of the electives of the CPC standards. The committee would send welcome letters to new members, AICP candidates and recipients, and advertisement membership to students at universities. The chair would be a standing committee member on the Board of Directors. Anyone who is interested should contact Doug.

Kim Mickelson motioned to approve the creation of a membership committee, with a second by Angela Martinez. The motion passed unanimously.

2. APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.

- Professional Development Officer's Report – Richard Luedke, AICP

Richard presented the PDO Report - Texas had a stable AICP pass rate: 56%, compared with 63% nationally. We had a dramatic increase in attendance at AICP workshops - 134, compared with 83 last year; there have been 6 workshops since the state conference. Outreach improved attendance with targeted announcements. All three AICP-furnished scholarships were used, and the Chapter provided 2 scholarships. An additional Chapter scholarship will be returned and will be available for use in November. AICP-furnished scholarships don't all get used, so they often get redistributed to other Chapters. Fellows are also sometimes asked to contribute for scholarships.

The National PDO meeting was held in New Orleans: AICP Candidate program - over 600 enrolled nationally, with about 27 in Texas; AICP will be phasing out 3.0 study guide and moving to updated, web-based study guide; a minor exam refresh is coming starting with May 2019 exam; and an update to the CPC study manual is expected in Fall 2018.

The fees for the AICP Candidate program are slightly different: upfront fees are \$120; once they have experience and submit essays, then they pay \$375 (normal price is \$495 upfront). Currently, an AICP Candidate gets \$25 for scholarship. Richard is proposing 70% scholarship for upfront fee: \$85 scholarship; by the time they get experience they would be eligible \$265. The Candidates would make two separate requests.

Glenn Larson, AICP Commission President, is looking for opportunities to make CM program stronger.

Craig asked about how AICP certification lapsed for over 100 Texas members and must be reinstated. Chapter and National have sent letters out. Some of the issues might be lapsed contact information, not-knowing what counts towards CM credits, or simply may not be working in the planning field anymore.

Rebecca Pacini motioned to approve AICP Candidate scholarships at 70% level, seconded by Angela Martinez. Passed unanimously.

- AICP CM Coordinator Report – Barbara Holly, AICP

Barbara Holly discussed how there is a standard from National APA that the Chapter must receive a financial benefit to provide CM credits for partner events, which isn't very friendly to the partnerships. Some events try to get CM credits separately, but not all do it, which means less are available for APA members. Richard Luedke spoke to Glenn Larson (AICP Commission President) who encouraged having Chapter leadership contact Larson to discuss this further. National APA seems to be encouraging these organizations to seek their own CMs, but this means we at the Chapter can't advertise or partner with these events.

- Planning Official Development Officer's Report – Ann Bagley, FAICP

Ann was not able to be on the phone, but she sent in an update to Doug, who reported that planning for the Short Course is coming along. The Midwest and Southmost Sections will be holding P&Z workshop on August 10.

- Historian's Report – Dave Gattis, FAICP (ATTACHMENT D-4)

Dave Gattis reported that he interviewed Alan Efrussy, who is still working for the City of Paris in his 80s, for the oral history project. He also reported on the Planning Legend selection process. Typically the Historian nominates candidates and Executive Committee/Board makes selection. However, as many Board members are not aware of the candidates, Dave recommends to have selection committee of members with 15+ years of experience.

Angela Martinez made a motion to change the selection committee to members with 15+ years of experience, which was seconded by Craig Farmer. The motion passed unanimously.

Dave then reported that it is the 48th Anniversary of the Chapter separating from the Gulf Coast Chapter, as well as the 40th anniversary of the APA Chapter (when APA was created from combining American Institute of Planners and the American Society of Planning Officials). Connie pointed out the 50th anniversary celebration could be held with the Houston and El Paso conferences. After further discussion, it was decided to send invitations to former Chapter presidents for recognition at the Galveston conference, and have a big celebration in 2020.

Bruce McClendian presented the idea of issuing conference proceedings, which was done in the past, again. Proceedings were distributed to attendees as part of their registration, in book form and digital. Session papers are optional from session speakers. Bruce proposed to do it again at the national conference in Houston and to have the Texas Chapter request to CPC

that we do so. Further discussion was had regarding the appropriateness of issuing proceedings at this more digital time. An example of past proceedings can be found here: data.quaytest.net/apaproceedings.

Craig Farmer made a motion to continue to explore the option of proposing to issue conference proceedings. Gary Mitchell seconded the motion and it passed unanimously.

A break was held for lunch at noon, and the meeting resumed at 1:15 pm.

- Communications Coordinator Report – Heather Nick, AICP

Heather Nick reported that we have hired a communications technician, Kyle Kingma. Upcoming action items regarding communications: do more to engage elected and appointed officials and create a structure to engage legacy professionals. We will be sending out welcome letters to new members, new AICPs, and early professionals.

- Communications Tech Report – Kyle Kingma, AICP (ATTACHMENT D-5)

Kyle Kingma started as Communications Technician in March after a competitive selection process. He reported on some recent website improvements: an announcements feature at the top of page, displaying options to connect with Chapter, instructions for placing events on the calendar, and creation of tutorials on how to use the functions of the website. We are sending monthly Chapter newsletters with added planner profiles. A new planner resource center webpage and a Facebook group were created. Monthly engagement contests will be ongoing. Upcoming work: conference call with sections communication officers, membership surveys, and ramp-up on Chapter Conference.

3. APA Texas will PARTNER with other Texas professional organizations and non-profits to leverage resources and build coalitions.

- Hurricane Harvey Committee Update – Kimberly Miller, AICP

Kimberly Miller provided a report on the Hurricane Harvey Committee. The committee has a webpage on the APATX website about recovery efforts. They have also put together a survey on Harvey recovery, with one of the main outputs being that people want to know how to build back better and stronger. The committee would like to apply for an APA Foundation Grant, which is due soon. The committee would like to do a two phase program: 1: dialogue between people affected by Hurricane Harvey and Hurricane Sandy so as to learn from each other, and 2: reach out to Texas planning schools to discuss how they might help with recovery efforts and connect to affected communities.

Kim Mickelson added that the Sonoran Institute is interested in coming to Texas next year, maybe during the conference.

- Action Item – Approval of APA Foundation Grant Application for Hurricane Harvey Recovery Project – Mike McAnelly, FAICP (ATTACHMENT D-6)

Mike McAnelly reported that the grant application is due on June 19th and a letter of support from the Chapter is needed. Two requests: the Chapter request and a request for Rockport.

Dave Gattis moved for the Board to issue a letter of support for the Hurricane Harvey Recover Project. This motion was second by Angela Martinez and the motion passed unanimously.

- Action Item – Approval for Chapter Letter of Support for Grant Application for Texas A&M Target Cities Community Planning Assistance Team – Mike McAnelly, FAICP (ATTACHMENT D-7)

Kim Mickelson moved for the Chapter to provide letter of support for Texas A&M Target Cities Community Planning Assistance Team. The motion was second by Dave Gattis and passed unanimously.

- Texas Department of State Health Services - Obesity Prevention Program – Mike McAnelly, FAICP
 - Obesity Prevention Program, CDC Grant – Physical Activity and the Built Environment

Mike McAnelly discussed that the Texas Department of State Health Services is applying for a CDC grant in regards to a obesity prevention program and may partner with the Chapter.

- National Association of County and City Health Officials' Award – Mike McAnelly, FAICP
 - NACCHO - July 10-12, New Orleans

Mike reported that the Texas Public Health Association submitted the Hazards Planning Toolkit for Small and Rural Communities to the National Association of County and City Health Officials for an award, and it will be receiving an award for the interaction of planning and public health professionals. Dr. Melissa Oden and Kim Mickelson are planning to go to receive the award.

- Planners4Health APA Chapter Grant Project – Hazards Planning Toolkit for Small and Rural Communities – Canton and Van Zandt County

Mike reported that the Hazards Planning Toolkit for Small and Rural Communities was featured in this quarter's edition of the Public Health Journal.

- 2018 Texas Municipal League Annual Conference, Fort Worth, Oct 9-12 - Christopher Looney, AICP

Chris Looney reported that APATX is planning on presenting a session regarding upcoming changes to FEMA's floodplain maps based on data from the National Oceanic and Atmospheric Administration.

4. APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.

- TML Representative Report – Christopher Looney, AICP

Christopher Looney gave a report on the Texas Municipal League (TML) board meeting held earlier this year. TML advised to stay alert as state may be pushing cities to a more partisan approach. The Speaker of the House is expected to be picked from a coalition approach. Anticipated bills on the radar for short-term rental regulation. TML has changed their policy committee structure - the plan is to have a municipal policy summit - cities would appoint representatives to the summit, which would hold an intensive two-day workshop to make recommendations.

- Government Relations Report – Kelly Porter, AICP

Kelly Porter was not able to be on phone call.

- Advocacy Network Liaison Report – Craig Farmer, FAICP

Craig Farmer reported on the full 2017 session (previously had only reported on special sessions). The next session will start soon, so people need to visit with their elected officials and staff now before they are busy again. We focus quite a bit on the state, but would like to find someone who can focus on national legislation to work on national bills and with national officials.

- Progress report for Planning Matters--the Texas Planning Roundtable - Kim Mickelson, JD, AICP

Kim Mickelson reported that Planning Matters should be kicking off soon as an incorporated group. They will be creating bylaws and updating webpage in preparation for legislative session.

- Action Item – Consideration of a Diversity and Inclusion Committee – Doug McDonald, AICP (ATTACHMENT D-8)

Doug reported that at CPC meeting the Kansas chapter mentioned they submitted a letter to the AICP Commission on revising the code of ethics in regards to discrimination. The AICP Code of Ethics reads "We shall not unlawfully discriminate against another person," but in Kansas, and in many other states, it is lawful to discriminate against someone who is gay or transgender. At the CPC meeting, four professional organization discrimination statements (ASCE, AIA, ASLA) were presented at CPC, and most people could not identify the AICP code. American Society of Civil Engineering (ASCE) : "treat all persons fairly and encourage equitable participation without regard to gender or gender identity, race, national origin, ethnicity, religion, age, sexual orientation, disability, political affiliation, or family, marital, or economic status." Doug suggested that we look at creating a diversity and inclusion committee to look at these issues more broadly, including supporting the Kansas request. The New York Metro Chapter has a diversity committee that would likely be a good model. The committee would have a standing committee chair on the Board.

Discussion ensued regarding creating the committee. Dave Gattis pointed out that ours is not bad, it's just not strong, and also that ASCE only recently adopted their ethics code (2017).

Rebecca Pacini motioned to create a Diversity and Inclusion Committee, which was seconded by Tamara Cook. The motion passed unanimously.

5. APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.

- Texas Planning Awards Program – Claire Hempel, AICP (ATTACHMENT D-9)

Claire Hempel discussed updates to award program and getting current call for awards out. Applications are due in July. A few changes have already been made, using ZoomGrants and a virtual jury made up of section directors (or appointees). They kept awards categories mostly similar to previous years, but may change for next year. We removed the application fee for the commissioner award. We will provide advance notifications to winners and will publicly announce via press release just prior to our conference with National Planning Month. Future changes are to possibly do a jury award with other Chapters and accept online payments. Martin asked if the awards deadline might change next year, so as to possibly coordinate when Section awards are announced. Claire wasn't sure yet, but would like to discuss further.

Doug asked Board to look at the attachments and send him and Claire an email if they have comments or want to participate on the planning committee. He also requested to have Section directors let Claire know if they will be serving on jury, or who

they will appoint. Tamara asked if ZoomGrants could be used by Sections for their awards submittals. Doug responded that they can't right now, but may be able to set that up in the future.

- **Great Places in Texas Program – Doug McDonald, AICP**

Six new Great Places in Texas were announced. Doug McDonald reported that National just changed their standards for the Great Places in America program, and we will align the Great Places in Texas program with it. The City of Bryan is having Chet Garner come in to do a promotional video for their award.

- **Emerging Planning Leaders Mentorship Program – Monica Rainey**

Monica Rainey was not able to stay for the report.

- **APATX18 Chapter Conference Update – Angela Martinez, Conference Co-Chair**

Angela Martinez reported that the conference planning is going well. The Thursday social event will be held at the Tremont Ballroom. Connie mentioned they are looking to partner with the Galveston Historic Foundation for a boat tour on Wednesday as well as a ghost tour on Thursday. Two mobile workshops will be held outside Galveston: Pearland, League City & Kemah. Session submittals evaluation is underway. Doug and Mike discussed the possibility of removing the all-universities reception from the schedule to allow time for other groups to have gatherings during this time.

6. APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.

- **Action Item - APA Texas Boundary Adjustment Study – Christina Sebastian, AICP (ATTACHMENT D-10)**

Christina Sebastian gave a summary of analysis of Section boundaries, particularly in regards to what Section Bryan and College Station are in, and asked for comments. Martin Zimmerman (of Central Section and the City of Bryan) provided his personal opinion that this has come up before and people have said they were happy to stay where they are. He would be concerned about establishing a 10th Section due to number of students in the College Station area. After further discussion by the Board, it was determined that Central, Houston, and Southmost Sections should discuss if they want to take it further, while encouraging people to attend events in other Sections.

- **Action Item - Big Six Conference Assistance (ATTACHMENT D-11)**

Tamara Cook discussed that the Midwest and North Central Sections have requested a loan of \$5,000 for the Big Six Conference that has been proposed to be held in the North Central or Midwest area this year (previously has been held in Austin & Houston area). Neither Section has budgeted to host event, so they are requesting a loan that they would pay back after event to help pay for venues, director travel, etc. Dave asked if we have funds available for loan. Angela said they could pay for it out of reserve. Discussion was held about possible alternate and free venues.

Christina Sebastian motioned to approve a loan up to \$5,000, where the Chapter would pay for the venue or other fees and the funds would be paid back evenly between Midwest and North Central, but also encourage looking for free venues. The motion was seconded by Dave Gattis and passed unanimously.

- **Planning Student Organizations Representative's Report – Kelsey Poole**

Kelsey Poole reported that the UTA SPA will be having a board transition meeting next week to discuss new goals.

- **University Faculty Representative Report - Shen Guoqiang**

Ivonne Audirac reported that all the planning schools in Texas have gone through the accreditation process this past spring. UTA is interested in exploring opportunities with ASLA, AIA, and APA to determine synergies in regards to planning. Maybe a roundtable on equity with these other groups. UTA has a new planning director: Shen Quoqiang.

- **Regional Workshops – Kim Mickelson, JD, AICP, Mike McAnelly, FAICP**

Doug McDonald reported for Kim Mickelson that the Midland, El Paso, and Tyler workshops are being planned. Mike confirmed that Ann Bagley will be holding one in McAllen.

- **The Guide to Urban Planning in Texas Communities – Kim Mickelson, JD, AICP**

Doug McDonald gave an update for Kim Mickelson that they are still working on this and are looking for a student or someone knowledgeable of web-based format.

- **NPC20 Update - Local Host Chair Kim Mickelson, JD, AICP**

Doug McDonald reported for Kim that Shad Comeaux, Chance Sparks, and another Houstonian not confirmed yet will be on the NPC20 conference committee.

E. Future Meetings: Doug McDonald, AICP

Doug discussed the following upcoming meetings and events:

1. APA Texas Board of Directors and Executive Committee

- APA Texas Board of Directors and Executive Committee
 - Executive Committee Summer Meeting – TBD - August 4, 2018
 - Chapter Board Fall Meeting, Galveston TX - October 17, 2018
 - Executive Committee Winter Meeting – TBD – January 25, 2019
 - Chapter Board Spring Meeting, El Paso TX – May 3, 2019
- APA Texas Chapter Conferences:
 - APA Texas Chapter – Gulf Coast/Galveston – October 17-19, 2018
 - APA Texas Chapter – Waco – October 16-18, 2019

Discussion of Baylor Club versus Hippodrome - people preferred the Hippodrome.

- APA Texas Chapter – El Paso – October 7-9, 2020
- National Planning Conference
 - 2019 San Francisco, Apr 13-16, 2019
 - 2020 HOUSTON, Apr 25-28, 2020
 - 2021 Boston, May 1-4, 2021
 - 2022 San Diego, April 3-May 3, 2022
 - 2023 Philadelphia, April 1-4, 2023
 - 2024 Minneapolis, April 13-16, 2024

F. New Business

No new business.

G. Adjourn

Doug McDonald adjourned the Board meeting at 3:34 pm.



American Planning Association
Texas Chapter

Making Great Communities Happen

Executive Committee Meeting

August 17, 2018

citylink
3661 N Plano Rd. Suite 1000
Richardson, TX

MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks	CC	Past President*	Kim Mickelson	
Treasurer*	Angela Martinez	CC	TML Rep*	Christopher Looney	CC
Section Directors					
Central	Shannon Mattingly	CC	Northwest	AJ Fawver	CC
East	Kyle Kingma	X	Southwest	Rebecca Pacini	
Houston/Sections Rep*	Gary Mitchell		Southmost	Xavier Cervantes	
Midwest	Tamara Cook		West	Fred Lopez	
North Central	Steven Duong				
Standing Committee Chairs					
PDO*	Richard Luedke	X	Government Relations	Kelly Porter	
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	CC
EPL	Monica Rainey		University Rep	Ivonne Audirac	CC
Planning Awards	Claire Hempel		Student Rep	Kelsey Poole	CC
Other Members					
Communications Manager	Heather Nick		CMO	Barbara Holly	
Chapter Historian	David Gattis		Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay		Communications Tech	Kyle Kingma	X
Other Attendees					

Call to Order and Roll Call*: Doug McDonald, AICP

Doug McDonald called the meeting to order at 8:36 am.

A. President's Remarks: Doug McDonald, AICP

1. Welcome and Introduction
2. Chapter President's Council Grant Award (ATTACHMENT A-1).

Doug reported that a grant from the Chapter President's Council, for \$3,000 in funding assistance for production of a NPC2020/Great Places video with Chet Garner in Houston, was successful and the filming will happen immediately after the Galveston conference.

3. APA Foundation Grant Award

Mike reported on APA Foundation grant for disaster recovery - about 53,000 total. Texas submitted three - for Rockport, and Wharton, and for a proposed dialogue with New Jersey and New York. There were 11 total submittals nationally, and 9 were awarded, including all three Texas projects.

4. APA Fall Leadership Meeting & Policy and Advocacy Conference (ATTACHMENT A-2)

Doug reported on upcoming APA Policy and Advocacy Conference, which includes Planner's Day at the Capitol. Two Great Places in America to be awarded for Texas and we will present plaques to Texas Senators. Kim, Mike, and Doug planning to attend.

5. APA-Texas Chapter Fall Leadership Meeting Future Scheduling (ATTACHMENT A-3)

Doug reported that we would like to revamp the Chapter conference by possibly having breakout sessions start on Wednesday and not have them Friday afternoon since we have low attendance during those times. But since the Board meeting is usually on Wednesdays, we would have to find another time for it. Perhaps on Tuesday or Friday.

Mike says he sees people arriving on Tuesday and often leaving on Saturday. We typically don't start the Board meeting early, but we could. Over 60 rooms booked for Tuesday night for Galveston conference right now.

We will have more discussion on this in the future. The tentative plan is to have the Board meeting start early on Wednesday, with at least one round of sessions on Wednesday, plus special events, and have maybe one session after awards lunch.

Christina mentioned the possibility of moving the awards banquet to another time in the future and Mike said we could possibly do that for El Paso, as there is a great venue for them.

6. Consideration of Texas Chapter Award

Doug discussed that the Executive Committee is to select the Texas Chapter Award to present at the Galveston conference. The award is intended to go to a person or organization outside the planning profession. Doug proposed awarding it to the Texas Public Health Association for the partnership we've had with the Plan4Health grant. Discussion was held; we are excited to recognize them since we have been partnering with them for a little while now.

Christina motioned to award the Texas Chapter Award for 2018 to the Texas Public Health Association, Richard seconded. Motion passed unanimously.

7. 2017-2022 Strategic/Action Plan for APA Texas Chapter (ATTACHMENT A-4)

Doug went through the status of items of sections 1 through 2 in the Action Plan.

Mike discussed that the PSO effort is ramping up. Richard pointed out that joining as a commissioner is not web-based and should be more streamlined. Maybe Sections can reach out to smaller cities that may not have a planner on staff, but would still have elected/appointed officials who could benefit from membership. Since city secretaries sometimes manage planning boards, perhaps the Texas Municipal Clerks Association may be a good partner.

8. Reports from APA Board Director for Region III, Past President, President Elect - Wendy Shabay, AICP, Kim Mickelson, JD, AICP, Chance Sparks, AICP

Wendy was not able to be on the call. Nor was Kim. Chance didn't have anything to report.

9. Bylaw discussion regarding vacated position

Doug reported that we have realized our bylaws state that elected positions are not to be held for more than two consecutive terms, but Angela is on her third term as Chapter Treasurer. If she resigns now, a special appointment must be made by the full Board for the remainder of the term (end of October 2019), which won't happen until October. With conference coming up, making a change to the Treasurer position may be challenging. What are our options to handle this? Kyle asked if she could stay on until there's a replacement (similar to how Commission vacancies are handled) and Chance agreed with that idea.

We could potentially amend our bylaws (which are currently being updated) to address this situation - particularly when someone is running unopposed (which Angela did). Treasurer is a particularly complicated position and is difficult to find someone to run for the position.

Richard Luedke motioned that Angela Martinez remain on as Treasurer until position is filled by election. Christina Sebastian seconded the motion and it passed unanimously with Angela abstaining.

B. Secretary's Report: Christina Sebastian, AICP

1. Review Draft Minutes for Board of Directors Spring Meeting, Friday, June 1, 2018 (ATTACHMENT B-1)

Christina presented minutes, which Doug had some edits to. Minutes will be approved at next full Board meeting.

2. Action Item: Approve Change in Contractual entity for Executive Administrator from LLC to S-Corp (ATTACHMENT B-2)

Mike discussed how his personal accountant has recommended changing his company from an LLC to an S-Corp. We will need a change via resolution to change name in our contract with Mike, with no other changes. Mike and Claudia McAnelly are the owners of the new S-Corp.

Angela Martinez motion to change the contractor name from CoPLAN LLC to Las Edades Ranch LLC, an S-Corp organized in Texas. The motion was seconded by Richard Luedke and passed unanimously.

C. Treasurer's Report: Angela Martinez

1. Financial Status Report for Chapter and Section Accounts (ATTACHMENT C-1)

As usual, notify Mike and Angela when making purchases over \$150, write memos on checks, and scan receipts.

Account balances as of 5/29/2018:

• Chapter Checking:	7875	\$ 145,083.24
• Chapter Savings:	5845	\$ 6,159.19
• Central:	7019	\$ 7,317.72
• East:	7001	\$ 3,682.59
• Houston:	6995	\$ 8,131.60
• Midwest:	7217	\$ 7,333.10
• North Central:	7209	\$ 10,486.82
• Northwest:	7050	\$ 1,782.50
• Southmost	7035	\$ 3,303.33
• Southwest:	7043	\$ 5,658.41
• West:	7027	\$ 6,583.70
• Plan 4 Health:	3226	\$ 6,159.00
• State Chapter Reserve:	2876	\$ 10,000.05

The State Chapter Reserve account has been split into Plan4Health and Account 5845 to avoid service charges. Second disbursement to Sections on or around October 1.

Mike mentioned investment account invested in conservative bond fund with balance about \$52,000 and that he will work with Angela to get it added to her report template.

2. FY2019 Adopted Budget (ATTACHMENT C-2)

FY2019 budget was approved previously, will begin October 1, 2018. Budget amendments, if needed, can be approved by the Executive Committee.

3. Action Item: Consider Resolution to Change Chapter and Section Checking Accounts to Chase Performance Business Accounts in order to avoid Service Charges (ATTACHMENT C-3)

Mike reported that Chase has reached out and shown that if we switch to a Performance Business Account, as long as we have a total balance of \$35,000 across all our accounts, we can avoid monthly fees. We would have limits on the number of paper/cash transactions, but electronic transactions are not limited. We won't need to do anything in person nor change cards in order to switch. Currently the monthly fee is \$4/month.

Angela was slightly concerned that during October we have many student volunteer reimbursements that are paper transactions, but maybe we can split the transactions over two statement cycles. Mike will confirm that we won't be paying an annual fee for a Chase business credit card. Could do electronic transfers. Limit of 250 transactions per month should be per account, but Mike will confirm.

Angela Martinez motioned changing Chapter and Section checking accounts to Chase Performance Business Accounts. The motion was seconded by Chance Sparks and passed unanimously.

D. Action Plan Progress Reports: The Action Plan includes the following six major categories:

1. APA Texas will LEAD the planning movement in this state.

- Section Director's Report - Gary Mitchell, AICP (ATTACHMENT D-1)

Gary Mitchell was not able to be on the call, but provided the Section report in the attachment.

- Appointment of Membership Committee Chair - Doug McDonald, AICP

Doug McDonald appointed Fred Lopez as the membership committee chair. A workplan should be available for review by the full Board in October.

- **Uniform Section Bylaws - Doug McDonald, AICP and Gary Mitchell, AICP (ATTACHMENT D-2)**

Doug reported that each Section must open up and amend bylaws separately. Draft bylaws are in the attachment, which Doug asked Sections to review.

- **5th Annual Leadership Forum - October 17 - Galveston - Doug McDonald, AICP**

Doug reported that they are working with Monica Rainey and presented a survey to members and may change up session style for Galveston. Board meeting will end before the forum so members can attend it.

- **2019 Chapter and Section Board Elections - Doug McDonald, AICP**

Doug discussed that we need to start finding people who want to become involved. The election committee will have two nominations for each position in the state. Sections are also encouraged to have contested races for their positions.

2. **APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.**

- **Professional Development Officer's Report - Richard Luedke, AICP**

Richard reported that they had AICP training in El Paso with 5 attendees. He reported on the May 2018 AICP pass rates: 40 people took the regular exam, with a 60% pass rate. 7 AICP Candidates took the exam and 6 passed (86%, the national rate was 67%). Overall Texas's pass rate was 64%; national is 68%. The Chapter AICP scholarship was awarded but returned because employer paid, so it can be used for November. Jennifer Crowley is in line to teach AICP workshop in Galveston. They may have an AICP workshop on Nov 8 in Midland and piggyback on commissioners training.

- **Communications Coordinator Report - Heather Nick, AICP (ATTACHMENT D-3)**

Kyle Kingma reported for Heather on the report in the attachment. We need to discuss how mobile workshops may affect Short Course attendance.

- **Communications Tech Report - Kyle Kingma, AICP (ATTACHMENT D-4)**

Kyle Kingma reported on the report in the attachment. He pointed out it is free to post a job on the website and he would be happy to help with posting. Doug asked if we could include Instagram numbers in the report. Richard suggested issuing a press release before the Waco conference.

- **Planning Legend Selection Process - Dave Gattis, FAICP**

Dave Gattis wasn't able to be on call, but Doug reported that Karen Walz will chair the Planning Legend selection process, as she was recipient last year. Per action at previous meetings, Fellows will now be making that selection instead of the Board.

- **NPC Proceedings Proposal - Dave Gattis, FAICP (ATTACHMENT D-5)**

Doug McDonald reported for Dave that Bruce McClendon submitted a request to APA National to prepare proceedings for the national conference. National provided an in-depth response, including a summary that they don't see the demand for the proceedings and they do not see the benefit.

3. **APA Texas will PARTNER with other Texas professional organizations and non-profits to leverage resources and build coalitions.**

- **Hurricane Harvey Task Force Update - Kimberly Miller, AICP**

Kimberly Miller wasn't able to be on call. Mike reported that Kimberly Miller is leading the task force, which has meetings every two weeks. FEMA community planners that have been working on Harvey cleanup are participating in the calls. The group prepared the three APA foundation grant proposals that were awarded. They recently invited Robert Paternoster from California Community Planning Assistance Team (CPAT) as a speaker on the last call. We may need to consider implementing chapter-level CPAT ourselves.

- **Greater Dallas Planning Council (GDPC) Collaboration for Urban Design Professionals, Dallas, August 28 - Doug McDonald, AICP**

Doug McDonald described this upcoming collaboration event with other professional organizations and commended the idea.

- Action Item: 2018 Texas Municipal League Annual Conference, Fort Worth, October 9-12 - Christopher Looney, AICP (ATTACHMENT D-6)

Christopher Looney had to leave the call for a minute, so Doug McDonald gave summary of session that we will host at the upcoming TML conference, related to disaster recovery. It has been suggested to become an exhibitor at the TML conference as an opportunity to be in front of City administrators and discuss the importance of planning and APA. There is a cost for the exhibitor fee, promotional items, mileage, etc. A number of Board members will be attending the conference, so this could be a good test year to see how it goes. It may not always be feasible to exhibit at the conference based on the location and timing of our conference. It looks like booths are already filling up, so if we want to do this next year, we should book early.

A motion was made by Angela Martinez to approve having an exhibit booth for the Chapter at the TML 2018 conference. The motion was seconded by Richard Luedke and passed unanimously.

Angela Martinez discussed realotting \$2,500 from Misc Travel to TML conference. However we were very conservative when budgeting the national dues rate since the full year of new rates will not be in effect yet. We could adjust that line item to \$71,500 and add item for marketing for TML Conference.

A motion was made by Angela Martinez to adjust FY2019 budget to adjust the National Chapter Grant Income (dues rebate) to \$71,500 and add \$2,500 for marketing for TML Conference. The motion was seconded by Christina Sebastian and passed unanimously.

4. APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.

- TML Representative Report - Christopher Looney, AICP

Christopher Looney reported that the TML Policy Summit will be held next Thursday and Friday in Austin for all city reps to meet and vote on policies. The outcome will go to the TML business meeting held at their conference. TML will consider resolutions from Affiliates and we intend to send ours this year. Christopher will be using Craig Farmer's updates and resolution from last year. Our general stances is to oppose any bills that would erode municipal authority. Due to the Policy Summit being August 27, Christopher will present the draft to the EC for a special meeting once drafted.

- Advocacy Network Liaison Report - Craig Farmer, FAICP

Craig Farmer reported they want to coordinate with lobbyists for the cities who have them. We also may need to coordinate with planning directors for testimony and would like to work with Planning Matters as appropriate. Craig would like to have a small group for feedback on legislative issues to see if appropriate to send out to members for action. Bills start being introduced in middle of November and sessions starts in January.

- Progress report for Planning Matters--the Texas Planning Roundtable - Kim Mickelson, JD, AICP

Kim Mickelson was not able to be on call

- Planners Day at the Texas Capitol - Chance Sparks, AICP

Doug McDonald discussed that the Great Places in Texas announcement will be made during the event.

- Appointment of Diversity and Inclusion Committee Chair - Doug McDonald, AICP

Doug appointed AJ Fawver as the Diversity and Inclusion Committee Chair. They will be talking next week with the New York Chapter Diversity and Inclusion Committee.

- AICP Code of Ethics, Discrimination Policy - Heather Nick, AICP

Heather Nick was not able to be on call but Doug reported that this policy will be addressed separately from the Diversity and Inclusion Committee. Heather has been working with Carol Barrett and other committees.

5. APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.

- Texas Planning Awards Program - Claire Hempel, AICP (ATTACHMENT D-7)

Claire Hempel was not able to be on call but Doug reported they have created a subcommittee to overhaul the award categories and timing for 2019 to coincide better with National. The would like to get approval of new categories at the next Board meeting so they can be announced at the conference. Send any comments on the attachment to Claire.

- Great Places in Texas Program - Doug McDonald, AICP

Doug reported that the Great Places in Texas Program will be kicking off in October. Chet will be at Thursday night event at the Galveston conference to help promote the program and call for applications..

- Planning Excellence Recognition Plaques - Chance Sparks, AICP

Chance Sparks had to leave the call. Doug discussed how the City of Tyler has a large plaque for their Planning Excellence recognition and adds a year each time they receive recognition. The large plaques are somewhat expensive, but the years would be very inexpensive. We may want to change to plaques in the future, but will stick with certificates this year. We could maybe start in conjunction with our upcoming anniversary.

- **APATX18 Chapter Conference Update - Angela Martinez, Conference Co-Chair**

Mike McAnelly reported we have 254 people registered for the Galveston conference as of last Friday. The hotels are booked up, but we are working to add rooms to our block.

Angela Martinez reported that sessions are complete and mobile and special workshops are developed. AJ will do a walk and talk along the beach one morning. There are to be shop specials during the Thursday night event. Our keynote speaker is Janet Woodka. The Thursday plenary will be on Harvey recovery and the Friday morning plenary is being put together by Wendy Shabay with cities who've been talking to Amazon about HQ2.

Kelsey Poole spoke about the Legacy Project in Hitchcock, where they met with officials. Each school will create a resiliency plan focusing on a specific topic and creating a visual component to present to the task force. They may possibly host a CHARM (Community Health And Resource Management, a GIS mapping activity for stakeholders) workshop at conference at different location. Posters are planned to be posted at the conference at University Central.

- **NPC20 National Planning Conference Update - Kim Mickelson, JD, AICP**

Kim wasn't on the call but will provide updates in the future.

6. APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.

- **APA Texas Boundary Adjustment Study - Christina Sebastian, AICP**

Doug McDonald discussed that Central reported back that they do not want to pursue a boundary adjustment. Houston did not have strong feelings either way. Southwest and Southmost may also need to provide input. We will continue discussion in October with the Board.

- **Planning Student Organizations Representative - Kelsey Poole**

Kelsey Poole had to leave the call.

- **Regional Workshops - Mike McAnelly, FAICP**

Workshops were recently held in Tyler and El Paso. The Midwest and Southmost Sections each put on their own workshop. Future workshops are being planned in Midland and Corpus Christi.

- **Short Course, Regional Workshops and The Guide to Urban Planning in Texas Communities - Kim Mickelson, JD, AICP**

Kim was not on the call.

- **Texas Municipal League Services - Chance Sparks, AICP (ATTACHMENT D-8)**

Doug McDonald discussed how we are looking into possibly using TML for municipal services for conference planning. Their services are available a-la-carte, so we don't have to use them for everything. Chance mentioned that we are one of the few TML Affiliates who do not use TML services. Could start small and add more services in future as we see fit. Mike mentioned APA National is beginning to look into extending their website services to Chapters and he is hopeful the conference app will come next.

E. Future Meetings: Doug McDonald, AICP

- **APA Texas Board of Directors and Executive Committee**
 - a. Chapter Board Fall Meeting, Galveston TX - October 17, 2018
- **APA Texas Chapter Conferences:**
 - a. APA Texas Chapter - Galveston - October 16-19, 2018
 - b. APA Texas Chapter - Waco - October 16-18, 2019
 - c. APA Texas Chapter - El Paso - October 7-9, 2020
- **National Planning Conference**
 - 2019 San Francisco, Apr 13-16, 2019
 - 2020 HOUSTON, Apr 25-28, 2020
 - 2021 Boston
 - 2022 San Diego
 - 2023 Philadelphia

F. New Business

G. Adjourn

Doug adjourned the meeting at 12:35 pm.



American Planning Association
Texas Chapter

Making Great Communities Happen

Executive Committee Meeting September 6, 2018 Conference Call

MEETING MINUTES

Elected Officers					
President*	Doug McDonald	CC	Secretary*	Christina Sebastian	CC
President Elect*	Chance Sparks	CC	Past President*	Kim Mickelson	
Treasurer*	Angela Martinez		TML Rep*/TML Affiliate	Christopher Looney	CC
Section Directors					
Central	Shannon Mattingly		Northwest	AJ Fawver	
East	Kyle Kingma		Southwest	Rebecca Pacini	
Houston/Sections Rep*	Gary Mitchell	CC	Southmost	Xavier Cervantes	
Midwest	Tamara Cook		West	Fred Lopez	
North Central	Steven Duong				
Standing Committee Chairs					
PDO*	Richard Luedke	CC	Government Relations	Kelly Porter	
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	CC
EPL	Monica Rainey		University Rep	Ivonne Audirac	
Planning Awards	Claire Hempel		Student Rep	Dhawal Kataria	
Other Members					
Communications Manager	Heather Nick		CMO	Barbara Holly	
Chapter Historian	David Gattis		Executive Administrator	Mike McAnelly	CC
APA Director Region 3	Wendy Shabay				
Other Attendees					

X present in person

CC present via conference call

* Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors

Call to Order and Roll Call*: Doug McDonald, AICP:

Doug McDonald called the meeting to order at 3:06 pm.

A. Consider approving APATX Legislative Program for submittal to Texas Municipal League.

Chance Sparks: we haven't done formal program in a while, but in last session they found they wanted to be able to have that documentation before they go speak on a legislative item. Including Planners Day at the Capitol.

Chris and Craig provided comments in support. This will be provided to TML. Christina Sebastian sent in minor grammatical edits.

Chris Looney motioned to approve the APATX Legislative Program with minor grammatical edits by Christina Sebastian. Seconded by Gary Mitchell. Passed unanimously.

Craig mentioned that people are pushing for elimination of ½ mile ETJ. Doug asked if we had something we could send out to APATX members. He suggested having people send an email to Planning Matters to sign up for the list. Maybe we need a separate newsletter through Kyle. We can talk more about it in the future.

B. Adjourn

Doug McDonald adjourned the meeting at 3:29 pm.



American Planning Association
Texas Chapter
Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting
Wednesday, October 17, 2018, 8:30 a.m. to 12:30 p.m.
Galveston Island Convention Center
5400 Seawall Boulevard

Item E – Treasure’s Report

Submitted by: Angela M Martinez

A. Background Information:

- **NOTE:** When writing checks and/or making withdrawals either from the ATM or from the bank, please list what the reimbursement is for in the memo section of the check and/or contact Mike and/or me to let us know what it is for.
- Please contact Mike and/or me when making large purchases on the VISA Debit Card. Chase Bank notifies Mike and me every time a transaction over \$150 is made and it is important that we know it is not fraud and not block your debit card.
 - We had an incident recently in which Mike and I almost declined the charge due to not being notified. It was significant enough to be very concerning. PLEASE remember to send us an email or text, something that will let us know the charges are not fraudulent. As we get closer to the holidays, this will become extremely important.

B. Details: (include additional pages if needed)

- As of 10/08/2018 the balance of the Texas APA business account (7875) is \$277,706.63 and savings account (5845) is \$6,159.00. This has been a steady year for the chapter and revenues and expenditures have generally been on target with the budget.
- As of 05/29/2018 the balance of each section account is:

	IN ACCOUNT	FY 2018 2 nd DISBURSEMENT (10/17/2018)
➤ Central - 7019	\$ 5,193.86	\$ 375.00
➤ East - 7001	\$ 2,918.29	No request made for FY 2018
➤ Houston - 6995	\$ 7,839.39	\$ 375.00
➤ Midwest - 7217	\$ 5,397.01	\$ 375.00
➤ North Central - 7209	\$ 9,497.95	\$ 500.00
➤ Northwest - 7050	\$ 1,381.51	\$ 475.00 (<i>Approved in Executive Meeting</i>)
➤ Southmost - 7035	\$ 4,660.29	\$ 1,250.00
➤ Southwest - 7043	\$ 5,488.41	No request made for FY 2018
➤ West - 7027	\$ 6,443.70	\$ 750.00
➤ Plan4Health - 3226	\$ 6,159.00	
➤ State Chapter Reserve - 2876	\$ 10,000.05	
➤ Account - 5845	\$ 6,095.19	
- The 2nd FY2018 Chapter Disbursement will be made on or around October 01, 2018
- The 1st FY2019 Chapter Disbursement will be made on or around April 01, 2019



American Planning Association
Texas Chapter

Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting
Wednesday, October 17, 2018, 8:30 a.m. to 12:30 p.m.
Galveston Island Convention Center
5400 Seawall Boulevard

Item E - Treasure's Report

Submitted by: Angela M Martinez

A. Fiscal Year 2019 Budget Background Information:

- Any modifications to the budget will need to be discussed and voted on to revise the FY2019 Chapter Budget.

B. Details: (include additional pages if needed)

- The FY2019 Chapter Budget was approved on 06/01/2018
- We are spending funds that will be accounted for in FY2020 for the 2020 El Paso Conference
- Funds we are spending for the 2019 Waco Conference are coming out of the FY2019 budget that was previously approved.
- FY2018 Section Grants will be distributed to those Sections that requested FY2018 grants
- FY2019 Section Grants will not be distributed until April 2019

Attachments:

- APPROVED FY2019 Chapter Budget



American Planning Association
Texas Chapter
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Attachment E-1

Texas Chapter - American Planning Association
Adopted Budget Overview: Texas APA Budget - FY19 P&L Classes
October 2018 - September 2019 REV1

	Administrative & General	AICP Exam Workshop	Education & Professional Development	National Conference	Program	Section Programs	Chapter Conference	TOTAL
Income								
Job Posting Income								0.00
CPC Grant								0.00
Texas Planning Awards					5,000.00			5,000.00
AICP Training		1,000.00						1,000.00
CPC Study Guide Sales		500.00						500.00
Member Dues								
<i>National Chapter Grant Income (dues rebate)</i>					71,500.00			71,500.00
Registration Fees (600 Registrants)		3,000.00			7,000.00		267,000.00	277,000.00
Sponsorships							35,000.00	35,000.00
Total Income	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 83,500.00	\$ -	\$ 302,000.00	\$ 390,000.00
Gross Income								\$ 390,000.00
Expenses								
Assistance Provided - Other Orgs (PSO Grants)			2,500.00					2,500.00
Assistance to Individuals (AICP Exam Scholarships)		1,050.00						1,050.00
CPC Grant								0.00
EPL Activities			1,500.00					1,500.00
Planners Day at the Capital			3,800.00					3,800.00
Bank Service Charges								0.00
Chapter Board Meeting Expenses	3,000.00							3,000.00
National Planning Conference Reserve (Houston 2020)							5,000.00	5,000.00
Conference, Conventions, & Meetings							220,000.00	220,000.00
<i>Social Event Expense (Texas Chapter Reception)</i>				5,000.00				5,000.00
Total Conference, Conventions, & Meetings	\$ 3,000.00	\$ 1,050.00	\$ 7,800.00	\$ 5,000.00	\$ -	\$ -	\$ 225,000.00	\$ 241,850.00
Contracted Services								
Accounting	7,000.00							7,000.00
Board Retreat	4,000.00							4,000.00
Communications Administrator	20,000.00							20,000.00
Executive Administrator	42,000.00							42,000.00
Total Contracted Services	\$ 73,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,000.00
Education & Professional Development								
CM Provider Registration			1,610.00					1,610.00
AICP Exam Preparation Workshops		2,500.00						2,500.00
CM WebEx Subscription (APA Ohio Chapter)			250.00					250.00
Total Education & Professional Development	\$ -	\$ 2,500.00	\$ 1,860.00	\$ -	\$ -	\$ -	\$ -	\$ 4,360.00
Information Technology								
Internet Services	2,340.00							2,340.00
Website Design								0.00
Newsletter	360.00							360.00
Total IT Services	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00
Marketing								
Conferences (TML Conference)			2,500.00					2,500.00
Luncheons			0.00					0.00
Facebook			150.00					150.00
Mailouts			0.00					0.00
Total Marketing	\$ -	\$ -	\$ 2,650.00	\$ -	\$ -	\$ -	\$ -	\$ 2,650.00

	Administrative & General	AICP Exam Workshop	Education & Professional Development	National Conference	Program	Section Programs	Chapter Conference	TOTAL
Office Expense								
Conference Call Fees	0.00							0.00
Postage & Delivery	200.00							200.00
Supplies	200.00							200.00
Total Office Expense	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Officer Travel								
Officers - Past Pres, Pres Elect, Sec, Treasurer	5,500.00							5,500.00
PDO / PODO	2,500.00							2,500.00
President	5,000.00							5,000.00
Executive Administrator	3,500.00							3,500.00
Communications Administrator	3,000.00							3,000.00
TML Representative	1,000.00							1,000.00
Section Representative	1,000.00							1,000.00
Student Reps	500.00							500.00
Misc. Travel for Programs (to be approved by EC prior to travel)	2,500.00							2,500.00
Total Officer Travel	\$ 24,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,500.00
Section Grants (Disbursements)								
Central Texas Section 7019						3,000.00		3,000.00
East Texas Section 7001						0.00		0.00
Houston Texas Section 6995						1,500.00		1,500.00
Midwest Texas Section 7217						2,500.00		2,500.00
North Central Texas Section 7209						0.00		0.00
Northwest Texas Section 7050						4,500.00		4,500.00
Southmost Texas Section 7035						4,500.00		4,500.00
Southwest Texas Section 7043						3,500.00		3,500.00
West Texas Section 7027						4,000.00		4,000.00
Total Section Grants (Disbursements)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,500.00	\$ -	\$ 23,500.00
Committee Expenses								
Great Places In Texas								
Trophies								0.00
Video Production, Marketing, and Travel					5,000.00			5,000.00
Planning Awards Committee								
Meals					0.00			0.00
Lodging					0.00			0.00
Trophies					1,500.00			1,500.00
Video Production					5,000.00			5,000.00
Conference Committee Meetings					500.00			500.00
Historian			1,000.00					1,000.00
AICP Training			2,500.00					2,500.00
Guide to Planning in Texas Communities			2,000.00					2,000.00
Total - Committee Expenses	\$ -	\$ -	\$ 5,500.00	\$ -	\$ 12,000.00	\$ -	\$ -	\$ 17,500.00
Total Expenses	\$ 103,600.00	\$ 3,550.00	\$ 17,810.00	\$ 5,000.00	\$ 12,000.00	\$ 23,500.00	\$ 225,000.00	\$ 390,460.00
Net Operating Income								
	\$ (103,600.00)	\$ (3,550.00)	\$ (17,810.00)	\$ (5,000.00)	\$ (12,000.00)	\$ (23,500.00)	\$ (225,000.00)	\$ (390,460.00)
Other Income								
Interest Income	500.00							500.00
Total Other Income	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Net Other Income	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Total Balance	\$ (103,100.00)	\$ 950.00	\$ (17,810.00)	\$ (5,000.00)	\$ 71,500.00	\$ (23,500.00)	\$ 77,000.00	\$ 40.00



American Planning Association
Texas Chapter

Making Great Communities Happen

APA Texas Chapter Board of Directors Fall Meeting
Wednesday, October 17, 2018, 8:30 a.m. to 12:30 p.m.
Galveston Island Convention Center
5400 Seawall Boulevard

Item F – TML Representative's Report

Submitted by: Christopher Looney, AICP

Report:

TML Organizational Structure Update

TML held their Municipal Policy Summit on August 23-24 in Austin. The Summit is made up of municipal and affiliate representatives. TML Staff and leadership provided Summit members an overview of changes being made, over a two-year period, to the process by which municipalities and affiliates will engage with and inform TML on positions the League should take on legislation. As mentioned at our last meeting, TML has consolidated the multiple committee structure down to a Municipal Policy Summit. At the meeting, the Summit voted on position recommendations. The positions taken were routed to the Resolutions Committee, which is smaller than the Summit and made up of key appointed municipal representatives. The Resolutions Committee met at the TML Conference last week to consider the Summit's recommendations, as well as any additional individual municipality and affiliate positions for final recommendations to the full League Membership. A final report will be produced by TML and, upon receipt, I will distribute to the APA Board members.

This is the last year the Resolutions Committee will exist as the League continues its two-year streamlining plan.

Affiliate

The APATX Executive Committee met on September 6 and voted on a resolution regarding APA positions on potential legislation in the 2019 Legislative Session. We submitted that resolution/Legislative Program (attached) to TML for the aforementioned Resolution Committee consideration.

TML Conference

This annual conference was held October 9-12 in Fort Worth. While I was unable to attend due to unexpected family medical issues, APA was well represented:

- APA sponsored a Safety-related session on Flood Mitigation (see attached)
- APA set up an elaborate Exhibit Booth showcasing Great Places in Texas

A special thanks goes out to everyone who helped schedule, setup and staff the booth, as well as everyone who helped coordinate and present the session!

The importance of our exposure at the TML Conference includes demonstrating to city management and elected officials what planners can do for their cities, beyond the traditional.

Actions Needed:

None

Attachments:

- APATX Legislative Program
- TML Conference Session description



2018-2019 LEGISLATIVE PROGRAM

American Planning Association
Texas Chapter

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Introduction

Planners across the state are well aware of the fact that many significant decisions affecting Texas cities are made by the Texas Legislature, not by municipal officials or our own employers.

During the 2017 sessions, more than 8,000 bills or significant resolutions were introduced (a record); more than 1,300 of them would have affected Texas cities and planners in some substantial way. A new record was set for most bills pre-filed on the first day. APATX tracked 401 bills related to planning and development. 43 of those were either signed by the Governor or not vetoed to become law on September 1, 2017. Fourteen were bad for cities and twelve were good. The remainder were neutral and not determined to be negative.

There is no reason to believe that the workload of the 2019 session will be any lighter; it may be greater. And for better or worse, planners will have to live with all the laws that may be approved by the Legislature. Thus, the American Planning Association Texas Chapter must make every effort to assure that detrimental bills are defeated and beneficial bills are passed.

Relationship to Texas Municipal League

APATX is an affiliate member of the Texas Municipal League. Through this affiliation, APATX is subject to the following:

- An affiliate may not adopt or advance any policy position, legislative or otherwise, which is contrary to TML's policy position. Before an affiliate adopts or advances any position, it must take actions to ensure that such position is not contrary to TML policy.
- An affiliate may, when requested or at its own initiative, communicate its priority legislative issues to TML at any time, so that those issues can become part of the deliberations of the TML legislative policy committees. However, each affiliate that in any manner adopts a legislative program or a list of legislative priorities, by action of its officers, board, a committee, or membership, must provide such information to the Executive Director of TML no later than ten days prior to the TML Board meeting that immediately precedes the beginning of a regular legislative session.
- An affiliate should, when requested or at its own initiative, nominate members of its affiliate group to serve on the TML legislative policy committees.
- If an affiliate works for the defeat or passage of any legislation which is not specifically addressed in the TML legislative program, the affiliate shall not use letterhead stationery or other means of communication which state or indicate an affiliation with TML and shall not state that it represents, is represented by, is affiliated with, or is part of the TML. It is the responsibility of the affiliate to ascertain TML's position on any legislation or proposed legislation on which the affiliate wishes to adopt a position. This policy controls, regardless of affiliate guidelines which may seem to be contradictory.
- An affiliate should seek input from the TML staff before the affiliate decides to give an award to any member of the Texas Legislature. An affiliate must inform the TML staff of any decision to give such an award prior to the time the award is given and must provide to TML any press releases or other information concerning the award.

- An affiliate should seek input from the TML staff before the affiliate decides to retain a lobbyist. An affiliate must inform the TML staff of any decision to retain a lobbyist and must provide the lobbyist's name. The affiliate should encourage its lobbyist to regularly communicate with the TML staff.
- An affiliate must immediately inform the TML staff of any decision to make a political contribution and the amount of the contribution to any campaign for a state-level office.

General Legislative Philosophy

APATX's legislative philosophy is rooted in the AICP Code of Ethics. APATX will oppose any legislation that would erode the authority of Texas cities to govern their own local affairs. Cities represent the level of government closest to the people. They bear primary responsibility for provision of capital infrastructure and for ensuring our citizens' health and safety. They likewise serve as the primary conduit for implementation of best planning practices in the State of Texas. As such, it is considered imperative to preserve authority of cities as the best means of advocating in a manner consistent with the special responsibility of our profession to serve the public interest with compassion for the welfare of all people and, as professionals, to our obligation to act with high integrity.

There is a practical limit to what APATX can accomplish during the legislative session, even with affiliate support of TML. Because both APATX and TML have finite resources and because vast amounts of those resources are necessarily expended in defeating bad legislation, APATX recognizes that it must very carefully select the bills for which it will attempt to find sponsors and seek passage. In considering any legislative initiative, APATX considers:

- Does the initiative have wide applicability to a broad range of cities of various sizes and in various parts of the state?
- Does the initiative address a principle planning value, or is it only indirectly related to planning? If indirect, is the initiative critically important to TML or an allied profession?
- Is this initiative, when compared to others, important enough to be part of APATX's list of priorities?
- Will the initiative be vigorously opposed by strong interest groups and, if so, will APATX members commit to contributing the time and effort necessary to overcome that opposition?
- Is this initiative one that planners, perhaps more than any other group, should and do care about?
- Is the initiative consistent with TML's legislative program?

Levels of Support

Legislative issues fit into one of four categories of effort. Those categories are:

- Seek Introduction and Passage – APATX will attempt to find a sponsor, will provide testimony, and will otherwise actively pursue passage. Bills in this category are known as “APATX Bills.”
- Support – APATX will attempt to obtain passage of the initiative if it is introduced by some other entity.
- Oppose – APATX will actively attempt to defeat the initiative because it is detrimental to the organization, its general legislative philosophy (particularly in regard to erosion of local self-determination and the authority of cities to implement best planning practices) or the AICP Code of Ethics.
- No Position – APATX will take no action.

Legislative Priorities

Opposition to Bad Bills – “*First, Do No Harm*”

APATX's highest priority goal for 2018-2019 will be the defeat of legislation deemed detrimental to the organization, its general legislative philosophy or the AICP Code of Ethics. As a practical matter, adoption of this position means that the beneficial bills will be sacrificed, as necessary, in order to kill detrimental bills given the legislative climate.

The APATX Priority Package

The following represents the primary foci of the American Planning Association Texas Chapter for the 2018-2019 period of legislative activity, in addition to the Legislative Program by Topic provided further below.

1. Defeat any legislation that would erode municipal authority in any way, impose an unfunded mandate, or otherwise be detrimental to cities, especially legislation that would:
 - a. Impose a revenue cap of any type, including a reduced rollback rate, mandatory tax rate ratification elections, lowered rollback petition requirements, limitations on overall city expenditures, exclusion of the new property adjustment in effective rate and rollback rate calculations, or legislation that lowers the rollback rate and gives a city council the option to re-raise the rollback rate. This position should not be viewed as APATX's support for raising taxes, but instead as recognition that cities are more aware of their financial needs than the State. Cities' solvency & access to financial resources is critical to furthering the planning profession and its values.
 - b. Erode municipal annexation authority. Counties in Texas, as the next closest level of local government, lack the authority and resources that would further the planning profession and its values. Cities' abilities to set their boundaries under the existing appropriate due process is best left to those elected leaders closest to the people, and in recognition of the equity issues of the public potentially addressed through annexation.

- c. Provide for state preemption of municipal authority in general. Cities are the level of government closest to the people the planning profession serves, and as such, preservation of their authority is critical to furthering the planning profession and its values.
- d. Expand election requirements for issuance of any city debt, impose a petition/election procedure where none currently exists, or that would otherwise erode the ability of a city to issue debt in any way. This position should not be viewed as APATX's support for such debt, but instead as recognition that cities are more aware of their financial needs than the State. Cities' solvency & access to financial resources is critical to furthering the planning profession and its values.
- e. Erode the authority of a city to be adequately compensated for the use of its rights-of-way and/or erode municipal authority over the management and control of rights-of-way.
- f. Erode municipal authority related to development matters, including with respect to the following issues:
 - i. Annexation
 - ii. Eminent Domain
 - iii. Zoning
 - iv. Regulatory Takings
 - v. Building Codes
 - vi. Tree Preservation
 - vii. Short-Term Rentals

2. Support passage of any legislation that would:

- a. Expand municipal annexation authority.
- b. Generally clarify and enhance the authority of general law cities to enact regulations and restrictions in furtherance of the planning profession and its values.
- c. Clarify the extension of TABC wet status of city to properties following annexation, as current rules and legislation result in confusion and inconsistency.
- d. Clarify the application of regulations pertaining to group living, including group living in support of sober living and group living in support of individuals with disabilities, to address specific issues related to occupant safety, inspection authority, registration, density, neighborhood context considerations and living environment. Examples include group living environments in which rooms are over-occupied or not occupied for their intended purpose, resulting in an unhealthy environment. Potentially, this could be a variation on HB 293 (Johnson) and HB 640 (Phillips).

- e. Reform specific aspects of subdivision platting under Chapter 212 of Local Government Code to provide cities the ability to simplify processes, reduce unnecessary bureaucracy and increase potential efficiency of the platting process. This gives cities more flexibility, removes a mandate, improves the development process for developers & builders, and increases government efficiency. Specifically:
 - i. Elimination of the “four or fewer lots” restriction on delegating approval of minor administrative plats to staff, and clarifying what constitutes “municipal facilities” for the purposes of qualifying a subdivision for this administrative route of processing (LGC Section 212.0065).
 - ii. Elimination of public hearing requirements for replatting without vacating a preceding plat (LGC Section 212.014). Platting is a ministerial function in which if codes are met it MUST be approved. The hearing unnecessarily agitates the public, as their public comment cannot be applied to a discretionary action. Likewise, this should clarify what “amending or removing covenants or restrictions” means in this circumstance. By doing this, barriers to redevelopment of property are removed and preservation of property rights is enhanced.
 - iii. Elimination of the public hearing requirements for residential replats (LGC Section 212.015), for the reasons described above for replatting without vacating a preceding plat. This additionally assists housing affordability, removing a common barrier created by state law.
- 3. Act as an effective educational resource to legislators, legislative staffs, allied professions and TML in furtherance of the planning profession and its values. Specifically:
 - a. Conduct a Planners Day at the Capitol event, coinciding with the 2018 Great Places in Texas awardees and coordinating with TML. Late March to Early April is ideal timing.
 - b. Pursue poster/displays in Capitol and Capitol Extension themed to the positive impact of planners and planning on Texans; recommend theming to the Great Places in Texas program with information on how the place and project benefited from planning and how Texans benefited from the project.
 - c. Target outreach to representatives and senators of districts containing Great Places, with special commemorative items and photo opportunities. Representatives and Senators love anything themed to something in their particular district, especially graphics and photos. Consider use of Chet Garner, and schedule with representatives and senators early on to ensure availability.

Appendix: Detailed Legislative Program by Topic

The following is a list of detailed positions expanding upon the APATX Priority Package described above in order to provide additional clarity and direction, approved by the APATX Board of Directors pertaining to topical legislation. These particular topic areas represent application of the APATX Priority Package as they may likely appear in legislation.

Affordable Housing

Support legislation and additional appropriations for affordable and workforce housing that allows for the expansion and preservation of diverse, affordable homes in cities.

Oppose legislation that would restrict tools available to cities to address affordable housing challenges.

Take no position, but monitor proposed reforms to the Low Income Housing Tax Credit Program, and take positions to support or oppose in a manner consistent with planning values and priorities as described and referenced in this policy.

Annexation and Extraterritorial Jurisdiction

Support legislation granting general law cities additional authority to annex areas wholly surrounded by cities.

Support legislation that would expand annexation authority for all cities.

Oppose legislation that would erode municipal authority in the extraterritorial jurisdiction.

Billboards and Signage

Oppose legislation that would erode municipal authority over billboards or that would place any unfunded mandate on cities relating to billboards.

Building Codes, Expediting and Contractor Licensing

Support legislation authorizing a city council to opt-in to requiring residential fire sprinklers in newly constructed single-family dwellings.

Oppose legislation that would erode a city's ability to make amendments to model building codes, including procedural steps to hamper such amendments.

Oppose legislation that would further restrict a city's ability to impose building fees.

Oppose legislation mandating permit approvals, expedited permits and other similar efforts leading to automatic approval of potentially substandard development & construction.

Oppose legislation removing municipal authority and registration pertaining to contractor trades.

Comprehensive Planning, Property Rights, Zoning and Vesting

Support legislation making beneficial changes to the permit vesting statute in favor of cities (Chapter 245 of Local Government Code).

Oppose legislation that would erode municipal comprehensive planning and zoning authority, or that would modify existing procedures in any detrimental way.

Oppose legislation that would restrict a city's ability to adopt or amend zoning regulations, or vest or otherwise create a property right in a zoning classification.

Oppose legislation that would further erode a city's ability to regulate religious or charitable organizations.

Oppose legislation regarding permit vesting that would adversely affect cities, including the vesting of any regulation put in place following transfer of property ownership.

Oppose legislation that would erode the ability of a city to amortize nonconforming uses, including those in a flood plain.

Economic Development

Support legislation that would allow land to be used, transferred, conveyed or swapped in Chapter 380 economic development agreements.

Support legislation appropriating funds to support the role public libraries play in the workforce and economic development in local communities.

Support legislation that ensures libraries are included as eligible partners and beneficiaries in any strategy or guideline aimed at constructing or improving public spaces.

Oppose legislation that would erode a city's incentive options to enhance its economic development efforts to promote retention and expansion of existing retailers, restaurants, developers, commercial businesses and primary employers, and to attract new business.

Emergency Services Districts

Support legislation authorizing cities, in relation to annexation, planned annexation, voluntary annexation, or negotiated annexation, to replace some or all emergency services district (ESD) sales taxes in an area with city sales taxes, provided an ESD's existing sales tax debt is proportionately and reasonably provided for in some manner.

Support legislation that would permit a municipal development district's sales tax, notwithstanding a competing emergency services district (ESD) sales tax, to apply in the extraterritorial jurisdiction, as current law allows, provided an ESD's existing sales tax debt is proportionately and reasonably provided for in some manner.

Support legislation allowing cities to remove themselves from an ESD if the city is capable of providing services to the area.

Support legislation requiring city council approval for an ESD to expand into a city's corporate limits or ETJ, or for the establishment of an ESD sales tax in same.

Eminent Domain

Oppose legislation that would further erode a city's ability to condemn property for public use.

Historic Preservation

Oppose legislation that restricts historic zoning, accelerates demolition, or otherwise imposes additional restrictions on the formation, implementation and administration of local historic districts.

Impact Fees and Similar Exactions

Oppose legislation that would reduce municipal authority to require exactions related to and required by new development, or that would erode the authority of cities to adopt and enforcement minimum development standards.

Oppose legislation that would erode municipal authority over impact fees or that would exempt any entity from paying municipal impact fees.

Manufactured Homes

Oppose legislation that would limit non-conforming regulation enforcement, prohibit regulation or otherwise seek to preempt municipal authority.

Parks

Oppose legislation that would be detrimental to parks, recreation, open space, trails and tourism.

Support legislation authorizing electric utilities to allow cities to build and operate hike and bike trails and recreational amenities on land and easements owned and occupied by an electric utility with the limitation of liability applicable to electric utilities in Chapter 75, Texas Civil Practice and Remedies Code.

Support legislation that would protect and enhance investments in all public parks and open space, including Constitutional dedication of the full amount of Sporting Good Sales Tax, opposition to tax-free weekend on sporting goods, opposition to appropriation riders to the Texas Parks & Wildlife Department local park grant programs, support for conservation of open space and making public lands accessible for public use, support for tree preservation.

Support Federal funding related to the Land Water Conservation Fund, Sport Fish Restoration Boat Access program, and U.S. Department of Transportation Recreation Trails program.

Support conservation of water and natural resources and rights and access to recreational amenities.

Payday Lending

Support legislation to prevent further exploitative payday and auto title lending practices.

Short-Term Rentals

Oppose legislation that would erode municipal authority to regulate short-term rentals.

Special Districts

Oppose legislation that would allow special districts to form in a city or its extraterritorial jurisdiction without the city's permission, or that would impose additional requirements on cities relating to special districts.

State Budget

Support legislation providing a fair and equitable distribution of the sporting good sales tax revenues for state and local parks.

Support creation of a constitutional dedication of sporting goods sales tax revenues for use in state and local parks that would directly benefit parks, recreation, open space, trails and tourism.

Support pass through of federal dollars used for parks, recreation, open space, trails, and tourism from any of the following, but not limited to, the US Department of the Interior Land and Water Conservation Fund, the Sport Fish Restoration Boat Access program and the US Department of Transportation Recreation Trails Program.

Support allocation directly benefit parks, recreation, open space, trails, tourism, health and wellness (i.e. utility corridors and mobility).

Support providing additional funding to TxDOT for transportation projects that would benefit cities, so long as existing funding formulas are followed.

Support providing local, state and federal transportation funding for rail as one component of transportation infrastructure.

Support providing additional funding for transportation mobility projects and increased local control over those projects.

Oppose legislation that would limit or eliminate the current flexibility of the Major Events Reimbursement Program as a tool for cities to attract or host major events and conventions.

Support legislation requiring the Legislative Budget Board to include in all fiscal notes attached to legislation the estimated cost of unfunded mandates for local governments.

Taxes

Support legislation amending Chapter 327 of the Texas Tax Code to authorize the collection of municipal sales and use taxes for street maintenance for an indefinite, or at least extended, term instead of the four years provided by current law.

Support legislation resulting in mandatory disclosure of real estate sales prices.

Support legislation allowing a council-option city homestead exemption, expressed as a percentage or flat-dollar amount.

Oppose legislation that would erode the concept that appraisals must reflect the true market value of property.

Oppose legislation that would impose new property tax exemptions that substantially erode the tax base.

Oppose legislation that would impose a property tax freeze that can be implemented by any mechanism other than council action.

Oppose legislation resulting in new mandatory homestead exemptions or exemption increases.

Oppose legislation imposing any sales tax exemption that would substantially erode the tax base.

Oppose legislation that would expand the sales tax base without fully benefitting the city tax base.

Oppose legislation that would alter the city share or the calculation or sourcing of city sales taxes.

Support legislation resulting in beneficial amendments to the equity appraisal statute.

Oppose legislation that would negatively expand appraisal caps.

Transportation

Support legislation that would add a tenth criterion of "location of an emergency services station" to the state criteria related to the proper placement of a traffic signal on a state highway.

Support legislation allowing for greater flexibility by cities to fund local transportation projects; amend or otherwise modify state law to help cities fund transportation projects; or provide municipalities with additional funding options and resources to address transportation needs that the state and federal governments are unable or unwilling to address.

Support legislation increasing municipal authority over TxDOT logo signs.

Oppose legislation that would erode or preempt city regulations governing transportation network companies and licensing of their drivers.

Oppose legislation that would increase the permissible size or weight of vehicles under state law.

Oppose legislation that would limit tools or put in place restrictions impairing the development of alternative means of transportation and mass transit, including commuter rail, light rail and high-speed rail.

Tree Preservation

Oppose legislation that would further erode municipal authority in relation to tree preservation requirements.

Utilities

Oppose legislation that would erode local control or reduce municipal ownership or control over effluent and water reuse projects.

Wireless Facilities

Oppose legislation that would further erode a city's ability to regulate wireless and cellular facilities, including small cellular network deployment.

TML Conference 2018

Safety – Flood Mitigation (presented courtesy of TXAPA – Texas Chapter of the American Planning Association)

After several years of overwhelming flood events in several areas of Texas, NOAA is revising the rainfall intensity maps. The maps illustrate the expected rainfall amounts that comprise the 100 year storm event, and will add new areas in most cities to the one-percent annual chance flood zone that were not included before. This session will look at what cities should be doing to prepare, prevent, mitigate and plan for resiliency as these more severe storms are expected to increase in number. Join the panel as they discuss first hand experiences and strategies to keep your citizens safe and protect private and public property from floodwater devastation.

Kimberly Miller, Director of Texas Operations, Allen ES; **Daniel McGinn**, AICP, CFM, Director of Planning/ESI, City of Corpus Christi; **Amanda Torres**, Community Planner, City of Rockport; and **Kim Mickelson**, Attorney, City of Houston

Room 204, Level 2



American Planning Association
Texas Chapter
Making Great Communities Happen

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Item G – Section Director’s Report

Submitted by: Gary Mitchell

Report: 7 of the 9 Sections Submitted Section Reports this round.

Attachments: Section Representative’s Report



Sections Representative Report
Submitted by APA Houston Section Director Gary Mitchell, AICP

Central Section | Martin Zimmermann, AICP:

- September 7 – Held the Fall Section meeting/Awards Banquet/Law CM event at Abel's on the Lake in Austin, 11:30am – 1pm.
 - Scott Houston, General Counsel and Deputy Executive Director of the Texas Municipal League, discussed anticipated challenges facing public planning in the upcoming Texas legislative session. He also discussed strategies for planners and elected officials to use in publicizing the importance of planning in protecting the public welfare.
 - Over 100 central Texas planners attended, which was the largest crowd at a Central Section awards event in 10 years.
 - There was plenty of food, the view was spectacular, and the speaker was informative and irreverently funny.
 - Section Awards were given out in the following categories:
 - Student Planning Award – Brownsville West Rail Trail, UT Austin
 - Project Planning Award – City of Buda Unified Development Code
 - Planner of the Year – Andreina Davila Quintero, City of Georgetown
 - Transportation Planning Award – City of Belton Roundabout
 - Groundbreaking Planning Award – Emily Barron, City of Pflugerville



- Total cost for the event and awards was \$4,706.52. About 48 percent of the cost (\$2,282.66) was covered through ticket sales, award nomination fees and sponsorships.
- November 16 – The Section's Community Service Event committee finalized plans for the Section's first ever community service event, volunteering at the Habitat Restore at 500 W. Ben White Blvd in Austin, which is now scheduled for November 16, 9:30am – 1pm. More events are being discussed for this fiscal year.

- Continued monthly Section Board conference call.
- Sent newsletter updates with pertinent information about events, Section meetings, and volunteer opportunities to Section members, as follows:
- February – 3 newsletter updates
March – 3 newsletter updates
April – 1 newsletter update
May – 3 newsletter updates
June – 2 newsletter updates
July – 3 newsletter updates
August – 2 newsletter updates
September – 1 newsletter update (so far)

East Section | Kyle Kingma, AICP, CFM:

No report this time.

Houston Section | Gary Mitchell, AICP:

- August 7 – Section officers met via conference call on upcoming events and other coordination items. Also voted unanimously to proceed with the statewide Section bylaws unification effort with APATX.
- September 11 – Hosted another Section event away from central Houston, this time at the Memorial City location of Cheesecake Factory, using its outdoor area to host a mixer in conjunction with the West Houston Association immediately after the Association had held a late afternoon unveiling event for its 2060 Plan for west Houston. The Association provided a \$200 sponsorship, which more than covered the mixer cost of ~\$110.
- September 21 – Coordinated with ASLA and Rice Design Alliance to promote (through Section e-blasts) and provide sponsor support for the annual PARK(ing) Day event in downtown Houston. Section Treasurer Luis Guajardo attended and provided an APA promotional (membership information) and educational table at the event.
- September 24 – Coordinated with the Texas Southern University SPO to organize an Urban Planning Career Roundtable (5:00-7:00 PM at TSU) that featured four area planning professionals (both public/private and in diverse specialties) discussing their transition from planning school to practice, early career formation, and lessons learned in the planning profession. The Section provided food/refreshments and CM credit for AICP attendees. The roundtable was moderated by Section Treasurer Luis Guajardo and included Velyjha Southern, Transportation Planner with the City of Houston Planning and Development Department; Edmund Petry, Director OF Environmental, Capital & Long Range Planning with the Metropolitan Transit Authority of Harris County (METRO); Anita Hollman, Principal Planner with the Houston-Galveston Area Council; and Louis Cutaia, Associate Planner with Walter P. Moore. TSU leaders were very pleased to host the event in collaboration with the Houston Section and Interim Department Chair Sheri Smith, Ph.D., AICP, later thanked the Section and panel for “sharing your experiences and insight into the job market and identifying those skills and traits necessary to not only get the interview, but to be successful.”



- September 26 – The Houston Section was again among the supporters of the twice-yearly Houston Young Design Professionals Happy Hour along with various other planning and design related organizations.
- Ongoing – Continue to identify and register worthy events by other area organizations for CM credits, including the Houston-Galveston Area Council and the Kinder Institute for Urban Research at Rice University.

Upcoming Programs/Projects

- November 9 – Houston Section is partnering with the Houston-Galveston Area Council (H-GAC) on its annual Fall Planning Workshop, assisting to recruit area planning professionals, municipal and county elected officials and city managers/staff, and representatives of other organizations to serve as panelists and promoting the Section's suggested focus on "Planning at the Edge" (challenges of managing growth in cities' extraterritorial jurisdictions and other unincorporated areas, involved entities and jurisdictions, effects of further limits on municipal annexation authority, limited authorities of Texas counties, inapplicability of building codes outside city limits, development agreements and other tools besides annexation, limits on local government revenues and spending, etc.). Section Director Gary Mitchell will provide opening and closing remarks along with H-GAC leadership and will moderate a "Tools" panel.
- Coordinating with TSU SPO and local planning employers to arrange workplace visits and interaction with students (5 students maximum per visit, 1-2 hours on-site, one visit per month in the months ahead). Also pursuing APA Ambassador Program activities with SPO, and encouraging students to take advantage of free APA student membership.

Midwest Section | Tamara Cook, AICP:

- August 17-October 5 – Midwest Section Conference Scholarship Call – The Midwest Section offered travel stipends for students wanting to attend the State Conference. Students will be required to assist with the Legacy Project as a condition of receiving travel assistance. The Midwest Section is coordinated with UTA SPA.
- August 24 – Board meeting to discuss the Focus North Texas budget and proceeding forward.
- August 28 – Director, Treasurer, Secretary, and Communications Coordinator volunteered and attended the Multi-Disciplinary Collaborative Event with Greater Dallas Planning Council, ULI, AIA, CNU, ASLA, and APA (both North Texas sections). Event took place at the DART Tyler Street Station from 5:00-8:00 p.m. and showcased the GDPC Urban Design Award Winner. The Midwest Section provided sponsorship of this event and 1 AICP CM credit is available.
- August 31 – Secured the Irving Convention Center for the 2019 Focus North Texas.
- September 4 – iWork Career Fair. APA Texas had a booth. 1,200 students were in attendance at the career fair. Midwest Section Director talked with approximately 100 students about a career in planning. Midwest Director coordinated with UTA SPA President to develop an infographic about careers in planning that can be used by the State and other Sections.
- September 5 – Joint Midwest and North Central Sections Board Meeting to discuss the Focus North Texas budget and how to proceed.
- September 7 – Midwest Section Board meeting.
- September 8 – Midwest Service Project #2 – The Midwest Section met at a Tarrant Area Food Bank Community Garden and hosted the 2nd service project in 2018. 10 members were present and helped contribute to the garden by repotting plants.

- September 19 – Resilient Region Part 3: Urban Wildfires hosted at NCTCOG. Texas A&M Forest Service presented on the threats that wildfires pose to urban areas and how planners can be prepared to integrate this risk into their planning efforts.
- September 21 – Meeting to discuss Midwest Section Awards for the upcoming year and modifying the awards categories.
- September 28 – Focus North Texas 2019 Committee Meeting was held with volunteers from the North Central and Midwest Sections to prepare for FNT on February 8th.
- October 3 – Section Director, Treasurer, and Communications Coordination attended the Strong Towns Curbside Chat at UTA to hear Chuck Mahron speak. Midwest provided advertising about the Midwest Section and Focus North Texas.

Future Programs/Projects

- Midwest Section will be hosting a Membership Mashup in October at Texas Live in Arlington.
- November – Joint event with ASLA – Networking event of some kind between Midwest Section and ASLA North Texas.
- January 2019 (Tentatively) – Awards Banquet and Membership Meeting.
- February 8, 2019 – Focus North Texas and Midwest Awards Lunch. The Midwest Section is partnering with the North Central section to host the Focus North Texas event at the Irving Convention Center.

North Central Section | Drew Brawner, AICP:

Past Activity

- May 8 – Transportation Technology and the Built Environment (joint event with ASLA) at Toyota North America Headquarters in Plano; included a tour of the facility and a panel discussion.
- August 2 – Board took a vote and approved support for a Joint Section (North Central/Midwest) Focus North Texas conference.
- August 28 – Joint multi-disciplinary event with GDPC, AIA, ASLA, ULI, at Tyler Station in Dallas.
- September 5 – Held a Joint Section Board Meeting with the Midwest Section to discuss funding and preliminary planning details regarding the Joint Section Focus North Texas conference; North Central approved funding for the event.
- September 14 – North Central Section Board Meeting.

Upcoming Activity

- Bylaws update in coordination with Texas Chapter.
- December 2018 – North Central Section Holiday Party.
 - Currently scheduled for Thursday, December 13.
 - Looking into options for a portion of the proceeds to benefit a local charity.
- February 2019 – Joint Section Focus North Texas conference.
- Ongoing: Improvements and additional content for Section newsletters and website.

Northwest Section | AJ Fawver, AICP, CNU-A:

- Held Section leadership calls in August and September.
- Scheduled a Section leadership goal setting and event scheduling meeting for 2019 (in December).
- September 28 – Held Section meeting and educational event focused on historic preservation for Texas towns and small cities. Panel discussion facilitated by Section Director AJ Fawver included panelists:
 - Madeline Clites, Certified Local Government Coordinator, Texas Historical Commission.

- Larry Abrigg, former Historic Preservation Officer, Planner, and Consultant with 30+ years of experience.
- Jim Doche, Consultant Architect, McCartt & Associates.
- Evan Thompson, Executive Director, Preservation Texas.
- Matt Synatschk, former Historic Planner and CLG Coordinator, Development Manager for Matkin Hoover.
- November 8 – Section is hosting an Appointed & Elected Officials Training in Midland in cooperation with the Chapter.
- December 5 – Section leadership will be convening for a goal setting/planning session for the 2019 calendar.

Southmost Section | Xavier Cervantes, AICP:

- September 28 – Planning Commissioners Workshop for Corpus Christi area.
- October 4 – Lattes and Leadership event in San Juan.

Southwest Section | Rebecca Pacini, AICP:

No report this time.

West Section | Fred Lopez, AICP, CNU-A:

- August 14 – Regional Workshop for Appointed and Elected Officials held at the Main Library in Downtown El Paso.
- August 14 – AICP Workshop held at the Main Library in Downtown El Paso.
- September 13 – Green Drinks Mixer sponsored by USGBC and the West Section, which focused on green infrastructure strategies for public and private sector development.



American Planning Association
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ITEM H
BOARD OF DIRECTORS COMMITTEE REPORTS

- Planning Development Officer – Richard Luedke, AICP
- Planning Official Development Officer – Ann Bagley, FAICP
- Awards Committee – Claire Hempel, AICP
- Communication Committee – Heather Nick, AICP
- Diversity and Inclusion Committee – AJ Fawver, AICP
- Membership Committee – Fred Lopez, AICP
- Planning Student Organization – Student Representative – Kelsey Poole
- Communications Technician Report – Kyle Kingma, AICP



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Item H - Committee Chair Reports

Committee: Professional Development

Submitted by: Richard E. Luedke, AICP , Professional Development Officer (PDO)

Committee Report:

A. Background Information: Please see information below regarding pass rates, workshops, exam fee reimbursements and other topics.

B. Details: AICP Exam Pass Rates:

Exam Date	Texas Chapter Total Taking Exam	Texas Chapter Total That Passed Exam	Texas Chapter Pass Rate	National Total Taking Exam	National Total That Passed Exam	National Pass Rate
2010-2012	224	133	59%	3239	2082	64%
2013-2015	210	110	52%	3150	2131	67%
May 2016	38	25	65%	569	394	69%
Nov 2016	52	29	56%	618	399	65%
May 2017	44	26	59%	581	376	65%
Nov 2017	41	23	56%	513	324	63%
May 2018 Regular	40	24	60%	578	395	68%
May 2018 Candidates	7	6	86%	199	135	67%
May 2018 All	47	30	64%	777	530	68%

C. AICP Exam Workshops:

Date	Location	Speakers	Attendance	Revenue	Expenses
11-1-17	Chapter Conf. Frisco	Richard Luedke., Dr. Jennifer Cowley	44	\$2640.00	\$0
2-10-18	Texas Southern Univ. Houston	Richard Luedke/Sheri Smith/Michelle Queen/Szu-han Chen	14	\$420.00	\$136.91
2-17-18	Costa Messa Rest. McAllen	Richard Luedke, Julianne Rankin, Xavier Cervantes	16	\$120.00	\$451.11
3-3-18	City of San Antonio	Richard Luedke, Ben Luckens, John Osten	17	\$80.00	\$0
3-24-18	UTA Arlington	Richard Luedke, Dr. Jennifer Cowley	24	\$1620.00	\$249.70
4-1-17	Half Associates - Austin	Richard Luedke, Ben Luckens, Robert McHaney	19	\$120.00	\$0
8-14-18	El Paso Central Library	Richard Luedke, Jeff Howell, Karina Brasgalla	5	\$0	\$0
Total	7 workshops	20 speakers	139	\$5000.00	\$837.72

D. AICP Exam Fee Reimbursements:

Exam	# of Awards	Funded By:	Amount	Total
May 2018	3	AICP	\$350	\$1050
May 2018	2	APA Texas Chapter	\$350	\$700
Nov. 2018	1	APA Texas Chapter-Regular (1 available)	\$350	
Nov. 2018	1	APA Texas Chapter-Candidate (\$85	\$85
Nov. 2018	2	AICP-Unused from other chapters (number varies)	\$350	\$700
Nov 2018		Texas FAICP :Members (requested if needed)	\$350	
Total	9			\$2535

E. Other Topics:

- Upcoming workshops:
 - 1) Wednesday, October 17, 2018 Galveston with Dr. Jennifer Cowley
 - 2) Potential AICP Exam Workshop in Midland, November 8, 2018
- Administered two \$500 John Clary Scholarships on behalf of Texas Center for Municipal Ethics in November 2017. This scholarship funded travel expenses for 2 planners to attend the 2017 Texas Chapter Planning Conference in Frisco. TCME was unable to fund scholarships for 2018.



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Item H - Committee Chair Reports

Committee: Planning Official Development Officer

Submitted by: Ann Bagley, FAICP

Committee Report:

So far this year we have had several activities to train Planning and Zoning with workshops in Tyler, El Paso, Mission and Corpus Christi. The workshops were made possible by the efforts of the East, West, and Southmost sections and by Mike and Claudia McAnelly.

Midwest Section also held a training workshop and partnered with ULI for a workshop on the preceding day. Several new presenters were added including Christian Dorrance Day and Michelle D'Andrea of Plano.

The 2018 Short Course will have eight (8) great sessions at the APA Texas 2018 Conference in Galveston.



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Item H – Committee Chair Reports

Committee: Awards Committee

Submitted by: Claire Hempel, AICP

Committee Report:

The 2018 Chapter award program moved forward with changes as indicated below:

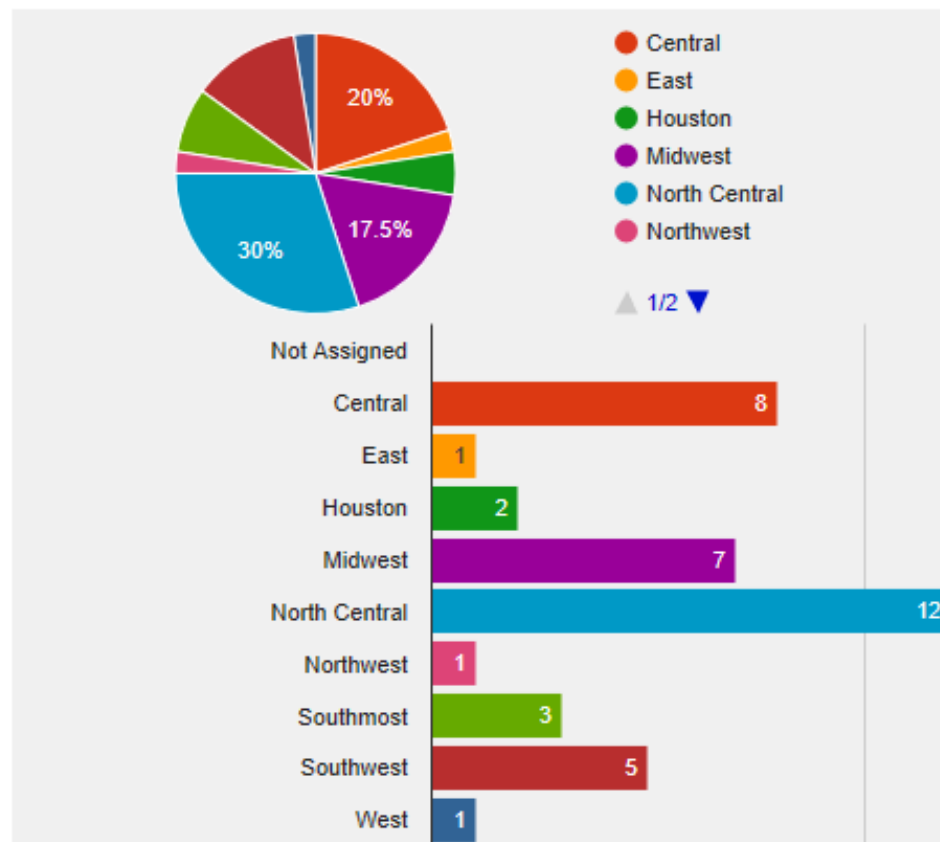
- Online submittal process through Zoomgrants
- Virtual Jury; Section Directors or Appointees from the Section Director
- Advanced notification of winners (so they can make sure to register)
- Press Release process similar to Great Places in Texas
- Consolidation of Planning Award and Long-Range Award
- Updated Award Criteria, specific to Project (See attachment for Criteria)
- Removed Award Application Fee for Elected/Appointed Official Award Category
- Greater Promotion of Winners – Announced winners in October. 8 via Social Media and Press Releases
- Continued improvement to Awards Banquet Program format
- Developed Awards Logo for Winners
- Developed an Awards Packet which included requesting names of elected officials attending the awards luncheon, so we can recognize them, and asking if they would like an APATX representative to attend a future Council meeting to present the award to the city. Also requested media contacts and social media handles for the October 8 announcement.

The award jurors included: Fred Lopez (West Section), Jake Gutenkust (Central Section), Gary Mitchell (Houston Section), Travis Liska/Danielle Stellrecht (Midwest Section), Christopher Lazaro (Southwest Section), AJ Fawver (Northwest Section), Renissa Garza Montalvo (Southmost Section), Kyle Kingma (East Section), and Ken Schmidt (North Central Section). While Danielle and Travis both represented the Midwest Section, the section only got one vote. The jurors had two opportunities via GoToMeeting to learn how to use Zoomgrants, and we convened a two hour long GoToMeeting after submissions were reviewed to discuss comments and determine final scoring.

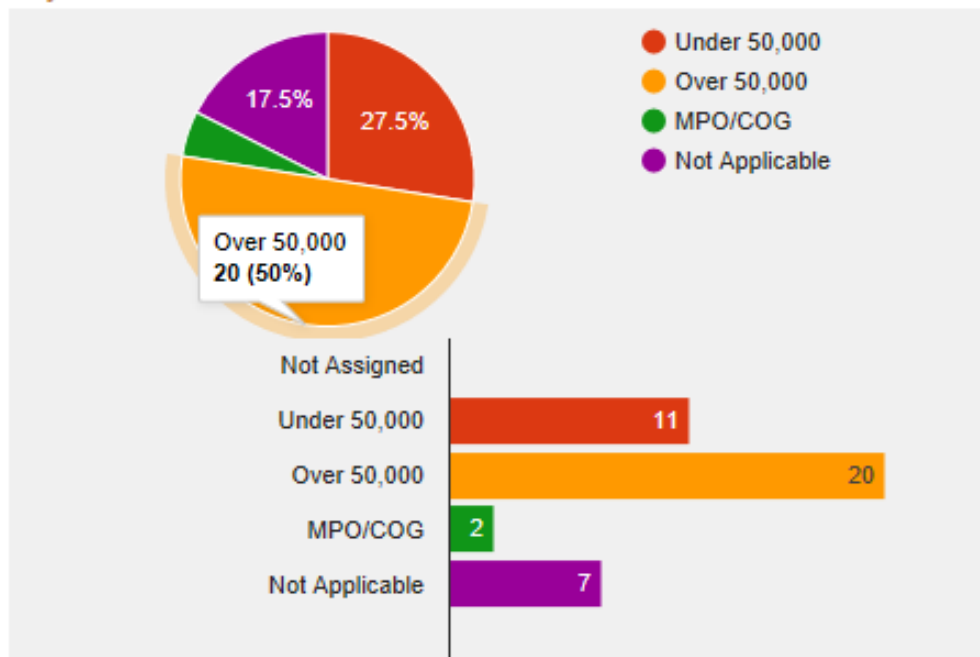
Through Zoomgrants there were 40 applications, with breakdowns as follows:

B. Details: (include additional pages if need)

APA-Texas Section



City Size



C. Details: (include additional pages if need)

The 2018 award winners include:

- Comprehensive Planning
 - City of Weatherford, City of Weatherford General Plan
 - City of New Braunfels, Envision New Braunfels Comprehensive Plan
 - City of Texarkana (Honorable Mention), Renew Texarkana Comprehensive Plan
- Current Planning
 - City of Arlington, Transportation Advisory Committee Report
 - City of San Antonio, Breathe Today. SA Tomorrow Public Awareness Campaign
 - City of Plano (Honorable Mention), Zoning Case Response Map
- Project Planning
 - City of Brownsville, Buena Vida Choice Neighborhood Plan
 - City of Fort Worth, Como/Sunset Heights Neighborhood Empowerment (NEZ) Strategic Plan
 - City of Corpus Christi, Downtown Area Development Plan
 - City of San Antonio (Honorable Mention), SA Corridors Framework Plan
- Student Project
 - University of Texas at Austin School of Architecture/Texas Southmost College, Empowerment by Design: Brownsville West Rail Corridor Study
 - Texas Target Communities at Texas A&M University, South East Texas Hike and Bike Plan 2037
- Community of the Year
 - City of El Paso
- Elected/Appointed Officials
 - Mercy Murguia, Potter County Commissioner, Barrio Neighborhood Plan
 - Dr. Ronald Reaves, New Braunfels
- Planning Legend
 - TBA at Awards Luncheon
- Texas Chapter Award
 - Texas Public Health Association
- Chapter President's Award
 - TBA at Awards Luncheon

With the assistance of Chapter Communications Tech, the Chapter announced the award winners through social media and by Chapter Newsletter on October 8. In addition, a press-release was sent to media outlets that were identified by the award recipients.



American Planning Association
Texas Chapter
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APA Texas Chapter Board of Directors Fall Meeting
Wednesday, October 17, 2018, 8:30 a.m. to 12:30 p.m.
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5400 Seawall Boulevard

Item H - Committee Chair Reports

Committee: Communications Committee

Submitted by: Heather Nick, AICP

Committee Report:

As stated in the 2017 – 2022 Development Plan, “Action Plan”, APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.

Details: Action Plan Goals

2A. Finalize, adopt and implement a communications plan.

-Adopted June 1, 2017 [COMPLETE]

2B. Increase communication between the APA Texas Executive Committee and members.

-Executive Committee work has been made more transparent through articles in the newsletter [ONGOING]

-Monthly newsletters and social media content/alerts [ONGOING]

2C. Develop a job description for a communications assistant

-2017 Issued RFP, four responses, and two rounds of interviews [COMPLETE]

-March 1, 2018 contracted with Communications Technician [COMPLETE]

2D. Explore connections to get media attention for APA Texas awards and other initiatives.

-2018 Media embargo strategy for Great Places program - Concerted effort to reach many media outlets to announce designees - Collaboration with The Daytripper to make video announcement [COMPLETE]

-Distributed press release for Scenic Cities announcement [COMPLETE]

-Media blast for Great Places in America Promotion [COMPLETE]

-Utilization of Digital Engagement Toolkit [COMPLETE]

2E. Send welcome letters from the Chapter to new APA and AICP members.

-Letters drafted. [COMPLETE]

2F. Leverage all forms of media. Social media and traditional media should both be used. One focus could be Planners' Month.

-"Snap your Planning Story" viral blitz for October [COMPLETE]

-Created promotional videos [COMPLETE]

-Created Facebook membership group [COMPLETE]

-Implemented Membership Shout-outs [COMPLETE]

-Implemented Monthly Engagement Contests [COMPLETE]

and continuing education [COMPLETE]

Continued: Communications Committee Report:

2G. Conduct special outreach to 'Early Professionals'. These are former planning students who are now in the workforce.

Since they are no longer students, their membership is no longer free. So attention is needed to keep them in the organization.

- New Planner Resource Center **[COMPLETE]**

- Facebook group (post-millennial crowd) **[COMPLETE]**

- "Ten tips for passing the AICP" article* **[COMPLETE]**

- The Chapter reimburses the \$50 student registration fee for volunteering at the Conference* **[COMPLETE]**

- John Clary Scholarship (for related conference fees) offered to promote ethical planning and continuing education* **[COMPLETE]**

2H. Promote APA membership to Planning Commissioners.

- Opportunity to market Planning Commissioner membership at Regional workshops* **[ONGOING]**

2I. Create a structure to engage 'legacy' professionals.

Find ways to involve FAICP members and retired planners.

- Texas APA Oral History Project, a YouTube video series. Subscribe – search for "TX-APA Oral History Project"* **[ONGOING]**

2J. Engage appointed and elected officials in APA Texas.

- Regional Training Workshops* **[ONGOING]**

- Update to Conference Short Course*



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Item H - Committee Chair Reports

Committee: Diversity & Inclusion Committee

Submitted by: AJ Fawver, AICP, CNU-A, CPM , Committee Chair

Committee Report:

This past April, APA adopted a new Diversity and Inclusion Vision, Mission, and Strategy. One of the strategies include having state-level Diversity and Inclusion Committees. Following the adoption of this strategy, the Texas Chapter became the 8th APA Chapter to create a Diversity and Inclusion Committee.

Understanding that the first requirement to best serve our membership requires a better understanding of who our members are, we have discussed an approach to collecting the types of data the committee needs to have. APA also does not collect this type of information. Discussions have been held with the NY Metro Chapter, the most comprehensive of the diversity programs, to share ideas on how to proceed. Additionally, contact has been made with Texas A&M regarding this data collection as a project for students to administer on the Chapter's behalf. Moving ahead, this discussion will continue and expand to include plans for deployment periodically to track changes in membership and measure impacts of any programs or initiatives.

We hope to report back in the near future regarding arrangements with Texas A&M to conduct a comprehensive survey of APATX membership and establish a baseline for our future efforts.

Other Initiatives

As part of the new Awards Program award categories, the Chapter will be including an award for Advancing Diversity and Social Change to better align with National's initiatives. Our Committee will also prepare a session for the 2019 APA Texas Chapter Conference that will focus on diversity and equity.

Currently, there is no mention of the Chapter's diversity priorities in the 5 year Action Plan, and we hope to include new diversity and equity initiatives for the Chapter in the next update to the action plan.



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Item H - Committee Chair Reports

Committee: Membership Committee

Submitted by: Fred Lopez, AICP

Committee Report:

The following Membership Committee initiatives are currently under development to accomplish goals from the 2017-2022 APATX Chapter Development Plan:

Welcome letter for new APA members

The APA letter will welcome each new member to APA and provide information about the Texas Chapter, including membership information, Texas Chapter regional sections, Texas Chapter website, and the APATX Annual Conference. The letter will be sent out via email based on the monthly membership report that the Texas Chapter receives from APA.

Welcome letter for new AICP members

The AICP letter will congratulate each new AICP member and provide information about CM credits available at the APATX Annual Conference, APA resources for credits, webinars available to Texas Chapter members, and other information. The letter will be sent out via email based on the monthly membership report that the Texas Chapter receives from APA.

Promote APA membership to Planning Commissioners

In order to promote membership to Planning Commissioners, the Membership Committee will develop strategies to reach out to cities informing them about Planning Commissioner registration discounts and resources that are provided with APA membership. The APATX Annual Report has identified a drop in Planning Commissioner membership, so the Membership Committee will analyze how to increase membership in this category.

Developing a template for Chapter-Only membership

In order to promote the Texas Chapter-Only membership, the Membership Committee will develop a new form for Chapter-Only membership to be approved by APA. The Texas Chapter will promote Chapter-Only membership as an option for potential members.



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Item H - Committee Chair Reports

Committee: PSO Committee

Submitted by: Kelsey Poole

Committee Report:

- ***Participating Universities in the APATX18 Legacy Project (LP)***
 - Texas A&M University
 - The University of Texas at Arlington
 - The University of Texas at San Antonio
 - Texas Southern University
- ***PSO Topics***
 - Texas A&M University: Resilience, Zoning, and Beautification
 - The University of Texas at Arlington: Community Facilities / Downtown Redevelopment
 - The University of Texas at San Antonio: Green Planning
 - Texas Southern University: Food Insecurity/Stringfellow Orchard
- ***LP Schedule***
- **Date: Thursday, October 18th**
- **Event LP One: CHARM Event**
 - **Time:** 9:30 am – 11:30 am
 - **Location:** Hilton, Crystal Room A, 5400 Seawall Blvd, Galveston, TX 77551
 - **Notes:**
 - **Event Host**
 - Charm Health And Resource Management's (CHARM) Steven Mikulencak - Extension Program Specialist, Planning Projects Leader
 - **Purpose**
 - The objective of the CHARM Workshop is for Student Consultant Teams to demonstrate their 1) knowledge of their specific planning project topic, 2) ability to communicate compiled data and planning proposals to stakeholders and 3) ability to collaborate with stakeholders, who may possess varying levels of planning expertise and may have differing planning objectives.
 - **Participants**
 - Participating PSO teams
 - Judges Panels

Committee Report (Continued):

- **Event LP Two: PSO Presentations and Interviews:**
 - **Judges:**
 - Joe Wood – Director Planning and Zoning, Hitchcock Texas
 - Walter Peacock - Planning Specialist and Community Resilience Collaborative, Texas Sea Grant | Texas Target Communities
 - **Times:**
 1. 2:00 pm – 2:35 pm
 2. 2:40 pm – 3:15 pm
 3. 3:20 pm - 3:55 pm
 4. 4:00 pm – 4:35 pm
- **LP Voting**
 - Online Voting – Vote for the LPS at this link <https://www.txplanning.org/apatx18-legacy-project/>
 - Vote will take place from the October 18th at 7pm 12am the October 19th at 11:00 am
- **PSO Committee LP Guide and Best Practices**
 - The PSO's are working on creating a Legacy Project Guide Book for future conferences



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Item H - Committee Chair Reports

Committee: Communications Tech

Submitted by: Kyle Kingma, AICP

Committee Report:

See attachments for August and September Communications Reports.

Attachments: Chapter Report 10-18; August Report; September Report

CHAPTER COMMUNICATIONS TECHNICIAN REPORT

10-18-18

Kyle Kingma, AICP

MAJOR ITEMS/INITIATIVES:

1. Great Places in America
2. Planning Excellence
3. Planning Awards
4. Planning Month
5. Weekly “job roundups”
 - a. 45 jobs posted

IN THE HOPPER:

1. Legislative session
2. GPIT Promo

REPORTS:

- Website activity (August-October 2018 vs. same period 2017):
 - o Users: **+76.65%**
 - o New Users: **+86.68%**
 - o Sessions: **+45.26%**
- Facebook:
 - o Likes: **1,050**
 - o Group size: **110**
- Twitter Followers: **521**
- LinkedIn Connections: **602**

AUGUST 2018 COMMUNICATIONS REPORT

Users assisted:

4

Jobs Posted:

15

Website:

- Approved jobs
- Created events
- Created news stories
- Updated conference information
- Regional workshop page

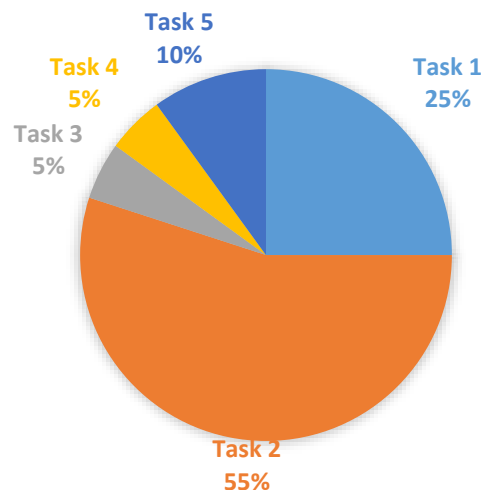
General Communications:

- News items
- Social media content
- Assembled and distributed newsletter
- Weekly phone calls
- Weekly job roundups
- Executive Committee report out

Reports:

- Website activity (August '18 vs. August '17):
 - o Users: 4.3k **+51%**
 - o Sessions: 6.9k **+33%**
 - o Session Duration: 1m52s **-23%**
- Facebook (August vs. July):
 - o Page reach: 5,813 **+18%**
 - o Post engagements: 2,360 **+34%**
 - o New Likes: 18 (1012) **+1.3%**
 - o Group size: 92 (2 new)
- Twitter (August vs. July):
 - o Tweet impressions: 10.5k **+6.4%**
 - o Profile visits: 178 **+137%**
 - o New Followers: 11 (495)

AUGUST TASK TIME DISTRIBUTION



SEPTEMBER 2018 COMMUNICATIONS REPORT

Users assisted:

2

Jobs Posted:

13

Website:

- Approved jobs
- Created events
- Created news stories
- Updated conference information
- APA Awards Page
- Legacy Project Page

General Communications:

- News items
- Social media content
- Assembled and distributed newsletter
- Weekly phone calls
- Weekly job roundups
- Great Places in America promo
- Conference video

Reports:

- Website activity (September '18 vs. September '17):
 - o Users: 4.9k **+69%**
 - o Sessions: 7.6k **+40%**
 - o Session Duration: 1m41s **-29%**
- Facebook (September vs. August):
 - o Page reach: 7,603 **+2%**
 - o Post engagements: 3,547 **+35%**
 - o New Likes: 18 (1042) **+2.9%**
 - o Group size: 105 (13 new)
- Twitter (September vs. August):
 - o Tweet impressions: 15.5k **+44%**
 - o Profile visits: 354 **+86%**
 - o New Followers: 15 (517)

SEPTEMBER TASK TIME DISTRIBUTION





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Agenda Item No. I-1

Agenda Topic: Modification of Texas Planning Awards Program Categories **Action Item:** ☒ Yes ☐ No

Submitted by: Claire Hempel, AICP

A. Background Information:

As adopted in the APA Texas five-year Action Plan, the Board has made it a priority to revamp the Texas Chapter Planning Awards program. In 2018, several improvements were implemented including:

- Online submittal process through Zoomgrants
- Virtual Jury; Section Directors or Appointees from the Section Director
- Advanced notification of winners (so they can make sure to register)
- Press Release process similar to Great Places in Texas
- Consolidation of Planning Award and Long-Range Award
- Updated Award Criteria, specific to Project (See attachment for Criteria)
- Removed Award Application Fee for Elected/Appointed Official Award Category
- Greater Promotion of Winners – Announce winners in October. 8 via Social Media and Press Releases
- Continued improvement to Awards Banquet Program format
- Developed Awards Logo for Winners
- Developed an Awards Packet which included requesting names of elected officials attending the awards luncheon, so we can recognize them, and asking if they would like an APATX representative to attend a future Council meeting to present the award to the city. Also requested media contacts and social media handles for the October 8 announcement.

At the June 1 Board of Directors Meeting, the Board established a Task Force to review the award categories for 2019 and align the categories with National. Members of this task force included: Wendy Shabay, Chance Sparks, Heather Nick, Christina Sebastian, Travis Liska, Doug McDonald, Martin Zimmerman, and Claire Hempel. The Committee met twice by teleconference to review and evaluate award categories for 2019.

The purpose of aligning the Texas Chapter Awards with the National Planning Awards is to:

- **Make it easier for cities to apply for National awards.** By having the same categories and same criteria, award recipients from the Chapter can easily submit the same award application to national with little or no modifications.
- **Become more competitive for National awards.** Chapter award recipients will be able to improve their applications from comments by the Chapter Awards Committee. Similar to Great Places in Texas, the Chapter will be able to assist cities to improve their application for national submission and provide a letter of support on behalf of the Chapter.

B. Details: (include additional pages if need)

The Task Force identified three types of awards that will be recognized in different ways during the Awards Luncheon. The first set of awards are categorized as “Texas Planning Awards”. The awards jury will select only one recipient in each Texas Planning Award category, unless noted below. Planning Award recipients will have a multimedia presentation at the Chapter Planning Awards Luncheon. Awards in this category include:

- Advancing Diversity and Social Change
- Comprehensive Plan (maximum 2 awards)
- Planning Advocate (maximum 2 awards – 1 elected and 1 appointed)
- Planning Landmark
- Student Project
- Journalism
- Community of the Year

The next set of awards will be categorized as “Texas Planning Achievement Awards”. The awards jury may select one nomination as the “Gold” level recipient and multiple nominations as “Silver” level recipients. These award recipients will be collectively recognized during the Chapter Planning Awards Luncheon.

Awards in this category include:

- Best Practice
- Economic Development Planning
- Environmental Planning
- Grassroots Initiative
- Implementation
- Public Outreach
- Resilience Award
- Transportation Planning
- Historic Preservation
- Urban Design

The last set of awards will be categorized as “Texas Chapter Recognition Awards”. These awards are selected by the FAICP Committee, APATX Executive Committee, and APATX Chapter President. These award recipients will be recognized by a verbal speech during the Chapter Planning Awards Luncheon. Awards in this category include:

- Texas Planning Legend Award – Selected by a Committee of FAICP members
- Texas Chapter Award – Selected by the APATX Executive Committee
- Chapter President’s Award – Selected by the APATX Chapter President

A description of each award can be found in the attachments. The Task Force recommended the Board of Directors to review the awards again in the coming years to evaluate the need to remove or add award categories based on submittals. If there are no projects submitted for a category, or no projects worthy of recognition, the award jury has the discretion to not award for that category.

If the board approves this change, Chapter President Doug McDonald will announce this to the membership during the Thursday luncheon. Information will also be presented to the membership via Texas Planning Review Newsletter to assist with the transition of award categories. The Call for Awards for 2019 will likely open on April 1, a month prior to this year, in order to allow adequate time for award winners to register for the conference during early registration and to prepare applications for national planning awards, which opened on August 22 and closed on September 10 this year. On the following page is a potential schedule for 2019.

B. Details: (include additional pages if need)

Awards	APATX19 Conference	Anticipated National Dates
March		
By March 30, Zoomgrants and online payment up and running for awards submittals		
April		
April 1 – Call for Chapter Awards		
May		
May – Select awards jury; notify jury of schedule and process		
June		
June 15 – Call for Awards Ends		
July		
July 19 – Awards Jury meets and Selects Winners	July 1 – Early Registration Opens	
August		
By August 1 – All Award Winners notified at least two weeks before early registration ends.	August 16 – Early Registration Ends	Mid/Late-August – Call for National Awards
September		
Working with award winners on collecting information for ceremony and videos. Also working with award winners to submit projects to national.	September 16 – Online Registration Ends	Early/Mid-September – Call for National Awards Ends
October		
	October 16-18 Conference	

In addition to the new awards category, the Chapter will be seeking a partner Chapter to review and select our awards (and in return we would review their awards). The Chapter will also be working to implement online payment for awards.

C. Action Needed Today:
Approval of Modifications to the 2019 Texas Planning Awards Program Categories

D. Attachments:
2019 Texas Planning Awards Program Categories

TEXAS PLANNING AWARDS (7)

Advancing Diversity & Social Change

This award honors an individual, project, group, or organization that promotes diversity and demonstrates a sustained commitment to advocacy by addressing the concerns of women and minorities through specific actions or contributions within the planning profession or through planning practice.

Comprehensive Plan

For a comprehensive or general plan that advances the science and art of planning.

Planning Advocate

This award honors an individual, appointed, or elected official who has advanced or promoted the cause of planning in the public arena.

Planning Landmark

Recognizing a planning project, initiative, or endeavor that is historically significant and that may be used or accessed by the public

Student Project

Recognizing a research or planning project by an individual or team of students in an accredited planning program.

Journalism

This award is given to a Texas newspaper, magazine, or TV station for a story/series on Texas planning.

Community of the Year

Given to a town, city, or county for providing an outstanding contribution to planning.

TEXAS PLANNING ACHIEVEMENT AWARDS (10)

Best Practice

This award is for a specific planning tool, practice, program, project, or process. This category emphasizes results and demonstrates how innovative and state-of-the-art planning methods and practices help to create communities of lasting value.

Economic Development Planning

This award honors efforts to transform economies and stimulate economic development in communities of all sizes.

Environmental Planning

This award honors efforts to create more sustainable and greener communities that reduce the impact of development on the natural environment and improve environmental quality.

Grassroots Initiative

Honoring an initiative that illustrates how a neighborhood, community group or other local non-governmental entity utilized the planning process to address a specific need or issue within the community. Emphasis is placed on the success of planning in new or different settings, with total project budget (including staff, consultant, and direct expenses) not exceeding \$50,000.

Implementation

Recognizing an effort that demonstrates a significant achievement for an area—a single community or a region—in accomplishing positive changes as a result of planning. This award emphasizes long-term, measurable results. **Nominated efforts should have been in continuous effect for a minimum of three (3) years, not including the time for plan preparation and approval.**

Public Outreach

This award honors an individual, project, or program that uses information and education about the value of planning to create greater awareness among citizens or specific segments of the public. The award celebrates how planning improves a community's quality of life.

ATTACHMENT I-1
2019 Texas Planning Awards Program Categories

Resilience Award

This award recognizes a strategy that increases the ability of a community to recover from and adapt to shocks and stresses (natural disasters, human-caused disasters, climate change, etc.), resulting in it becoming stronger and better prepared than ever before.

Transportation Planning

This award honors efforts to increase transportation choices for all populations, reducing dependence on private automobiles and helping to ease congestion and reducing climate change impacts.

Historic Preservation

Given in partnership with the Texas Historical Commission to recognize a planning project, initiative, or endeavor that is historically significant and that may be used or accessed by the public.

Urban Design

This award honors efforts to create a sense of place, whether a street, public space, neighborhood, or campus effort.

ATTACHMENT I-1
2019 Texas Planning Awards Program Categories

TEXAS CHAPTER RECOGNITION AWARDS (3)

Texas Planning Legend

This award recognizes the contributions of an individual who has made personal and direct innovations in Texas planning that have significantly and positively redirected planning practice, education, or theory with long-term results.

Texas Chapter Award

Given to an individual or group outside of the planning profession.

Chapter President's Award

Given to an individual or group based on outstanding service to the planning profession.



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Agenda Item No. I-2

Agenda Topic: Authorization of Amendment to APA Texas Bylaws as required by Article XIV, Section 14.2

Action Item: ✓ Yes ☐ No

Submitted by: Chance Sparks

A. Background Information:

In 2017, the Chapter developed a five-year Development Plan. One of the actions in this Development Plan is to develop uniform Section and Chapter bylaws. In February, 2018, Doug McDonald and Gary Mitchell began working on the Chapter and Section bylaws.

B. Details: (include additional pages if need)

Major updates include:

- Updates to definitions
- Definitions of membership to match national categories
 - Creation of Associate/Sponsor membership (item for discussion)
- Clarification regarding prohibition of initiation fees
- Section funding to reflect current practice
- Continuation of Officer Terms resulting from term limits, vacation of office, etc.
- Clarified language regarding TML Representative responsibilities
- Clarification to process of selecting PSO Student Representative and Faculty Representative
- Update of voting process to reflect consolidated elections
- Removal of obsolete/unnecessary language pertaining to TML Affiliation
- Update and clarification of PDO and PODO roles, and associated standing committees
- Update of Conference Planning and Planning Awards responsibilities and processes
- Restructure and memorialization of the current Policy and Advocacy Network
- Revision of TML Affiliate language to clarify APA Texas as affiliate, and generally improve language for better clarity without altering meaning or intent

C. Action Needed Today:

Authorization of amendment to APA Texas Bylaws as required by Article XIV, Section 14.2; authorizing the Chapter Secretary to distribute an electronic ballot to the membership for amendment approval. A period of 30 days from the distribution date shall be allowed for the return of ballots, prior to certification of the results.

D. Attachments:

Markup of Bylaws
Clean Version of Updated Bylaws

APA TEXAS BYLAWS

Adopted (DRAFT)

Amended and Restated Bylaws of the Texas Chapter, American Planning Association, Inc

ARTICLE I. CHAPTER NAME, JURISDICTION, AND HEADQUARTERS

The name of the Association Chapter shall be the ~~Texas Chapter of the~~ American Planning Association – Texas Chapter (APATX). The Chapter shall be referred to as APA Texas. The area served by the APA Texas shall be the State of Texas. The headquarters shall be located in the city designated by the APA Texas Executive Committee.

ARTICLE II. MISSION AND PURPOSES

The mission of the APA Texas is to advocate the profession of planning, providing expertise and processes that empower citizens to be engaged in the development and sustainability of Great Communities in Texas.

The purposes of the APA Texas shall be to further the objectives of the American Planning Association and to:

- (1) Provide a professional association of planners of diverse education, backgrounds, experiences, and employment to advance the art and science of planning in Texas to help improve it as a place to live and work,
- (2) Support the use of planning tools, techniques, and practices to enhance the quality of life for Texas residents, the economic opportunities for Texas businesses and employees, and the preservation and enhancement of Texas' natural, cultural, recreational, and historic resources,
- (3) Provide education, training and networking opportunities and resources for planning students, practicing planners, and elected and appointed officials on sound planning practices, innovative concepts, and ethical reasoning,
- (4) Nurture the active involvement in planning for Texas and Texas communities by Texans with diverse educational and cultural backgrounds and those who represent the interests of youths, seniors, the disabled, minority, and other special groups within the Texas population.
- (5) Take a leadership role in communicating good planning principles through coordination and collaboration with other professional organizations involved with shaping Texas' built environment and through the provision of legislative authorization, education and information on planning issues to other individuals and organizations.

ARTICLE III: GENERAL DEFINITIONS and ACRONYMS

Address of Record. An individual's address of record is used to establish their Chapter membership. The address furnished by the member to the National Office of APA. It is the member's responsibility to notify the National Office of any change of address.

American Institute of Certified Planners (AICP): The national professional institute within the American Planning Association which has as its central mission the professional development and certification of its members. In pursuit of this mission, AICP establishes professional standards, educational requirements, and professional ethics, and is an advocate in behalf of professional planners.

American Planning Association (APA): The national non-profit organization of people who are active in working for better planned communities. ~~It is a non-profit organization open to all.~~ The American Planning Association is referred to in these bylaws as APA, or "Association." Affairs of the APA are referred to as "national." APA's goal is to advance the art and science of planning and the activity of planning -- physical, economic, and social -- at the local, regional, state and national levels. APA works to build public and political support for sound planning practice and to provide members with the technical information, skills, and interchange that will advance their effectiveness in planning.

Board of Directors: The governing body of APA Texas consisting of the Executive Committee, Section Directors, Standing Committee Chairs, and other Appointed Members.

Chapter: As herein used, Chapter means the ~~Texas Chapter of the American Planning Association -- Texas Chapter, which is referred to in these bylaws as APA Texas, and an Affiliate of the Texas Municipal League.~~

Executive Committee: Members include the President, President-Elect, Immediate Past President, Secretary, Treasurer, TML Representative, Conference Coordinator, Professional Development Officer, and Section Representative, who is elected by the Section Directors.

Executive Director: The duly appointed Executive Director of National APA.

Executive Administrator: The duly appointed Executive Administrator of APA Texas.

Fiscal Year: The period of time from October 1 until September 30.

Level of Service: A guide developed by the Section Representative and approved by the Board of Directors that provides information and guidance for Section activities based on the Section size.

National Office: The office of APA designated by APA to service Chapter and membership matters.

Planning Officials Development Officer (PODO): ~~A position established by APA to be incorporated within the structure of Chapters for the purpose of ensuring that the needs and interests of planning officials are addressed.~~

Professional Development Officer (PDO): ~~A position established by APA to be incorporated within the structure of Chapters for the purpose of ensuring that the issues related to continuing education and other matters related to AICP are addressed.~~

APA Texas: ~~The Texas Chapter of the American Planning Association and an affiliate of the Texas Municipal League.~~

Texas Planning Review: ~~The newsletter and professional planning publication of APA Texas.~~

Texas Municipal League (TML): An organization of municipalities within the State of Texas. The Chapter is an Affiliate of the Texas Municipal League.

ARTICLE IV: APA ~~TEXAS~~ MEMBERSHIP

4.1 ~~Resident Members~~ Regular Members, Student Members, Retired Members, Faculty Members, Lifetime Members and Group Planning Board Members: Association members shall automatically be members of the APA Texas if their address of record, as provided by the member to the National Office, is within the APA Texas area and shall be subject to all requirements of APA Texas membership including payment of APA Texas dues. ~~By payment of APA Texas dues, members shall automatically become members of the TML Affiliate. Members employed by municipalities are considered full members. Members employed by the private sector are considered affiliate members.~~ Appointed and elected officials are considered "Public Officials."

4.2 Nonresident Members: An Association member whose address of record is not in the APA Texas area, but chooses to become a member of the APA Texas, may do so, consistent with Association requirements. Nonresident Members must pay dues according to a rate set by the Board of Directors. Non-resident Members will be subject to all requirements of APA Texas membership. Said APA Texas members are not eligible to run for APA Texas office.

Commented [CS1]: Updated to reflect APA Texas as TML Affiliate and invoke parallel language to APA National membership types for clarity.

4.3 Honorary Members: The Board of Directors may confer Honorary Membership upon any person outside of APA Texas who has made a significant contribution to the furtherance of planning in Texas. Such members shall be entitled to receive APA Texas membership service, unless such service requires a prerequisite membership at the national level. Said APA Texas members shall not receive national membership service nor be eligible to participate in national elections or hold national office. Said APA Texas members are not eligible to run for APA Texas office.

4.4. Membership Termination: Termination of APA Texas membership shall be automatic when a member has moved his or her address of record out of the APA Texas area, unless the member requests to retain a nonresident membership and continues to pay APA Texas dues. Any members ceasing to be a member of the Association shall automatically cease to be a member of the APA Texas unless Chapter only membership is secured.

4.5. ~~APA Texas Chapter Only Membership Only: The APA Texas of the American Planning Association~~ may have members who are not members of the American Planning Association. Such members shall be entitled to receive APA Texas membership service, unless such service requires a prerequisite membership at the national level. Said APA Texas members shall not receive national membership service nor be eligible to participate in national elections or hold national office. Said APA Texas members may are not be elected eligible to run for APA Texas office including the office of President and President-Elect, or Chairperson of the Education Committee. Dues for APA Texas Only Membership only shall be established by the APA Texas Board of Directors. Such members are also members of the TML Affiliate.

4.6 Associate or Sponsor Members: The Board of Directors may confer Associate or Sponsor Membership and define services provided to such members to the extent permitted at the national level. This class of membership may include, but is not limited to, Councils of governments, Public or school/university libraries, Commercial or civic clubs, Individuals and Corporations. Said APA Texas members shall not receive national membership service nor be eligible to participate in national elections or hold national office. Said APA Texas members are not eligible to run for APA Texas office.

Commented [CS2]: New provision pulled from TML Constitution, which could potentially be used as a path to create annual sponsors for the organization, etc. and create a funding source separate from membership dues and conferences.

It is not a required element from TML, but a practice APA Texas could adopt. Inclusion in the bylaws does not require its use.

ARTICLE V: DUES

5.1 Amount: Annual APA Texas dues for members, including student members, shall be an amount determined by the Board of Directors at the Annual Meeting and after notification of the membership. The Treasurer shall notify the National Office of the any new dues rates as approved by the Board of Directors.

5.2 Collection: The APA Texas dues of members shall be collected by the Association along with national dues and shall be payable annually.

5.3 Special Assessments: Notwithstanding the above provisions, special assessments may be imposed by a vote of the APA Texas membership and collected by the Chapter Treasurer or the Association. There shall be no entrance feesspecial initiation fee for APA Texas membership.

5.4. Waiver of Dues: In special cases, and upon the written request of a member, the Board of Directors may waive the payment of APA Texas dues. Each case will be judged solely on its own merits. Examples for which waivers may be granted include:

- (1) active duty service in the Armed Services of the United States, except on a career basis, for a period of more than six months in any one APA Texas fiscal year_;
- (2) service in the Peace Corps or AmeriCorps Volunteers in Service to America (VISTA) or other similar organization_;
- (3) the incapacity through illness or injury of a member to work in the profession for a period of more than three months in any one APA Texas fiscal year_;
- (4) the attainment of age 65 of any member who has been in good standing with the Association for at least 10 years_; or
- (5) in cases where the National Office has waived Association dues.

Commented [CS3]: "entrance fee" was vague. Intent of language was to establish that there would be no difference in fee charged for a brand new APA Texas membership versus a renewal.

ARTICLE VI: SECTIONS

6.1 Purpose of Sections: The APA Texas shall support the formation of Sections in order to further the purposes of the APA Texas. The entire state shall be covered by Sections.

6.2 Establishment of Sections: A Section may be established upon petition to the ~~APA Texas~~ Board of Directors by at least 2/3's of the APA members with an address of record in the area proposed for Section status. The petition shall include:

- (i) the proposed Section name,
- (ii) a statement of the reasons which, in the opinion of the petitioners, would make a new section desirable in the interest of the profession,
- (iii) a map of the current Section boundaries and the proposed changes, and
- (iv) the names of three members who will serve as the nominating committee.

The initial Section membership shall consist of at least 15 APA Texas members. The Section shall be governed by the Association's Corporate by-laws and the APA Texas Bylaws, and shall become effective if the required petition has been submitted to and approved by the ~~APA Texas~~ Board of Directors.

6.3 Review by Directors: Petitions for Section status which meet all the requirements set forth in the APA Texas Bylaws must be considered by the ~~APA Texas~~ Board of Directors at their next regular meeting and acted upon by the subsequent regular meeting. Conflicts in geographic boundaries of the Section shall be resolved by the ~~APA Texas~~ Board of Directors.

6.4 Petition Effective Date: Petitions not acted upon by the Board of Directors by the second meeting after the initial request shall be deemed approved. Elections for Section officers should be conducted as soon thereafter as possible.

6.5 Section Bylaws: Sections may adopt bylaws to govern Section affairs. Section bylaws shall not conflict with APA Texas Bylaws or the Articles of Incorporation and Bylaws of the American Planning Association. Section Bylaws and amendments to Section Bylaws should be submitted for review and approved by the ~~APA Texas~~ Board of Directors prior to adoption by the Section.

6.6 Section Officers: Each Section shall elect a presiding officer, called the "Section Director," and other officers as are necessary for carrying out the Section objectives. The Section Director shall serve as a member of the ~~APA Texas~~ Board of Directors and shall serve a term of two years that corresponds with the terms of the elected officers of APA Texas (7.1.2).

6.7 Section Funding: Sections may request Section grants as part of the Chapter's annual budget process. ~~Funds shall to~~ be allocated from the Chapter budget for Sections to operate local programs for members. Sections shall adopt the same fiscal year as the Chapter and shall submit a budget ~~request~~ as part of the Chapter's annual budget process. Sections shall follow budgeting, accounting, and reporting procedures as adopted by the Chapter. The Section shall submit an annual financial report to the Chapter Treasurer by October 15th of each year. Failure to follow required procedures or maintain a minimum level of service for its members shall be cause for the Executive Committee to withhold funding.

6.8. Section Responsibilities: Each Section shall meet or exceed the "Level of Service" for its members established by the ~~APA Texas~~ Board of Directors. Sections shall provide reports on their activities to the ~~APA Texas~~ Executive Committee, who shall summarize these and provide information and recommendations as appropriate to the Board in advance of its regularly-scheduled meetings.

ARTICLE VII: ELECTED OFFICERS, EXECUTIVE COMMITTEE, BOARD OF DIRECTORS, and EXECUTIVE ADMINISTRATOR

7.1. Officers: The elected officers of the APA Texas shall be a President, a President-Elect, an Immediate Past President, a TML representative, a Secretary, and a Treasurer. In every election that occurs after the adoption of the Bylaws, the President-Elect, TML representative, Secretary, and a Treasurer shall be elected by the membership, the immediate past President-Elect shall be the new President, and the former President shall become Immediate Past President.

7.1.1. Eligibility: Office shall be open to any member of the APA Texas who is also a member of the National APA organization in good standing.

7.1.2. Terms of Office: The terms of office for all elected officers shall be for two years, beginning at the conclusion of the annual fall meeting of the APA Texas in odd numbered years. No officer shall serve more than two consecutive terms in the same office unless a new nominee cannot be identified for a position. If a new nominee cannot be identified at the time of elections, the current officer shall remain in office until a new member is elected. If the current officer is unable or unwilling to continue, the President may nominate a new officer to complete the term, with ratification by the Executive Committee.

Commented [CS4]: Updated to provide continuation of service, and to provide an alternative if an individual is unable or unwilling to continue in order to complete a term.

7.1.3 Removal from Office: An officer may be removed from office by a two-thirds vote of the Executive Committee when the officer is no longer a member of APA Texas, when he or she has missed three (3) consecutive business meetings without approval of the Executive Committee, or for gross failure (in the opinion of the Executive Committee) to perform his or her duties as described in these Bylaws. (See also paragraph 7.2.1.ix)

7.1.4. Duties of the Officers:

7.1.4.1. President: The President shall:

(i) Call and preside at meetings of the APA Texas, the Executive Committee, and the Board of Directors.

~~(ii) Function as the President of the APA Texas Municipal League Affiliate and assume all required duties of the Affiliate, working with the Policy Committee to discharge such duties and to have prepared any required reports to the Texas Municipal League Board of Directors. The annual report to the membership on the President's activities shall include the activities of the APA Texas TML Affiliate. If the President is not a full time municipal employee, then the President shall appoint a Director of the Policy Committee that is a full time municipal employee and designate such Director as the President of the APA Texas TML Affiliate. The representative shall be a full time municipal employee in accordance with the TML bylaws and constitution.~~

Commented [CS5]: TML Affiliate Representative is a separate position.

(iii) Create, appoint, and discharge special committees, appoint members to standing committees (if established by the Executive Committee,) and serve as a non-voting ex officio member of all committees.

~~(iiiiv)~~ Working with the Treasurer, prepare and recommend an annual program and budget.

(iv) Supervise the Executive Administrator if one has been retained.

~~(vi)~~ Represent the APA Texas on the Association's Chapter Presidents Council.

(vii) Prepare quarterly reports to the Board of Directors and Executive Committee and an annual report to the membership on the President's activities, ~~and~~

~~(viii)~~ Act as a spokesperson for APA Texas.

~~(viiiix)~~ Perform such other duties required by these Bylaws as customary to the office.

7.1.4.2. President-Elect: The President-Elect shall:

- (i) ~~act-Act~~ in the absence of or incapacity of the President.
- (ii) ~~act-Act~~ as a committee coordinator and liaison between committees and the APA Texas Board of Directors.
- (iii) ~~perform-Perform~~ such other duties and authorities as are necessary to carry on the business of APA Texas including duties delegated by the President.
- (iv) ~~be-Be~~ the next president of APA Texas and therefore shall take whatever steps are necessary to prepare for that office while serving as President-Elect.

7.1.4.3. Secretary: The Secretary shall:

- (i) ~~notify-Notify~~ members and Board of Directors of meetings.
- (ii) ~~prepare-Prepare~~ and report minutes of APA Texas, Board of Directors and Executive Committee meetings.
- (iii) ~~perform-Perform~~ such other duties required by these Bylaws or customary to the office.

7.1.4.4. Treasurer: The Treasurer shall:

- (i) ~~receive-Receive~~ and disburse APA Texas funds.
- (ii) ~~collect-Collect~~ APA Texas dues and assessments not collected by the National Office.
- (iii) ~~assist-Assist~~ the President in preparing an annual budget for adoption by the Board of Directors.
- (iv) ~~maintain-Maintain~~ accounts which shall be open to inspection by officers of the APA Texas and subject to audit.
- (v) ~~prepare-Prepare~~ for each meeting of the membership and of the Board of Directors a financial report to include a current balance sheet and an income statement reflecting the preceding 12 months of APA Texas operations.
- (vi) ~~be-Be~~ bonded, the cost of which shall be borne by APA Texas.
- (vii) ~~submit-Submit~~ an audit prepared by a Certified Public Accountant to the Board of Directors according to a schedule adopted by the Board of Directors, ~~and~~
- (viii) ~~perform-Perform~~ such other duties as required by these Bylaws or customary to the office.

7.1.4.5. Immediate Past-President. The Immediate Past-President shall:

- (i) ~~serve-Serve~~ as a member of the Board of Directors.
- (ii) ~~review-Review~~ the Bylaws and propose necessary revisions.
- (iii) ~~perform-Perform~~ such other duties as required by these Bylaws or customary to the office.

7.1.4.6. TML ~~R~~representative. The TML representative shall:

- (i) ~~Function as the APA Texas affiliate representative to the the President of the APA-Texas Municipal League Affiliate and assume all required duties of the Affiliate consistent with the TML Constitution and Affiliate Guidelines, working with the Policy Committee and Advocacy Network and Advocacy Network Liaison, as well as other members of the Board of Directors as needed, to discharge~~

Commented [CS6]: Shifted from APA Texas President duties and restructured to reflect APA Texas as the TML affiliate organization rather than a separate organization. Clarifies duties of the TML Representative.

such duties and to have prepared any required reports to the Texas Municipal League Board of Directors. The TML Representative shall coordinate with the President regarding ~~the annual report to the membership on the APA Texas organization's the President's activities shall include the activities of the APA Texas TML Affiliate. The representative shall be a full time municipal employee in accordance with the TML bylaws, and constitution and affiliate guidelines.~~

carry out the functions of the position as outlined in 7.1.4.1(ii).

7.2. Executive Committee: There shall be an Executive Committee consisting of the President, President-Elect, Immediate Past President, the TML representative, Secretary, and the Treasurer, the Chapter Conference Coordinator, the Professional Development Officer, and the representative of the Section Directors as selected by the Section Directors.

7.2.1. General Powers: The Executive Committee shall be responsible for:

- i. Preparing the annual budget for ratification by the Board of Directors.
- ii. Authorizing expenditures consistent with the budget.
- iii. Coordinating the Annual Conference.
- iv. Administering grants to Sections and Networks.
- v. Receiving reports and monitoring performance of Sections, Networks, and other APA Texas Committees.
- vi. Reporting to the Board of Directors upon all business which it has considered or acted upon between Board of Directors meetings.
- vii. Putting into effect the votes of APA Texas.
- viii. General oversight of the Executive Administrator (if there is one) including the ability to hire and to terminate.
- ix. Removal of APA Texas or Section officers from office for malfeasance, misfeasance, or incapacity.
- x. Establishment of Standing Committees (if any in addition to those already provided for in these by-laws).
- xi. Perform other such duties as are customary to Executive Committees.

7.2.2. Frequency of Meetings: The Executive Committee shall meet at least quarterly. Two of those meetings shall be in conjunction with semi-annual meetings of the Board of Directors. Official meetings and business may be conducted via telephone conference calls.

7.2.3 Quorum: To officially conduct APA Texas business, a majority of the members of the Executive Committee shall constitute a quorum.

7.3. Board of Directors: There shall be a Board of Directors of the APA Texas consisting of members as follows:

- (1) Executive Committee.
- (2) All Section Directors.
- (3) A Student Representative. The PSO President of the same accredited Texas planning school as the Faculty Representative will be designated as the Student Representative. The student representative shall be appointed on odd years by the Board of Directors at the Fall Board Meeting. The Student representative will serve as the representative of the APA Texas Planning Student Organizations (PSO) on the Board of Directors. The position of the Student Representative will change

~~concurrently with the rotation of the faculty representative on the Board of Directors. The PSO President of the same accredited Texas planning school as the Faculty Representative will be designated as the Student Representative.~~ In addition to serving on the Board, the Student Representative shall:

- (a) consult with all recognized planning schools and student planning organizations regarding an annual work program which shall include programming for students at the Chapter annual conference, ~~and a statewide meeting of all planning students.~~
- (b) submit a budget request for funds adequate to fulfill the responsibilities of the position.
- (c) serve on the Student Representative's Council of the APA

(4) A Faculty Representative. The faculty representative shall be appointed ~~annually on odd years~~ by the Board of Directors at the Fall Board Meeting. ~~The faculty representative is selected by rotation of Planning Accreditation Board (PAB) universities in Texas.~~

(5) Chairs of standing committees if established by the Executive Committee or the By-Laws.

7.3.1. Duties of the Board of Directors: The duties of the Board of Directors shall be to:

- (a) Ratify APA Texas budgets.
- (b) ~~Develop the Chapter's Development Plan and Work Program, annual goals and policies.~~
- (c) Identify the need for and formulate new APA Texas programs and services.
- (d) Establish guidelines for grant programs.
- (e) ~~—~~ Upon request, assist the National Association's Executive Director in investigating alleged violations of the AICP Code of Ethics and Professional Responsibility occurring in the APA Texas area.
- (f) Review and comment on proposed Association programs and budgets.
- (g) Adopt and disseminate APA Texas policies and positions.
- (h) Report to the membership upon all business which it has considered or acted upon between APA Texas meetings.
- (i) Perform such other functions as are delegated herein or by the members of the APA Texas.

7.3.2. Frequency of Meetings: The Board shall at a minimum meet annually in conjunction with the annual conference in the Fall. ~~Additional meetings may be held as determined by the Executive Committee.~~

7.3.3. Proxy: Any member eligible to vote on any question or issue coming before the APA Texas Board may vote by proxy if said proxy is in writing and signed, names a person present at the meeting who is authorized to vote the proxy, and states the specific question or issues for which the proxy is given. Proxies shall count toward a quorum.

7.3.4. Quorum: To officially conduct APA Texas business, a majority of the elected officers (President, President-Elect, Treasurer, Secretary, ~~and Immediate Past President,~~ and the TML representative), the Professional Development Officer (PDO), and the elected Section Director shall constitute a quorum.

~~7.5.4.~~ Approval of Contracts: All contracts, except contracts for the annual conference, in excess of \$2,500.00 shall be approved by either the Executive Committee or the Board of

Directors. Approval of contracts by the Executive Committee shall be limited to those items ratified by the Board and within 20% of the anticipated budget. If the cost of a contract exceeds these guidelines, the Board shall be required to approve such contract or authorize the Executive Committee to approve the contract.

7.6.5. Executive Administrator: An Executive Administrator may be retained by the APA Texas Board of Directors on the recommendation of the Executive Committee to manage APA Texas affairs if it is deemed appropriate and beneficial to the APA Texas's purposes. The Executive Administrator, if retained, shall ~~(at a minimum)~~ be responsible for those services described in the contract and scope of service.

7.5.1 Registered Agent: Additionally, the Executive Administrator shall serve as the APA Texas's registered agent for purposes of satisfying Article 1396-2.05, as amended, of the Texas Non-Profit Corporation Act. Upon a change of Executive Administrators, the President shall file with the Secretary of State, and all other necessary regulatory agencies, any documentation required to change the name of the registered agent to the new Executive Administrator's name and new address, if necessary.

ARTICLE VIII: ELECTIONS AND VOTING

8.1 Consolidated Elections: The Chapter and Sections shall follow the Association's election schedule on odd years.

8.24. Nomination of Officers: A Nominating Committee of at least three APA Texas members shall be appointed by the President ~~by June 15 of election years~~ and chaired by the President-Elect. The Nominating Committee shall render its report of two names for each office to the Executive Committee ~~at its regular Summer meeting. The elected offices include: President-Elect, Treasurer, Secretary, and TLLMTML Representative.~~ The Secretary should notify the membership of the nominations within 5 days after receiving the Committee report. ~~Twenty-Ten~~ or more regular members may petition the President, with a copy to the Secretary, for the inclusion of names not appearing in the Committee report within 14 days of notice from the Secretary, at which time nominations will be closed. ~~Candidate statements shall be required 14 days following the close of nominations.~~

8.32. Election of Officers: ~~The Association shall send a consolidated ballot by electronic mail to APA Texas members and will send vote totals to the President at the conclusion of the election. The Secretary shall send a ballot by postal mail, electronic mail, or facsimile transmission to each member within 14 days of date receipt of the candidates statements are due. Ballots shall be opened and counted by the Nominating Committee (or other appointed Teller Committee) by September 30 and reported to the APA Texas Secretary.~~ The candidate receiving a majority of the votes cast for each office shall be deemed elected and the Secretary shall so notify the membership. In the event no candidate receives a majority, the Board of Directors shall elect one of the two leading candidates, and such action shall be made a matter of APA Texas record. Officers will take office at the conclusion of the annual Fall Meeting of the APA Texas in odd numbered years.

Commented [CS7]: Reflects consolidated election program with National.

8.3- Election Schedule:

<u>Action</u>	<u>Deadline Date</u>
Nominating Committee appointed	June 3
Nominating Committee reports to Board of Directors	Executive Committee meeting
Secretary makes report to members	5 days following EC meeting

Nominating Committee receives petition names	14 days following Notice of Candidates
Ballots to members	14 days following deadline for candidate submissions
Nominating Committee reports results	September 30
Officers take office	End of annual fall meeting

8.4. Schedule Amendment: If due to unforeseen circumstances, the Executive Committee finds that the election timetable set forth ~~in this Article by the Association~~ cannot be followed, the Executive Committee may amend the timetable for that given instance providing an attempt is made to conform as closely as possible to the required election timing, that said change shall be approved by a unanimous vote of the Executive Committee, and that the membership shall be notified of the change.

8.5. Vacancies: The ~~Board of Directors~~ Executive Committee shall elect a member of the APA Texas to serve for the unexpired term of any elective office vacated by the incumbent.

8.6. Voting:

8.6.1. -Voting Qualifications: In APA Texas Officer elections, voting shall be done only by those ~~regular~~ members of the Chapter in good standing. In voting for APA Texas Bylaws amendments, whether the voting occurs in a APA Texas meeting or by mail or by electronic mail ballot, approval or disapproval shall be by a simple majority of the APA Texas membership qualified to vote and voting on said Bylaws change. In national affairs, Association matters, and APA Texas Bylaws, a report of the APA Texas voting whether or not a quorum was obtained, shall be filed with the Executive Director of the Association and shall include a record of the number of "yea" and "nay" votes and the number eligible for voting.

~~8.7. Selection of Student Representative: The Student representative will serve as the representative of the APA Texas Planning Student Organizations (PSO) on the APA Texas Chapter Board of Directors. Each year the position of the Student Representative will change concurrently with the rotation of the faculty representative on the APA Texas Chapter Board of Directors. The PSO President of the same accredited Texas planning school as the Faculty Representative will be designated as the Student Representative.~~

ARTICLE IX. MEETINGS

9.1. Annual Meetings: There shall be an Annual Meeting of APA Texas at a time and place to be determined by the Board of Directors which shall correspond as much as possible with the beginning of the APA Texas fiscal year. The Board of Directors shall specify an approximate date of the Annual Meeting at least 120 days prior to the meeting. ~~As the TML Affiliate, the Executive Committee will also hold an affiliate meeting at the TML Annual Conference as well as one or two affiliate sessions to educate TML members as to the role of Planning in Texas.~~

9.2. Interim Meetings: The President may call additional meetings as he or she deems desirable. Upon the failure of the President to call such other additional meetings as he/she deems desirable, the Executive committee may call such meetings by a majority vote of its members.

Commented [CS8]: Most affiliates do not meet at TML. It is unnecessary to commit APA Texas to provide sessions within the bylaws, and we are not obligated to do so by TML. TML has engaged APA Texas to support trainings outside of the annual TML Conference as well.

9.3. Notice of Meetings: At least 30 days notice of date and general locale of meetings shall be given each APA Texas member. The exact date, time, and place of meeting shall be given at least 15 days in advance. Notice shall be by postal mail, electronic mail, or facsimile transmission.

9.4. Minutes of Business Meetings: Minutes of all business meetings shall be kept by the Secretary and made a part of the permanent record of the APA Texas. The Annual Meeting shall be recorded by the retiring Secretary.

9.5. Meetings of the Board of Directors: Meetings of the Board of Directors shall be called by the President or by a majority of the Executive Committee members. There shall be at least two ~~one~~ meeting of the Board of Directors each year.

9.6. Parliamentary Procedure: At meetings of the membership and the APA Texas Board of Directors, parliamentary procedure shall be guided by Robert's Rules of Order.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

10.1. Standing Committees. There shall be the following Standing Committees and Committee Chairs:

10.1.1 ~~Education Foundation Committee~~ Professional Development: There shall be a Professional Development Officer (PDO), appointed by the President. This position was established by the Association to be incorporated within the structure of Chapters for the purpose of ensuring that the issues related to continuing education and other matters related to AICP are addressed.

Commented [CS9]: PDO and PODO roles clarified.

10.1.1.1. ~~Duties: There shall be an Education Foundation Committee.~~ It shall be the responsibility of the ~~Education Committee~~ Professional Development Officer to:

- (a) 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 Ethics and Professional Conduct, the Guidelines for Social Responsibility, and the Rules of Reference to Institute membership.
- (b) Promote membership in AICP.
- (c) Conduct an AICP Examination Preparation Workshop as often as required.
- (d) Provide assistance to all Chapter members interested in AICP membership.
- (e) Provide assistance to national AICP office staff when called upon.
- (f) Plan and implement APA Texas programs to assist candidates for AICP membership.
- (g) Be responsible for assuring Texas Chapter input to the PAB accreditation review of planning programs in Texas colleges and universities.
- (h) Cooperate with faculty liaisons in developing continuing education programs.
- (i) Advocate strong continuing education program to ensure a high level of professional development.
- (j) Initiate and implement APA Texas programs to increase the visibility of professional planning and the importance of AICP membership.
- (k) Advocate strong support for the AICP Code of Ethics and Professional Conduct.

- (l) Maintain an ongoing relationship with the AICP Commission.
- (m) Ensure that AICP dues rebates are used for appropriate professional development and continuing education activities.
- (n) Attend Association PDO leadership meetings as necessary.
- (o) Plan APA Texas Professional Development seminars and workshops.

10.1.2. Planning Officials: There shall be a Professional Development-Planning Officials Development Officer (PDOO), appointed by the President. This position was established by the Association to be incorporated within the structure of Chapters for the purpose of ensuring that the needs and interests of planning officials are addressed.

10.1.2.1 Duties: It shall be the responsibility of the Planning Officials Development Officer shall be to:

- (a) Increase training opportunities for planning officials in Texas.
- (b) Create ways of making the chapter more inviting to planning officials.
- (c) Recruit new planning official members.
- (d) Involve planning officials in APA Texas programs and decision-making.
- (e) Involve planning officials in planning promotion and advocacy.
- (f) Encourage the vital role of planning commissions in providing up-to-date, responsive and responsible community planning.
- (g) Serve as a member of the Conference Committee to organize the annual Short Course for elected and appointed officials at the Annual Conference
- (h) Serve as the reference person on planning official resources, helping to coordinate information and idea exchanges between members and the APA Texas and between APA Texas and the national organization.
- (i) Publish the "Guide to Urban Planning in Texas Communities and other pertinent publications.
- (j) Conduct and organize regional training for planning commissioners.
- (k) Conduct regional training for planning commissioners.
- ~~(a) 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 Ethics and Professional Conduct, the Guidelines for Social Responsibility, and the Rules of Reference to Institute membership.~~
- ~~(b) conduct an AICP Examination Preparation Workshop as often as required.~~
- ~~(c) advise members of the APA Texas, students, and appointed and elected officials concerning opportunities and/or requirements for continuing education and professional development, and~~
- ~~(d) conduct a continuing education and professional development program available to all members of the APA Texas and to students as well as to Commissioner training and elected officials. There should be:~~

~~Two to three professional development workshops each year developed in conjunction with the Section and Networks for professional planners.~~

~~An annual Short Course (training) for elected and appointed officials at the Annual Conference.~~

~~Additional training and development programs as the need arises and resources can support.~~

~~(e) conduct regional training for planning commissioners.~~

~~(f) publish the "Guide to Urban Planning in Texas Communities and other pertinent publications.~~

~~(g) Assist the Planning Officials Development Officer and the Professional Development Officer in the performance of their assigned duties.~~

~~(h) assist with the accreditation of planning programs in Texas colleges and universities as administered by the Planning Accreditation Board.~~

~~(i) maintain the collection of planning reference materials belonging to the Chapter (including audio and videotapes, compact disks and other media).~~

~~10.1.1.2. Members: The President shall appoint APA Texas members to serve on the Education Foundation Committee. The size of the Committee shall be adequate to perform the functions assigned to the Committee. The majority of Education Committee members shall also be members of the American Institute of Certified Planners. APA recognized planning schools and planning schools with recognized Student Planning Organizations shall be invited to appoint faculty representatives. The Student Representative to the Board of Directors shall also serve on the Education Committee. The Conference Short Course Coordinator (Planning Officials Development Officer) shall serve on the Education Foundation Committee.~~

~~10.1.1.3. Chairperson serves as Professional Development Officer: The Chairperson of the Education Foundation Committee shall be a member of the American Institute of Certified Planners, and shall be the designated Professional Development Officer.~~

~~10.1.1.3.1 Responsibilities of the Professional Development Officer shall be to:~~

~~(a) Promote membership in AICP~~

~~(b) Provide assistance to all Chapter members interested in AICP membership.~~

~~(c) Provide assistance to national AICP office staff when called upon.~~

~~(d) Plan and implement APA Texas programs to assist candidates for AICP membership.~~

~~(e) Be responsible for assuring Texas Chapter input to the PAB accreditation review of planning programs in Texas colleges and universities.~~

- ~~(f) Plan APA Texas professional development seminars and workshops, including sessions at the TML Annual Conference as part role as TML Affiliate.~~
- ~~(g) Cooperate with faculty liaisons in developing continuing education programs.~~
- ~~(h) Advocate strong continuing education program to ensure a high level of professional development.~~
- ~~(i) Initiate and implement APA Texas programs to increase the visibility of professional planning and the importance of AICP membership.~~
- ~~(j) Advocate strong support for the AICP Code of Ethics and Professional Conduct.~~
- ~~(k) Maintain an ongoing relationship with the AICP Commission.~~
- ~~(l) Ensure that AICP dues rebates and used for appropriate professional development and continuing education activities.~~

~~10.1.1.4. The Chairperson of the Education Foundation Committee shall consult with the President and shall name a member of the Education Foundation Committee to serve as the Planning Officials Development Officer.~~

~~10.1.1.4.1 Responsibilities of the Planning Officials Development Officer shall be to:~~

- ~~(a) Increase training opportunities for planning officials in Texas.~~
- ~~(b) Create ways of making the chapter more inviting to planning officials~~
- ~~(c) Recruit new planning official members.~~
- ~~(d) Involve planning officials in APA Texas programs and decision-making.~~
- ~~(e) Involve planning officials in planning promotion and advocacy.~~
- ~~(f) Encourage the vital role of planning commissions in providing up-to-date, responsive and responsible community planning.~~
- ~~(g) Serve as the reference person on planning official resources, helping to coordinate information and idea exchanges between members and the APA Texas and between APA Texas and the national organization.~~

~~10.1.32. Conference Planning Committee:~~ There shall be a Conference Planning Committee appointed by the Chapter President.

~~10.1.32.1. Responsibilities: The Conference Planning Committee will be responsible for keynote and plenary speakers, publicity and program preparation of the Annual APA Texas Planning Conference.~~

~~10.1.32.2. Membership: Chapter Conference Coordinator, Local Coordinator (Host Section Director designee), Programs and Sessions Chair, Mobile Workshops Chair, Exhibit and Sponsorship Chair, Short Course (Commissioner Training) Coordinator, Publicity and Media Chair, Social Events Chair, Emerging Planning Leaders Officer, Student Representative, Signage and Brochure Coordinator, Certification Maintenance (CM) Coordinator, Chapter Treasurer, and Executive Administrator.~~

10.1.43 Planning Awards Committee: There shall be an Awards Committee consisting of a Chair, appointed by the President, and a committee of members broadly representative of the membership's demographics & geography to the extent practical. , and a representative from each Section appointed by the Section Director.

10.1.54 Policy and Advocacy Network Committee: There shall be a Policy and Advocacy Network Committee consisting of a Chair, appointed by the President.

10.1.41 Purpose: To improve, encourage, and promote effective city planning in the State of Texas, to study the planning, environment, laws and regional characteristics peculiar to Texas, to stimulate the interchange of planning ideas and experiences, to pool available planning, information and resources, to enrich the membership with the benefits of shared knowledge in the interest of the public welfare, to educate the membership and other municipal and state officials as to the effect of proposed legislation and to monitor and promote legislation in the State that promotes effective urban regional planning.

10.1.54.2 Appointment and Roles: The President, with the concurrence of the Board of Directors Executive Committee, shall appoint an Department Director Advocacy Network Liaison. The Advocacy Network Liaison shall recruit and committee members to assist with the committee's work program, which shall also be coordinated with the TML Representative of a Committee. The Director Advocacy Network Liaison shall be a municipal employee of a city who is a TML member, and shall serve as a voting member of the APA Texas Board of Directors. The Advocacy Network Liaison, in coordination with the TML Representative, Director shall be responsible for preparing and implementing an annual work program consistent with APA Texas policies Action Plan. The Advocacy Network Liaison Director may submit an annual budget request to the APA Texas Board of Directors in the same manner that other budget requests are submitted. The Advocacy Network Liaison Director shall also work with the Chapter President, TML Representative and Treasurer to submit any financial reports required by affiliated organizations in support of advocacy. to submit any financial reports required by the Texas Municipal League of APA Texas for TML Affiliate activities.

10.1.65 Certification Maintenance Committee: The President shall appoint a Certification Maintenance (CM) Officer who shall be responsible for the managing the AICP CM activities of the Chapter. The CM Officer may recruit committee members and is responsible for the following:

- (i) Communicate and coordinate with the Chapter, Sections and other planning related professional organizations regarding CM training opportunities.
- (ii) Provide information about CM training to APA/AICP members.
- (iii) Facilitate Chapter sponsorships of CM training activities and events such as conference sessions, Section activities and other training activities.
- (iv) Register Chapter CM training activities for CM credits with AICP.
- (v) Create standardized process for registration of Chapter CM training activities including data input forms required by AICP.
- (vi) Participate in APA/AICP National CM Program development and activities on behalf of the Chapter.

10.1.76 Texas Emerging Planning Leaders (TxEPL) Committee: The President shall appoint a Texas Emerging Planning Leaders (TxEPL) Officer who shall be responsible for the managing the Emerging Planning Leaders activities of the Chapter. The TxEPL Officer shall be a member of the Chapter Board of Directors.

Commented [CS10]: Provides greater flexibility when a Section is unable to provide representation. This may be less of an issue through use of digital technology to perform duties versus coordinating a physical meeting in person given the geographic reach of the Chapter and travel logistics.

Commented [CS11]: City employment is only essential for the TML Representative. Municipal employment can, at times, interfere with effective advocacy due to Charters, reporting relationships with city management, and potential complications created by local legislative efforts. Updated language further to reflect need to coordinate with TML Representative to ensure consistency with affiliate guidelines.

Commented [CS12]: Generalized this to reflect potential for us to work with other organizations since advocacy overall goes beyond just the TML relationship (i.e. Planning for Health initiative) while still being inclusive of TML as an affiliated organization.

Reporting for TML moved to TML Representative duties, with language to clarify expectations that other Board of Directors members provide support as needed for any TML reporting.

10.1.76.1 Purpose: The purpose of TxEPL is to enhance communication between emerging and experienced planning professionals; provide for professional advancement in the field by identifying employment opportunities and through targeted training and education; and support the advancement of the planning profession through leadership opportunities.

10.1.7.2. Goals: In pursuit of the mission, TxEPL is committed to the long term goals of:

- ~~(i)~~ Developing the skills and knowledge needed to become the next generation of successful planning leaders in the State of Texas;
- ~~(ii)~~ Providing a clearinghouse of communications, training, and networking opportunities for emerging planning leaders;
- ~~(iii)~~ Bridging the professional gap between college graduates, members of the American Institute of Certified Planners (AICP), and members of the Fellows of American Institute of Certified Planners (FAICP);
- ~~(iv)~~ Identifying individuals to move into leadership roles at the section, state, and national levels of the American Planning Association (APA);
- ~~(v)~~ Building and executing a successful Mentorship Program to connect emerging planning leaders with the experienced planning professions and Texas AICP Fellows.

10.1.76.32 Members: The TxEPL Officer may recruit committee members of the TxEPL Committee. Membership of the TxEPL Committee shall be open to APA Texas Chapter members in good standing. The TxEPL Officer shall designate members of the committee to serve as the Mentorship Program Chair, Communications Chair, and Programs Chair. Each Section Director shall appoint a Section member to serve on the TxEPL Committee.

10.2. Other Standing Committees: There may be other committees and appointments by the President to carry out ~~the recurring duties and tasks identified in the usual and customary duties of the organization~~ APA Texas Action Plan.

10.2.1. Appointment and Roles: The President shall appoint Committee Chairs and members. Each Committee Chair is responsible for preparing and implementing an annual work program consistent with the APA Texas ~~policies~~ Action Plan. Each Committee Chair shall keep the Executive Committee informed of its accomplishments. The President shall also make appointments to undertake tasks of interest to the Board of Directors ~~such as the Newsletter Editor, Web and Listserve Managers and the Historian.~~

10.32. Special Committees: On occasion, there may be the need to create a Special Committee to assist the Board of Directors to carry out a specific task which is not recurring.

10.32.1. Appointment and Roles: The President shall appoint Committee Chairs and members. ~~Each Committee Chair is responsible for preparing and implementing an annual work program consistent with the APA Texas policies~~ Action Plan. Each Committee Chair shall keep the Executive Committee informed of its accomplishments. ~~The President shall also make appointments to undertake tasks of interest to the Board of Directors such as the Newsletter Editor, Web and Listserve Managers and the Historian.~~ The appointment term of Special Committees shall be limited to one year, unless extended by the Executive Committee.

Unless specifically called for elsewhere in the Bylaws, the Chairs of ~~Special committees~~ Committees and members who are appointed serve as advisory unofficial members of the Board of Directors.

ARTICLE XII. TML AFFILIATE

12.1 In its role as the TML Affiliate, APA Texas ~~will still have to~~ must abide by its own constitution and bylaws as well as those of the American Planning Association. APA Texas must also comply with the requirements of the TML Constitution and Affiliate Guidelines, will also expect its affiliate to abide by the rules and regulations of TML. The requirements of the governing documents for the two organizations are not expected to conflict due to consistency between the goals and purposes of each, resulting in significant mutual beneficial relationship. It is not expected that there will be conflicts between the organizations since their goals and purposes overlap, and there is tremendous mutual benefit in the relationship. Should a conflict emerge, the requirements resulting from APA Texas being a creature of the American Planning Association, and APA Texas' own bylaws. However, since APA Texas is primarily the Texas Chapter of the American Planning Association, in the event a conflict cannot be worked out, APA Texas or APA shall supersede. In such circumstances, APA Texas anticipates any conflicts will be resolved to mutually beneficial ends without jeopardizing the relationship with TML. It is expected that all parties shall endeavor to work out conflicts. In no case, however, shall TML dictate to APA Texas a requirement that will jeopardize its status with APA or violate APA policies or procedures. If an issue is of such TML seeks to enforce a requirement in violation of APA or APA Texas rules, procedures or policies that cannot be resolved, a magnitude that it cannot be worked out and TML must insist on its requirement in violation of APA or APA Texas rules procedures or policies, then TML may undesignate-remove APA Texas as the TML Affiliate and a new organization similar to the former City Planners Association of Texas will may be created. It is also understood, however, that APA Texas, as the TML Affiliate, will not take a position or act in a manner contrary to TML's constitution or its policies and procedures for affiliates if such action or position is not required by APA Texas or APA rules, policies or procedures.

Commented [CS13]: Section revised for clarity without changing meaning. Prior language was somewhat confusing.

ARTICLE XIV. AMENDMENTS

These Bylaws may be altered, amended, or repealed, or new Bylaws adopted as follows:

14.1 At any meeting of the Board of Directors, at which a quorum is present by the affirmative vote of at least sixty-six and two thirds percent (66 2/3%) of the Directors present at such meeting after notice of such alteration, amendment, repeal, or new Bylaws has first been sent to the members at least thirty (30) days before the action taken by the Board, or,

14.2 Upon authorization by the Board of Directors, or upon petition of at least one-sixth (1/6) of the members of the APA Texas, by the affirmative majority vote of members voting, after said amendment is discussed at a APA Texas meeting and submitted by the Secretary as a written or electronic ballot to the members. A period of 30 days from the distribution date shall be allowed for the return of ballots, prior to certification of the results. APA Texas Bylaws amendments are subject to approval by the Executive Director of the Association.

ARTICLE XV: INDEMNIFICATION

15.1 The Board of Directors, on behalf of the APA Texas, shall indemnify all persons for whom indemnification is permitted by Article 1396-2.22A, as amended, of the Texas Non-Profit Corporation Act up to the fullest extent permissible under such Act, and may purchase such liability, indemnification and/or other similar insurance as the Board from time to time shall deem necessary and appropriate, in its sole discretion. The power to indemnify under this Article

XV shall include the discretionary power, under Article 1396-2.22A, as amended, of the Texas Non-Profit Corporation Act, to pay the expenses incurred in defending a proceeding in advance of the disposition thereof. Therefore, the mandatory decision by the Board of Directors to indemnify an individual who meets the requirements of Article 1396-2.22A, as amended, of the Texas Non-Profit Corporation Act, in no way mandates that the Board of Directors also choose to pay the expenses incurred in defending a proceeding in advance of the disposition thereof.

15.2 The APA Texas may purchase and maintain liability, indemnification, and/or other similar insurance on behalf of itself and/or other similar insurance on behalf of itself, and/or for any person who is or was a director, officer, employee, agent or similar functionary of the APA Texas or another foreign or domestic corporation, partnership, joint venture, sole proprietorship, trust, employee benefit plan, or other enterprise, against any liability asserted against and/or incurred by the APA Texas, or such other enterprise, or person serving in such a capacity or arising out of his/her/its status as a person or entity, whether or not the APA Texas would have the power to indemnify such person against that liability otherwise.

15.3. The power to indemnify and/or obtain insurance provided in this Article XIV shall be cumulative of any other power of the Board and/or any rights to which such person or entity may be entitled by laws, the Articles of Incorporation, and bylaws, contracts, other agreement, vote, or otherwise.

APA TEXAS BYLAWS

Adopted (DRAFT)

Amended and Restated Bylaws of the Texas Chapter, American Planning Association, Inc

ARTICLE I. CHAPTER NAME, JURISDICTION, AND HEADQUARTERS

The name of the Association Chapter shall be the American Planning Association – Texas Chapter (APATX). The Chapter shall be referred to as APA Texas. The area served by the APA Texas shall be the State of Texas. The headquarters shall be located in the city designated by the APA Texas Executive Committee.

ARTICLE II. MISSION AND PURPOSES

The mission of the APA Texas is to advocate the profession of planning, providing expertise and processes that empower citizens to be engaged in the development and sustainability of Great Communities in Texas.

The purposes of the APA Texas shall be to further the objectives of the American Planning Association and to:

- (1) Provide a professional association of planners of diverse education, backgrounds, experiences, and employment to advance the art and science of planning in Texas to help improve it as a place to live and work,
- (2) Support the use of planning tools, techniques, and practices to enhance the quality of life for Texas residents, the economic opportunities for Texas businesses and employees, and the preservation and enhancement of Texas' natural, cultural, recreational, and historic resources,
- (3) Provide education, training and networking opportunities and resources for planning students, practicing planners, and elected and appointed officials on sound planning practices, innovative concepts, and ethical reasoning,
- (4) Nurture the active involvement in planning for Texas and Texas communities by Texans with diverse educational and cultural backgrounds and those who represent the interests of youths, seniors, the disabled, minority, and other special groups within the Texas population.
- (5) Take a leadership role in communicating good planning principles through coordination and collaboration with other professional organizations involved with shaping Texas' built environment and through the provision of legislative authorization, education and information on planning issues to other individuals and organizations.

ARTICLE III: GENERAL DEFINITIONS and ACRONYMS

Address of Record. An individual's address of record is used to establish their Chapter membership. The address furnished by the member to the National Office of APA. It is the member's responsibility to notify the National Office of any change of address.

American Institute of Certified Planners (AICP): The national professional institute within the American Planning Association which has as its central mission the professional development and certification of its members. In pursuit of this mission, AICP establishes professional standards, educational requirements, and professional ethics, and is an advocate in behalf of professional planners.

American Planning Association (APA): The national non-profit organization of people who are active in working for better planned communities. The American Planning Association is referred to in these bylaws as APA, or "Association." Affairs of the APA are referred to as "national." APA's goal is to advance the art and science of planning and the activity of planning -- physical, economic, and social --at the local, regional, state and national levels. APA works to build public and political support for sound planning practice and to provide members with the technical information, skills, and interchange that will advance their effectiveness in planning.

Board of Directors: The governing body of APA Texas consisting of the Executive Committee, Section Directors, Standing Committee Chairs, and other Appointed Members.

Chapter: As herein used, Chapter means the American Planning Association -- Texas Chapter, which is referred to in these bylaws as APA Texas.

Executive Committee: Members include the President, President-Elect, Immediate Past President, Secretary, Treasurer, TML Representative, Conference Coordinator, Professional Development Officer, and Section Representative, who is elected by the Section Directors.

Executive Director: The duly appointed Executive Director of National APA.

Executive Administrator: The duly appointed Executive Administrator of APA Texas.

Fiscal Year: The period of time from October 1 until September 30.

Level of Service: A guide developed by the Section Representative and approved by the Board of Directors that provides information and guidance for Section activities based on the Section size.

National Office: The office of APA designated by APA to service Chapter and membership matters.

Texas Municipal League (TML): An organization of municipalities within the State of Texas. The Chapter is an Affiliate of the Texas Municipal League.

ARTICLE IV: APA TEXAS MEMBERSHIP

4.1 Regular Members, Student Members, Retired Members, Faculty Members, Lifetime Members and Group Planning Board Members: Association members shall automatically be members of the APA Texas if their address of record, as provided by the member to the National Office, is within the APA Texas area and shall be subject to all requirements of APA Texas membership including payment of APA Texas dues.

4.2 Nonresident Members: An Association member whose address of record is not in the APA Texas area, but chooses to become a member of the APA Texas, may do so, consistent with Association requirements. Nonresident Members must pay dues according to a rate set by the Board of Directors. Nonresident Members will be subject to all requirements of APA Texas membership. Said APA Texas members are not eligible to run for APA Texas office.

4.3 Honorary Members: The Board of Directors may confer Honorary Membership upon any person outside of APA Texas who has made a significant contribution to the furtherance of planning in Texas. Such members shall be entitled to receive APA Texas membership service, unless such service requires a prerequisite membership at the national level. Said APA Texas members shall not receive national membership service nor be eligible to participate in national elections or hold national office. Said APA Texas members are not eligible to run for APA Texas office.

4.4. Membership Termination: Termination of APA Texas membership shall be automatic when a member has moved his or her address of record out of the APA Texas area, unless the member requests to retain a nonresident membership and continues to pay APA Texas dues. Any members ceasing to be a member of the Association shall automatically cease to be a member of the APA Texas unless Chapter only membership is secured.

4.5. Chapter Only Membership: APA Texas may have members who are not members of the American Planning Association. Such members shall be entitled to receive APA Texas membership service, unless such service requires a prerequisite membership at the national level. Said APA Texas members shall not receive national membership service nor be eligible to participate in

national elections or hold national office. Said APA Texas members are not eligible to run for APA Texas office. Dues for APA Texas Only Membership shall be established by the Board of Directors.

4.6 Associate or Sponsor Members: The Board of Directors may confer Associate or Sponsor Membership and define services provided to such members to the extent permitted at the national level. This class of membership may include, but is not limited to, Councils of governments, Public or school/university libraries, Commercial or civic clubs, Individuals and Corporations. Said APA Texas members shall not receive national membership service nor be eligible to participate in national elections or hold national office. Said APA Texas members are not eligible to run for APA Texas office.

ARTICLE V: DUES

5.1 Amount: Annual APA Texas dues for members, including student members, shall be an amount determined by the Board of Directors. The Treasurer shall notify the National Office of any new dues rates as approved by the Board of Directors.

5.2 Collection: The APA Texas dues of members shall be collected by the Association along with national dues and shall be payable annually.

5.3 Special Assessments: Notwithstanding the above provisions, special assessments may be imposed by a vote of the APA Texas membership and collected by the Chapter Treasurer or the Association. There shall be no special initiation fee for APA Texas membership.

5.4. Waiver of Dues: In special cases, and upon the written request of a member, the Board of Directors may waive the payment of APA Texas dues. Each case will be judged solely on its own merits. Examples for which waivers may be granted include:

- (1) active duty service in the Armed Services of the United States, except on a career basis, for a period of more than six months in any one APA Texas fiscal year,
- (2) service in the Peace Corps or AmeriCorps Volunteers in Service to America (VISTA) or other similar organization,
- (3) the incapacity through illness or injury of a member to work in the profession for a period of more than three months in any one APA Texas fiscal year,
- (4) the attainment of age 65 of any member who has been in good standing with the Association for at least 10 years, or
- (5) in cases where the National Office has waived Association dues.

ARTICLE VI: SECTIONS

6.1 Purpose of Sections: The APA Texas shall support the formation of Sections in order to further the purposes of the APA Texas. The entire state shall be covered by Sections.

6.2 Establishment of Sections: A Section may be established upon petition to the Board of Directors by at least 2/3's of the APA members with an address of record in the area proposed for Section status. The petition shall include:

- (i) the proposed Section name,
- (ii) a statement of the reasons which, in the opinion of the petitioners, would make a new section desirable in the interest of the profession,
- (iii) a map of the current Section boundaries and the proposed changes, and
- (iv) the names of three members who will serve as the nominating committee.

The initial Section membership shall consist of at least 15 APA Texas members. The Section shall be governed by the Association's Corporate by-laws and the APA Texas Bylaws, and shall become effective if the required petition has been submitted to and approved by the Board of Directors.

6.3 Review by Directors: Petitions for Section status which meet all the requirements set forth in the APA Texas Bylaws must be considered by the Board of Directors at their next regular meeting and acted upon by the subsequent regular meeting. Conflicts in geographic boundaries of the Section shall be resolved by the Board of Directors.

6.4 Petition Effective Date: Petitions not acted upon by the Board of Directors by the second meeting after the initial request shall be deemed approved. Elections for Section officers should be conducted as soon thereafter as possible.

6.5 Section Bylaws: Sections may adopt bylaws to govern Section affairs. Section bylaws shall not conflict with APA Texas Bylaws or the Articles of Incorporation and Bylaws of the American Planning Association. Section Bylaws and amendments to Section Bylaws should be submitted for review and approved by the Board of Directors prior to adoption by the Section.

6.6 Section Officers: Each Section shall elect a presiding officer, called the "Section Director," and other officers as are necessary for carrying out the Section objectives. The Section Director shall serve as a member of the Board of Directors and shall serve a term of two years that corresponds with the terms of the elected officers of APA Texas (7.1.2).

6.7 Section Funding: Sections may request Section grants as part of the Chapter's annual budget process to be allocated from the Chapter budget for Sections to operate local programs for members. Sections shall adopt the same fiscal year as the Chapter and shall submit a budget as part of the Chapter's annual budget process. Sections shall follow budgeting, accounting, and reporting procedures as adopted by the Chapter. The Section shall submit an annual financial report to the Chapter Treasurer by October 15th of each year. Failure to follow required procedures or maintain a minimum level of service for its members shall be cause for the Executive Committee to withhold funding.

6.8. Section Responsibilities: Each Section shall meet or exceed the "Level of Service" for its members established by the Board of Directors. Sections shall provide reports on their activities to the Executive Committee, who shall summarize these and provide information and recommendations as appropriate to the Board in advance of its regularly-scheduled meetings.

ARTICLE VII: ELECTED OFFICERS, EXECUTIVE COMMITTEE, BOARD OF DIRECTORS, and EXECUTIVE ADMINISTRATOR

7.1. Officers: The elected officers of the APA Texas shall be a President, a President-Elect, an Immediate Past President, a TML representative, a Secretary, and a Treasurer. In every election that occurs after the adoption of the Bylaws, the President-Elect, TML representative, Secretary, and a Treasurer shall be elected by the membership, the immediate past President-Elect shall be the new President, and the former President shall become Immediate Past President.

7.1.1. Eligibility: Office shall be open to any member of the APA Texas who is also a member of the National APA organization in good standing.

7.1.2. Terms of Office: The terms of office for all elected officers shall be for two years, beginning at the conclusion of the annual fall meeting of the APA Texas in odd numbered years. No officer shall serve more than two consecutive terms in the same office unless a new nominee cannot be identified for a position. If a new nominee cannot be identified at the time of elections, the current officer may remain in office until a new member is elected. If the current officer is unable or unwilling to continue, the President may nominate a new officer to complete the term, with ratification by the Executive Committee.

7.1.3 Removal from Office: An officer may be removed from office by a two-thirds vote of the Executive Committee when the officer is no longer a member of APA Texas, when he or she has missed three (3) consecutive business meetings without approval of the Executive Committee, or for gross failure (in the opinion of the Executive Committee) to perform his or her duties as described in these Bylaws. (See also paragraph 7.2.1.ix)

7.1.4. Duties of the Officers:

7.1.4.1. President: The President shall:

- (i) Call and preside at meetings of the APA Texas, the Executive Committee, and the Board of Directors.
- (ii) Create, appoint, and discharge special committees, appoint members to standing committees (if established by the Executive Committee,) and serve as a non-voting ex officio member of all committees.
- (iii) Working with the Treasurer, prepare and recommend an annual program and budget.
- (iv) Supervise the Executive Administrator if one has been retained.
- (v) Represent the APA Texas on the Association's Chapter Presidents Council.
- (vi) Prepare quarterly reports to the Board of Directors and Executive Committee and an annual report to the membership on the President's activities.
- (vii) Act as a spokesperson for APA Texas.
- (viii) Perform such other duties required by these Bylaws as customary to the office.

7.1.4.2. President-Elect: The President-Elect shall:

- (I) Act in the absence of or incapacity of the President.
- (ii) Act as a committee coordinator and liaison between committees and the APA Texas Board of Directors.
- (iii) Perform such other duties and authorities as are necessary to carry on the business of APA Texas including duties delegated by the President.
- (iv) Be the next president of APA Texas and therefore shall take whatever steps are necessary to prepare for that office while serving as President-Elect.

7.1.4.3. Secretary: The Secretary shall:

- (i) Notify members and Board of Directors of meetings.
- (ii) Prepare and report minutes of APA Texas, Board of Directors and Executive Committee meetings.
- (iii) Perform such other duties required by these Bylaws or customary to the office.

7.1.4.4. Treasurer: The Treasurer shall:

- (i) Receive and disburse APA Texas funds.
- (ii) Collect APA Texas dues and assessments not collected by the National Office.
- (iii) Assist the President in preparing an annual budget for adoption by the Board of Directors.
- (iv) Maintain accounts which shall be open to inspection by officers of the APA Texas and subject to audit.
- (v) Prepare for each meeting of the membership and of the Board of Directors a financial report to include a current balance sheet and an income statement reflecting the preceding 12 months of APA Texas operations.

- (vi) Be bonded, the cost of which shall be borne by APA Texas.
- (vii) Submit an audit prepared by a Certified Public Accountant to the Board of Directors according to a schedule adopted by the Board of Directors.
- (viii) Perform such other duties as required by these Bylaws or customary to the office.

7.1.4.5. Immediate Past-President. The Immediate Past-President shall:

- (i) Serve as a member of the Board of Directors.
- (ii) Review the Bylaws and propose necessary revisions.
- (iii) Perform such other duties as required by these Bylaws or customary to the office.

7.1.4.6. TML Representative. The TML representative shall:

- (i) Function as the APA Texas affiliate representative to the Texas Municipal League and assume all required duties of the Affiliate consistent with the TML Constitution and Affiliate Guidelines, working with the Policy and Advocacy Network and Advocacy Network Liaison, as well as other members of the Board of Directors as needed, to discharge such duties and to have prepared any required reports to the Texas Municipal League Board of Directors. The TML Representative shall coordinate with the President regarding the annual report to the membership on the APA Texas organization's activities. The representative shall be a full time municipal employee in accordance with the TML bylaws, constitution and affiliate guidelines.

7.2. Executive Committee: There shall be an Executive Committee consisting of the President, President-Elect, Immediate Past President, the TML representative, Secretary, and the Treasurer, the Chapter Conference Coordinator, the Professional Development Officer, and the representative of the Section Directors as selected by the Section Directors.

7.2.1. General Powers: The Executive Committee shall be responsible for:

- i. Preparing the annual budget for ratification by the Board of Directors.
- ii. Authorizing expenditures consistent with the budget.
- iii. Coordinating the Annual Conference.
- iv. Administering grants to Sections and Networks.
- v. Receiving reports and monitoring performance of Sections, Networks, and other APA Texas Committees.
- vi. Reporting to the Board of Directors upon all business which it has considered or acted upon between Board of Directors meetings.
- vii. Putting into effect the votes of APA Texas.
- viii. General oversight of the Executive Administrator (if there is one) including the ability to hire and to terminate.
- ix. Removal of APA Texas or Section officers from office for malfeasance, misfeasance, or incapacity.
- x. Establishment of Standing Committees (if any in addition to those already provided for in these by-laws).
- xi. Perform other such duties as are customary to Executive Committees.

7.2.2. Frequency of Meetings: The Executive Committee shall meet at least quarterly. Two of those meetings shall be in conjunction with semi-annual meetings of the Board of Directors. Official meetings and business may be conducted via telephone conference calls.

7.2.3 Quorum: To officially conduct APA Texas business, a majority of the members of the Executive Committee shall constitute a quorum.

7.3. Board of Directors: There shall be a Board of Directors of the APA Texas consisting of members as follows:

- (1) Executive Committee.
- (2) All Section Directors.
- (3) A Student Representative. The PSO President of the same accredited Texas planning school as the Faculty Representative will be designated as the Student Representative. The Student representative will serve as the representative of the APA Texas Planning Student Organizations (PSO) on the Board of Directors. The position of the Student Representative will change concurrently with the rotation of the faculty representative on the Board of Directors. In addition to serving on the Board, the Student Representative shall:
 - (a) consult with all recognized planning schools and student planning organizations regarding an annual work program which shall include programming for students at the Chapter annual conference.
 - (b) submit a budget request for funds adequate to fulfill the responsibilities of the position.
 - (c) serve on the Student Representative's Council of the APA
- (4) A Faculty Representative. The faculty representative shall be appointed on odd years by the Board of Directors at the Fall Board Meeting. The faculty representative is selected by rotation of Planning Accreditation Board (PAB) universities in Texas.
- (5) Chairs of standing committees if established by the Executive Committee or the By-Laws.

7.3.1. Duties of the Board of Directors: The duties of the Board of Directors shall be to:

- (a) Ratify APA Texas budgets.
- (b) Develop the Chapter's Development Plan and Work Program.
- (c) Identify the need for and formulate new APA Texas programs and services.
- (d) Establish guidelines for grant programs.
- (e) Upon request, assist the National Association's Executive Director in investigating alleged violations of the AICP Code of Ethics and Professional Responsibility occurring in the APA Texas area.
- (f) Review and comment on proposed Association programs and budgets.
- (g) Adopt and disseminate APA Texas policies and positions.
- (h) Report to the membership upon all business which it has considered or acted upon between APA Texas meetings.
- (i) Perform such other functions as are delegated herein or by the members of the APA Texas.

7.3.2. Frequency of Meetings: The Board shall at a minimum meet annually in conjunction with the annual conference in the Fall. Additional meetings may be held as determined by the Executive Committee.

7.3.3. Proxy: Any member eligible to vote on any question or issue coming before the APA Texas Board may vote by proxy if said proxy is in writing and signed, names a person present at the meeting who is authorized to vote the proxy, and states the specific question or issues for which the proxy is given. Proxies shall count toward a quorum.

7.3.4. Quorum: To officially conduct APA Texas business, a majority of the elected officers (President, President-Elect, Treasurer, Secretary, Immediate Past President, and the TML representative), the Professional Development Officer (PDO), and the elected Section Director shall constitute a quorum.

7.4. Approval of Contracts: All contracts, except contracts for the annual conference, in excess of \$2,500.00 shall be approved by either the Executive Committee or the Board of Directors. Approval of contracts by the Executive Committee shall be limited to those items ratified by the Board and within 20% of the anticipated budget. If the cost of a contract exceeds these guidelines, the Board shall be required to approve such contract or authorize the Executive Committee to approve the contract.

7.5. Executive Administrator: An Executive Administrator may be retained by the APA Texas Board of Directors on the recommendation of the Executive Committee to manage APA Texas affairs if it is deemed appropriate and beneficial to the APA Texas's purposes. The Executive Administrator, if retained, shall be responsible for those services described in the contract and scope of service.

Additionally, the Executive Administrator shall serve as the APA Texas's registered agent for purposes of satisfying Article 1396-2.05, as amended, of the Texas Non-Profit Corporation Act. Upon a change of Executive Administrators, the President shall file with the Secretary of State, and all other necessary regulatory agencies, any documentation required to change the name of the registered agent to the new Executive Administrator's name and new address, if necessary.

ARTICLE VIII: ELECTIONS AND VOTING

8.1 Consolidated Elections: The Chapter and Sections shall follow the Association's election schedule on odd years.

8.2. Nomination of Officers: A Nominating Committee of at least three APA Texas members shall be appointed by the President and chaired by the President-Elect. The Nominating Committee shall render its report of two names for each office to the Executive Committee. The elected offices include: President-Elect, Treasurer, Secretary, and TML Representative. The Secretary should notify the membership of the nominations within 5 days after receiving the Committee report. Ten or more regular members may petition the President, with a copy to the Secretary, for the inclusion of names not appearing in the Committee report within 14 days of notice from the Secretary, at which time nominations will be closed.

8.3. Election of Officers: The Association shall send a consolidated ballot by electronic mail to APA Texas members and will send vote totals to the President at the conclusion of the election. The candidate receiving a majority of the votes cast for each office shall be deemed elected and the Secretary shall so notify the membership. In the event no candidate receives a majority, the Board of Directors shall elect one of the two leading candidates, and such action shall be made a matter of APA Texas record. Officers will take office at the conclusion of the annual Fall Meeting of the APA Texas in odd numbered years.

8.4. Schedule Amendment: If due to unforeseen circumstances, the Executive Committee finds that the election timetable set forth by the Association cannot be followed, the Executive Committee may amend the timetable for that given instance providing an attempt is made to conform as closely as possible to the required election timing, that said change shall be approved by a unanimous vote of the Executive Committee, and that the membership shall be notified of the change.

8.5. Vacancies: The Executive Committee shall elect a member of the APA Texas to serve for the unexpired term of any elective office vacated by the incumbent.

8.6. Voting:

8.6.1. Voting Qualifications: In APA Texas Officer elections, voting shall be done only by those members of the Chapter in good standing. In voting for APA Texas Bylaws amendments, whether the voting occurs in a APA Texas meeting or by mail or by electronic mail ballot, approval or disapproval shall be by a simple majority of the APA Texas membership qualified to vote and voting on said Bylaws change. In national affairs, Association matters, and APA Texas Bylaws, a report of the APA Texas voting whether or not a quorum was obtained, shall be filed with the Executive Director of the Association and shall include a record of the number of “yea” and “nay” votes and the number eligible for voting.

ARTICLE IX. MEETINGS

9.1. Annual Meetings: There shall be an Annual Meeting of APA Texas at a time and place to be determined by the Board of Directors which shall correspond as much as possible with the beginning of the APA Texas fiscal year. The Board of Directors shall specify an approximate date of the Annual Meeting at least 120 days prior to the meeting.

9.2. Interim Meetings: The President may call additional meetings as he or she deems desirable. Upon the failure of the President to call such other additional meetings as he/she deems desirable, the Executive committee may call such meetings by a majority vote of its members.

9.3. Notice of Meetings: At least 30 days notice of date and general locale of meetings shall be given each APA Texas member. The exact date, time, and place of meeting shall be given at least 15 days in advance. Notice shall be by postal mail, electronic mail, or facsimile transmission.

9.4. Minutes of Business Meetings: Minutes of all business meetings shall be kept by the Secretary and made a part of the permanent record of the APA Texas. The Annual Meeting shall be recorded by the retiring Secretary.

9.5. Meetings of the Board of Directors: Meetings of the Board of Directors shall be called by the President or by a majority of the Executive Committee members. There shall be at least two meeting of the Board of Directors each year.

9.6. Parliamentary Procedure: At meetings of the membership and the APA Texas Board of Directors, parliamentary procedure shall be guided by Robert’s Rules of Order.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

10.1. Standing Committees. There shall be the following Standing Committees and Committee Chairs:

10.1.1 Professional Development: There shall be a Professional Development Officer (PDO), appointed by the President. This position was established by the Association to be incorporated within the structure of Chapters for the purpose of ensuring that the issues related to continuing education and other matters related to AICP are addressed.

10.1.1.1. Duties: It shall be the responsibility of the Professional Development Officer to:

(a) 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 Ethics and Professional Conduct, the Guidelines for Social Responsibility, and the Rules of Reference to Institute membership.

(b) Promote membership in AICP.

- (c) Conduct an AICP Examination Preparation Workshop as often as required.
- (d) Provide assistance to all Chapter members interested in AICP membership.
- (e) Provide assistance to national AICP office staff when called upon.
- (f) Plan and implement APA Texas programs to assist candidates for AICP membership.
- (g) Be responsible for assuring Texas Chapter input to the PAB accreditation review of planning programs in Texas colleges and universities.
- (h) Cooperate with faculty liaisons in developing continuing education programs.
- (i) Advocate strong continuing education program to ensure a high level of professional development.
- (j) Initiate and implement APA Texas programs to increase the visibility of professional planning and the importance of AICP membership.
- (k) Advocate strong support for the AICP Code of Ethics and Professional Conduct.
- (l) Maintain an ongoing relationship with the AICP Commission.
- (m) Ensure that AICP dues rebates are used for appropriate professional development and continuing education activities.
- (n) Attend Association PDO leadership meetings as necessary.
- (o) Plan APA Texas Professional Development seminars and workshops.

10.1.2. Planning Officials: There shall be a Planning Officials Development Officer (PODO), appointed by the President. This position was established by the Association to be incorporated within the structure of Chapters for the purpose of ensuring that the needs and interests of planning officials are addressed.

10.1.2.1 Duties: It shall be the responsibility of the Planning Officials Development Officer shall be to:

- (a) Increase training opportunities for planning officials in Texas.
- (b) Create ways of making the chapter more inviting to planning officials.
- (c) Recruit new planning official members.
- (d) Involve planning officials in APA Texas programs and decision-making.
- (e) Involve planning officials in planning promotion and advocacy.
- (f) Encourage the vital role of planning commissions in providing up-to-date, responsive and responsible community planning.
- (g) Serve as a member of the Conference Committee to organize the annual Short Course for elected and appointed officials at the Annual Conference
- (h) Serve as the reference person on planning official resources, helping to coordinate information and idea exchanges between members and the APA Texas and between APA Texas and the national organization.

- (i) Publish the “Guide to Urban Planning in Texas Communities and other pertinent publications.
- (i) Conduct and organize regional training for planning commissioners.
- (k) Conduct regional training for planning commissioners.

10.1.3. Conference Planning: There shall be a Conference Planning Committee appointed by the Chapter President.

10.1.3.1. Responsibilities: The Conference Planning Committee will be responsible preparation of the Annual APA Texas Planning Conference.

10.1.3.2. Membership: Chapter Conference Coordinator, Local Coordinator (Host Section Director designee), Programs and Sessions Chair, Mobile Workshops Chair, Exhibit and Sponsorship Chair, Short Course (Commissioner Training) Coordinator, Publicity and Media Chair, Social Events Chair, Emerging Planning Leaders Officer, Student Representative, Signage and Brochure Coordinator, Certification Maintenance (CM) Coordinator, Chapter Treasurer, and Executive Administrator.

10.1.4 Planning Awards: There shall be an Awards Committee consisting of a Chair, appointed by the President, and a committee of members broadly representative of the membership’s demographics & geography to the extent practical. .

10.1.5 Policy and Advocacy Network: There shall be a Policy and Advocacy Network Committee consisting of a Chair, appointed by the President.

10.1.4.1 Purpose: To improve, encourage, and promote effective city planning in the State of Texas, to study the planning, environment, laws and regional characteristics peculiar to Texas, to stimulate the interchange of planning ideas and experiences, to pool available planning, information and resources, to enrich the membership with the benefits of shared knowledge in the interest of the public welfare, to educate the membership and other municipal and state officials as to the effect of proposed legislation and to monitor and promote legislation in the State that promotes effective urban regional planning.

10.1.5.2 Appointment and Roles: The President, with the concurrence of the Executive Committee, shall appoint an Advocacy Network Liaison. The Advocacy Network Liaison shall recruit committee members to assist with the committee’s work program, which shall also be coordinated with the TML Representative. The Advocacy Network Liaison shall serve as a voting member of the APA Texas Board of Directors. The Advocacy Network Liaison, in coordination with the TML Representative, shall be responsible for preparing and implementing an annual work program consistent with APA Texas Action Plan. The Advocacy Network Liaison may submit an annual budget request to the Board of Directors in the same manner that other budget requests are submitted. The Advocacy Network Liaison shall also work with the Chapter President, TML Representative and Treasurer to submit any financial reports required by affiliated organizations in support of advocacy.

10.1.6 Certification Maintenance: The President shall appoint a Certification Maintenance (CM) Officer who shall be responsible for the managing the AICP CM activities of the Chapter. The CM Officer may recruit committee members and is responsible for the following:

- (i) Communicate and coordinate with the Chapter, Sections and other planning related professional organizations regarding CM training opportunities.
- (ii) Provide information about CM training to APA/AICP members.
- (iii) Facilitate Chapter sponsorships of CM training activities and events such as conference sessions, Section activities and other training activities.

- (iv) Register Chapter CM training activities for CM credits with AICP.
- (v) Create standardized process for registration of Chapter CM training activities including data input forms required by AICP.
- (vi) Participate in APA/AICP National CM Program development and activities on behalf of the Chapter.

10.1.7 Texas Emerging Planning Leaders (TxEPL) Committee: The President shall appoint a Texas Emerging Planning Leaders (TxEPL) Officer who shall be responsible for the managing the Emerging Planning Leaders activities of the Chapter. The TxEPL Officer shall be a member of the Chapter Board of Directors.

10.1.7.1 Purpose: The purpose of TxEPL is to enhance communication between emerging and experienced planning professionals; provide for professional advancement in the field by identifying employment opportunities and through targeted training and education; and support the advancement of the planning profession through leadership opportunities.

10.1.7.2. Goals: In pursuit of the mission, TxEPL is committed to the long term goals of:

- (i) Developing the skills and knowledge needed to become the next generation of successful planning leaders in the State of Texas;
- (ii) Providing a clearinghouse of communications, training, and networking opportunities for emerging planning leaders;
- (iii) Bridging the professional gap between college graduates, members of the American Institute of Certified Planners (AICP), and members of the Fellows of American Institute of Certified Planners (FAICP);
- (iv) Identifying individuals to move into leadership roles at the section, state, and national levels of the American Planning Association (APA);
- (v) Building and executing a successful Mentorship Program to connect emerging planning leaders with the experienced planning professions and Texas AICP Fellows.

10.1.7.3 Members: The TxEPL Officer may recruit committee members of the TxEPL Committee. Membership of the TxEPL Committee shall be open to APA Texas Chapter members in good standing. The TxEPL Officer shall designate members of the committee to serve as the Mentorship Program Chair, Communications Chair, and Programs Chair. Each Section Director shall appoint a Section member to serve on the TxEPL Committee.

10.2. Other Standing Committees: There may be other committees and appointments by the President to carry out recurring duties and tasks identified in the APA Texas Action Plan.

10.2.1. Appointment and Roles: The President shall appoint Committee Chairs and members. Each Committee Chair is responsible for preparing and implementing an annual work program consistent with the APA Texas Action Plan. Each Committee Chair shall keep the Executive Committee informed of its accomplishments. The President shall also make appointments to undertake tasks of interest to the Board of Directors.

10.3. Special Committees: On occasion, there may be the need to create a Special Committee to assist the Board of Directors to carry out a specific task which is not recurring.

10.3.1. Appointment and Roles: The President shall appoint Committee Chairs and members. Each Committee Chair shall keep the Executive Committee informed of its accomplishments. The appointment term of Special Committees shall be limited to one year, unless extended by the Executive Committee.

Unless specifically called for elsewhere in the Bylaws, the Chairs of Special Committees who are appointed serve as advisory unofficial members of the Board of Directors.

ARTICLE XII. TML AFFILIATE

12.1 In its role as the TML Affiliate, APA Texas must abide by its own constitution and bylaws as well as those of the American Planning Association. APA Texas must also comply with the requirements of the TML Constitution and Affiliate Guidelines. The requirements of the governing documents for the two organizations are not expected to conflict due to consistency between the goals and purposes of each, resulting in significant mutual beneficial relationship. Should a conflict emerge, the requirements resulting from APA Texas being a creature of the American Planning Association, and APA Texas' own bylaws, shall supersede. In such circumstances, APA Texas anticipates any conflicts will be resolved to mutually beneficial ends without jeopardizing the relationship with TML. In no case, however, shall TML dictate to APA Texas a requirement that will jeopardize its status with APA or violate APA policies or procedures. If TML seeks to enforce a requirement in violation of APA or APA Texas rules, procedures or policies that cannot be resolved, then TML may remove APA Texas as the TML Affiliate and a new organization similar to the former City Planners Association of Texas may be created. APA Texas, as the TML Affiliate, will not take a position or act in a manner contrary to TML's constitution or its policies and procedures for affiliates if such action or position is not required by APA Texas or APA rules, policies or procedures.

ARTICLE XIV. AMENDMENTS

These Bylaws may be altered, amended, or repealed, or new Bylaws adopted as follows:

14.1 At any meeting of the Board of Directors, at which a quorum is present by the affirmative vote of at least sixty-six and two thirds percent (66 2/3%) of the Directors present at such meeting after notice of such alteration, amendment, repeal, or new Bylaws has first been sent to the members at least thirty (30) days before the action taken by the Board; or,

14.2 Upon authorization by the Board of Directors, or upon petition of at least one-sixth (1/6) of the members of the APA Texas, by the affirmative majority vote of members voting, after said amendment is discussed at a APA Texas meeting and submitted by the Secretary as a written or electronic ballot to the members. A period of 30 days from the distribution date shall be allowed for the return of ballots, prior to certification of the results. APA Texas Bylaws amendments are subject to approval by the Executive Director of the Association.

ARTICLE XV: INDEMNIFICATION

15.1 The Board of Directors, on behalf of the APA Texas, shall indemnify all persons for whom indemnification is permitted by Article 1396-2.22A, as amended, of the Texas Non-Profit Corporation Act up to the fullest extent permissible under such Act, and may purchase such liability, indemnification and/or other similar insurance as the Board from time to time shall deem necessary and appropriate, in its sole discretion. The power to indemnify under this Article XV shall include the discretionary power, under Article 1396-2.22A, as amended, of the Texas Non-Profit Corporation Act, to pay the expenses incurred in defending a proceeding in advance of the disposition thereof. Therefore, the mandatory decision by the Board of Directors to indemnify an individual who meets the requirements of Article 1396-2.22A, as amended, of the Texas Non-Profit Corporation Act, in no way mandates that the Board of Directors also choose to pay the expenses incurred in defending a proceeding in advance of the disposition thereof.

15.2 The APA Texas may purchase and maintain liability, indemnification, and/or other similar insurance on behalf of itself and/or other similar insurance on behalf of itself, and/or for any person who is or was a director, officer, employee, agent or similar functionary of the APA Texas

or another foreign or domestic corporation, partnership, joint venture, sole proprietorship, trust, employee benefit plan, or other enterprise, against any liability asserted against and/or incurred by the APA Texas, or such other enterprise, or person serving in such a capacity or arising out of his/her/its status as a person or entity, whether or not the APA Texas would have the power to indemnify such person against that liability otherwise.

15.3. The power to indemnify and/or obtain insurance provided in this Article XIV shall be cumulative of any other power of the Board and/or any rights to which such person or entity may be entitled by laws, the Articles of Incorporation, and bylaws, contracts, other agreement, vote, or otherwise.



American Planning Association
Texas Chapter
Making Great Communities Happen

APA Texas Chapter Board of Directors Fall Meeting
Wednesday, October 17, 2018, 8:30 a.m. to 12:30 p.m.
Galveston Island Convention Center
5400 Seawall Boulevard

Agenda Item No. I-3

Agenda Topic: Authorization of Amendment to Section Bylaws for Central, East, Houston, North Central, Northwest, Midwest, Southmost, Southwest, and West Sections as required by Article IV, Section 9.2 of Section Bylaws

Action Item: ☒ Yes ☐ No

Submitted by: Gary Mitchell, AICP

A. Background Information:

In 2017, the Chapter developed a five-year Development Plan. One of the actions in this Development Plan is to develop uniform Section and Chapter bylaws. In February 2018, Doug McDonald and Gary Mitchell began working on the Chapter and Section bylaws. One of the more significant, immediate needs is to align the Section officer positions among all Sections before elections next year. Below are concerns that will be addressed in this update:

- Section bylaws not noting two year terms
- Section bylaws fiscal year/calendar year conflicts
- Consistency among Section and Chapter elected positions
- Outdated election calendars
- Inconsistent notice and quorum requirements

Steps completed to date include:

1. The officers for each Section needed to vote to initiate an update to their bylaws. Only two Sections still need to complete this step: Midwest (planned for October 24) and Southmost.
2. A model for the new uniform Section bylaws, as developed by Doug, was circulated on September 23 for review and comment by the Section Directors and/or other officers. Only the Midwest Section has provided specific comments and questions in response.
3. To be consistent with State and National APA procedures, the Chapter Board of Directors must review and approve new or amended Section bylaws prior to the Sections seeking approval from their members per Section 9.1 of the bylaws (**purpose of this action item on today's Board agenda**).

Steps after today include:

4. Coordinating with each Section Director to work through any Section-specific text departures from the uniform bylaws model, with the intent to maintain the statewide uniformity as much as possible for ease of ongoing administration. For example, some Sections will need to consider several options for transitioning to the Director-Elect, Director and Past Director officers model through the 2019 election cycle.
5. All Sections will need to notify and arrange for a membership vote on their proposed new bylaws. The goal is to have all the new bylaws in place by the end of this year in preparation for next officer elections in 2019.

B. Details: (include additional pages if need)

The model uniform Section bylaws are attached for review. Yellow highlighting indicates: (1) items on pages 1 and 9 that will need to be customized to each Section, and (2) key provisions in the new bylaws, especially as they may differ from current local provisions or practice. Underscores/strikethroughs indicate edits suggested by the Midwest Section which Gary found straightforward and advisable and already incorporated, plus a few he added for consideration. Itemized below are other suggested changes and observations from the Midwest Section:

1. Section 5.4: Should terms be the same for appointed and elected officers for continuity (versus the provision that non-elected officer positions be appointed each year relative to the two-year elected positions)?
2. Section 5.6.3.i: Revise the Secretary duties to avoid overlap with the Communications Coordinator position regarding who is to provide notice of Section meetings and activities.
3. Sections 6.2 and 6.3: Identification of officer candidates only through a Nominating Committee, or through a petition process for additional candidates, seems like overkill. (Comments: "I thought anyone who wanted to run could run" ... "I think this would limit the ability to attract new candidates who don't have an established network but are interested in participating or taking on a leadership role.")
4. Section 7.6: Change this to a "meeting summary" versus minutes. (Comment: "We don't produce 'minutes' per se. We produce a summary of the discussion. Minutes in local government terms holds a different level of detail than what we typically provide.")
5. Section 6.7: When any elected position other than Director is vacated, the Director should be required to "call an election to be held at the earliest practicable date" to fill the vacated position rather than an election being an option "if so desired." Furthermore, the "earliest practicable date" should not extend beyond three months from when the office was officially vacated. This is especially important for the Director-Elect position as the Director appointment would only be for the rest of the unexpired term, meaning an elected Director-Elect would not be in line to transition into the Director position.
6. Section 7.6: Suggest adding another sentence, "Approved meeting minutes shall be posted on the Section website within three calendar months of the meeting that was held and shall remain posted for a minimum of two years."

Also, the following terminology needs clarification:

1. Member(s) in "good standing."
2. "Qualified" Section member/membership.
3. Section "business" meeting (as some Midwest Section edits would remove "business," which would extend certain bylaws provisions to all Section meetings and does not seem to be the bylaws intent).

C. Action Needed Today:

Authorization of Amendment to Section Bylaws for Central, East, Houston, North Central, Northwest, Midwest, Southmost, Southwest, and West Sections.

D. Attachments:

Model uniform Section bylaws with the highlights and edits noted above in Section B.

APA TEXAS _____ SECTION BYLAWS

Adopted [Month] [Day], 2018

Amended and Restated Bylaws
of the American Planning Association – Texas Chapter, _____ Section

ARTICLE I. NAME AND TERRITORY

1.1 Name. The name of this organization shall be the “American Planning Association – Texas Chapter, _____ Section.” The Section shall be referred to as the _____ Section. In these bylaws, the _____ Section may be referred to as “the/this Section”; the Texas Chapter of the American Planning Association as “the Chapter” or “APA Texas”; and the American Planning Association as “APA.”

1.2 Territory. This Section shall represent the Association and Chapter in the geographic territory covered by the Texas _____ counties listed in Addendum “A.”

ARTICLE II. PURPOSE

The Section is a subsidiary component of the Texas Chapter of the American Planning Association. The _____ purpose of this Section shall be to:

Provide a local professional association of planners of diverse education, backgrounds, experiences and employment to advance the art and science of planning in Texas to help improve the state as a place to live and work;

Promote planning as a profession, the practice of planning, and the policies of the American Planning Association and the Texas Chapter;

Provide a forum for the interchange of ideas, interests, and current practices of the planning profession between and among professional planners, elected and appointed officials, educators, other professional organizations and the public; and

Provide education, training and networking opportunities and resources for planning students, practicing planners, and elected and appointed officials on sound planning practices, innovative concepts and ethical reasoning.

ARTICLE III. MEMBERSHIP

3.1 Section Members. A person who is a member of the Chapter and whose official mailing address, as maintained by APA, is in territory included in the Section boundaries shall be considered a Section Member. Section Members are subject to all requirements of APA membership including payment of dues. Section membership may be further classified as “Members”, “Planning Board”, “Student” or any other classification determined by the Chapter or APA.

ARTICLE IV. FISCAL ADMINISTRATION

4.1 Fiscal Year. The Section shall use the same fiscal year calendar used by the Chapter.

4.2 Budget. The Section shall adopt a budget annually. The Section may submit a Section Grant request to the Chapter as part of the Chapter’s annual budget process to assist with local programming for members.

4.3 Financial Reporting. The Section shall follow budgeting, accounting and reporting procedures as adopted by the Chapter. The Section shall submit an annual financial report to the Chapter Treasurer by November 1 of each year.

ARTICLE V. ELECTED OFFICERS, APPOINTED OFFICERS AND EXECUTIVE BOARD

5.1 Eligibility. Office shall be open to any Section Member who is also a member of the Chapter in good standing.

5.2 Terms of Office. The terms of office for all elected officers shall be two years, beginning at the conclusion of the annual fall meeting of APA Texas in odd numbered years.

5.3 Elected Officers. The elected officers of the Section shall be the Director, Director-Elect, Secretary, and Treasurer. In every election that occurs after the adoption of the bylaws, the Director-Elect, Secretary, and Treasurer shall be elected by the membership. The previously elected Director-Elect shall become the new Director, and the former Director shall become the Immediate Past Director.

5.4 Appointed Officers. The appointed officers of the Section shall be Communications Coordinator, Professional Development Officer, and Emerging Planning Leader Representative. The Director of the Section shall appoint members to these positions each year.

5.5 Executive Board. There shall be an **Executive Board consisting of** the Director, Director-Elect, Secretary, Communications Coordinator, Treasurer, Professional Development Officer, and Emerging Planning Leader Representative. The **Immediate Past Director shall serve as an ex-officio member** of the Executive Board.

5.6 Duties of the Officers.

5.6.1 Director. The Director shall:

- i. Call and preside at meetings of the Section and the Executive Board.
- ii. Organize educational programs and Section meetings.
- iii. Administer elections for officers.
- iv. Create, appoint and discharge all appointed officers and special committee chairs.
- v. Sign all contracts and agreements; and shall perform all other duties usual and incidental to the office.
- vi. Serve as the Section's representative to the Texas Chapter Board of Directors.
- vii. Provide reports on Section activities to the APA Texas Executive Committee regarding the established "Level of Service."
- viii. **Succeed to the office of Immediate Past Director upon completing of his/her term of office.**

5.6.2 Director-Elect. The Director-Elect shall:

- i. Act in the absence or incapacity of the Director.
- ii. Perform such other duties and authorities as are necessary to carry on the business of the Section including duties delegated by the Director.
- iii. Be the next Director of the Section and take whatever steps are necessary to prepare for that office while serving as Director-Elect.

5.6.3 Secretary. The Secretary shall:

- i. Notify Section Members of meetings, educational programs and other events of interest to the Section.
- ii. Prepare, ~~and~~ report and post minutes of the Executive Board as detailed in Section 7.6.
- iii. Maintain the Section email distribution list and other mailing lists.
- iv. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

5.6.4 Treasurer. The Treasurer shall:

- i. Exercise general supervision of the financial affairs of the Section.
- ii. Collect any money due to the Section.
- iii. Assist the Director in preparing an annual budget for adoption by the Executive Board and submittal to APA Texas.
- iv. Prepare an Annual Financial Report for presentation to the Section membership.
- v. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

5.6.5 Communications Coordinator. The Communications Coordinator shall:

- i. Maintain and publish the newsletter and any notices of meetings.
- ii. Maintain the Section's website, Chapter event calendar, [social media](#), and other communication tools.
- iii. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

5.6.6 Professional Development Officer. The Professional Development Officer shall:

- i. Be a member of the American Institute of Certified Planners (AICP) in good standing.
- ii. Coordinate all AICP Certification Maintenance activities as they relate to Section meetings and educational offerings.
- iii. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

5.6.7 Emerging Planning Leader Section Representative. The Emerging Planning Leader Section Representative shall:

- i. Serve as the Section representative to the Chapter Emerging Planning Leader Chair.
- ii. Coordinate all activities that bridge the professional gap between college graduates, members of the American Institute of Certified Planners (AICP), and members of the Fellows of the American Institute of Certified Planners (FAICP).
- iii. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

5.7 Immediate Past Director. The Immediate Past Director may be present at all meetings of the Executive Board to provide advice and continuity on the transition of business and activities from year to year. The Immediate Past Director may be responsible for administering the election of officers (see 6.1).

5.8 Removal from Office. An officer may be removed from office for cause and after a hearing whenever, in the judgment of four-fifths of the Executive Board, the best interest of the Section will be served thereby. Cause for removal from office shall include commission of a breach of professional ethics or conduct, conviction of a felony, repeated neglect of duties, or unexcused absence from four consecutive meetings of the Executive Board, each of which were scheduled and communicated at least two weeks in advance.

5.9 Quorum. To conduct any Section business, including approving or taking actions required by these bylaws or making any decisions that could have budgetary impacts or involve policy changes that would affect the Section and/or its Executive Board members, a simple majority of the members of the Section Executive Board shall constitute a quorum. Any member eligible to vote on a specific matter coming before the Executive Board may vote by proxy if said proxy states the specific matter under consideration, is signed by the member intending to vote by proxy, and names a person actually present at the meeting who is himself or herself qualified to vote on the specific matter in question. Proxies shall count toward any quorum required to transact business.

ARTICLE VI. ELECTIONS AND VOTING

6.1 Elections Administration. The Section Director shall work with the Chapter President to administer the election of officers. However, in the event the person holding the office of Director is a candidate for another elected Section officer position during an election year, the Immediate Past Director shall administer the election of officers.

6.2 Nomination of Officers. The Director shall appoint a Nominating Committee. The Nominating Committee shall recommend to the Executive Board one or more persons for the offices of Director-Elect, Secretary, and Treasurer. The Secretary shall notify the membership of the nominations.

6.3 Candidates by Petition. Additional candidates may be placed upon the official ballot following the submission of a petition containing the signatures of at least ten or more of the qualified Section Members received by the Director within 14 days of notice from the Secretary, after which nominations will be closed.

6.4 Election Procedures. Elections are held in conjunction with APA and the Chapter as part of an electronic consolidated election process. The candidate receiving a simple majority of the votes cast for each office shall be deemed elected, and the Secretary shall notify the membership of the results. In the event no candidate receives a simple majority, the Executive Board shall elect one of the two leading candidates, and such action shall be made a matter of record. Officers will take office at the conclusion of the annual fall meeting of APA Texas in odd numbered years.

6.5 Election Schedule. The election schedule is published yearly by APA. The Chapter President shall work with the Section Director to distribute the schedule to members.

6.6 Schedule Amendment. If due to unforeseen circumstances, the Executive Board finds that the election timetable set forth by APA cannot be followed, the Executive Board may amend the timetable for that given instance providing an attempt is made to conform as closely as possible to the required election time, that said change shall be approved by a unanimous vote of the Executive Board, and that the membership shall be notified of the change.

6.7 Vacancies. In the event a vacancy is created in the office of Section Director, the Director-Elect shall immediately vacate his or her office and assume the office of Section Director and shall then call an election to be held at the earliest practicable date for the purpose of electing from the Section Membership a person to fill the unexpired term of Director-Elect. In the event a vacancy is created in any of the offices of Director-Elect, Secretary, or Treasurer, the Director may appoint a qualified person to fill the position for the remainder of the term. The Director shall have the discretion to call an election to be held at the earliest practicable date for the purpose of filling any or all of such unexpired terms from among the Section Membership, if so desired.

6.8 Voting. In Section officer elections, voting shall be done only by those Section Members in good standing with the Chapter.

ARTICLE VII. MEETINGS

7.1 Executive Board Meetings. Meetings of the Executive Board shall be called by the Director or by a simple majority of the Executive Board members. There shall be at least four meetings of the Executive Board each year. Meetings may be held in person, by phone in a conference call, or through other live conferencing means.

7.2 Notice of Meetings. At least 15 calendar days' notice of Executive Board meetings shall be provided to Section Members. The notice must specify the date, time and place of the meeting. Notice may be provided by any of the following methods: electronic

mail, posting to the Section website, posting on social media, newsletter, or postal mail, or fax transmission.

7.3 Section Meetings. Section meetings of the membership shall be held periodically throughout the year at such dates, times, and places as may be decided by the Executive Board. Meetings shall usually consist of Section business and programs on topics of interest to the general membership, specific activities that advance the planning profession, or special interests of the membership.

7.4 Special Meetings. The Director may call special meetings at such dates, times, and places as may be appropriate upon sufficient and reasonable advance notice for other Section officers to attend.

7.5 Chapter Meetings. The Director, or his/her designee, may be reimbursed for actual expenses incurred while attending Chapter meetings. Such reimbursement shall be included as a line item in the annual Section budget. In the event that the Director is unable to attend said meetings, this responsibility shall be assumed by the Director-Elect and shall carry the Director's proxy. Should the Director-Elect be unable to attend, the Director may delegate this responsibility to another elected officer of the Section.

7.6 Meeting Minutes. Minutes shall be recorded at each Executive Board meeting by either the Secretary or other member designated by the Secretary to serve in his/her absence. All minutes shall become part of the permanent Section record, of which the Secretary shall be custodian.

ARTICLE VIII. COMMITTEES

8.1 Committee Appointment. The Director may appoint, whenever necessary and appropriate, special committees and committee chairs to perform specific duties. These may include programs, awards, networking, student activities, or special conference planning committees. The Section Executive Board shall define the role of any special committees.

8.2 Committee Tenure. The tenure of each committee shall be for the duration of the specific duty assigned to it, but shall not exceed beyond the end of the appointing Director's term of office except that any committee may be continued by the succeeding Director.

ARTICLE IX. AMENDMENT OF BYLAWS

9.1 Approval by Chapter. Section bylaws and amendments to Section bylaws shall be submitted for review and approval by the APA Texas Board of Directors prior to adoption by the Section.

9.2 Proposals. These bylaws may be altered, amended, or repealed, or new bylaws adopted after a proposal to do so is initiated as follows:

- i. Through a recommendation by a simple majority of the members of the Section Executive Board; or,
- ii. Through a written petition from at least 20% of the entire qualified Section membership.

Notice of the proposal and the specific amendments or entire set of bylaws to be repealed or newly adopted shall be distributed to the membership by postal mail ~~written~~ or electronic ~~mail~~ means.

9.3 Adoption. A period of 30 days from the ~~distribution~~ date the proposal is distributed to the membership shall be allowed for the return of the ballots, prior to certification of the results by the Secretary. Voting may be conducted through mailed ballot or electronic ballot. The ballot shall be distributed to all Section Members in good standing by the Secretary. In voting for Section bylaws amendments, approval or disapproval shall be by a simple majority of the votes cast.

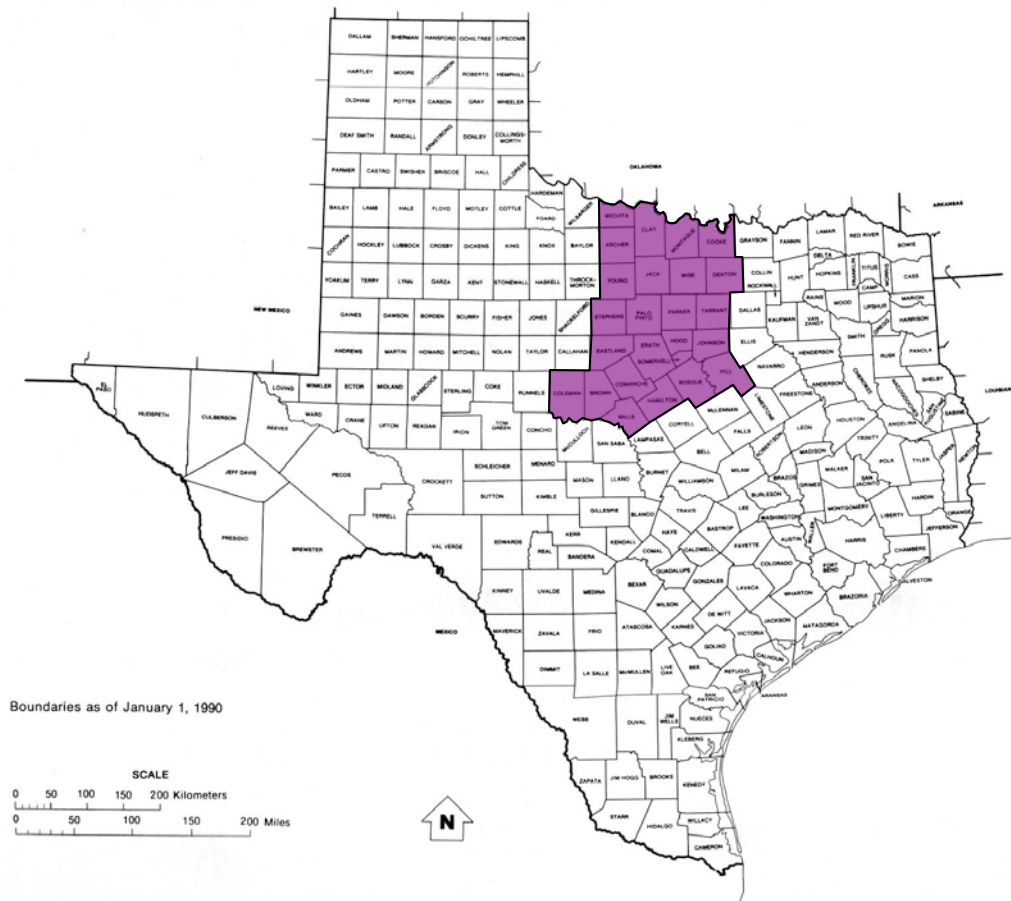
ARTICLE X. RULES OF PROCEDURE

Except as provided herein, all matters of procedure during business meetings shall be guided by the newest published edition of Robert's Rules of Order. The Section Director shall be the final authority on all rules of procedure.

Addendum A

Counties within the Midwest Section Boundaries

Archer	Bosque	Brown
Clay	Coleman	Comanche
Cooke	Denton	Eastland
Erath	Hamilton	Hill
Hood	Jack	Johnson
Mills	Montague	Palo Pinto
Parker	Somervell	Stephens
Tarrant	Wichita	Wise
Young		





American Planning Association
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Wednesday, October 17, 2018, 8:30 a.m. to 12:30 p.m.
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Agenda Item No. I-4

Agenda Item: Evaluation of AICP Code of Ethics Discrimination Policy

Action Item: ☒ Yes ☐ No

Submitted by: Heather Nick, AICP

A. Background Information:

It was brought the attention of the Texas Chapter via the Kansas Chapter, that the Code of Ethics, Rules of Conduct simply states, "We shall not unlawfully discriminate against another person".

The Kansas Chapter also collected Code of Ethics from other allied professions. They discovered that several had recently been updated their codes to prohibit discrimination. For example, the American Institute of Architects (AIA) Code of Ethics and Professional Conduct includes the following rule, "Members shall not discriminate in their professional activities on the basis of race, religion, gender, national origin, age, disability, or sexual orientation" (AIA, 2018).

The Kansas Chapter submitted a letter to the American Institute of Certified Planners (AICP) Commission requesting an update regarding discrimination to the Code of Ethics. They requested that the Texas Chapter consider sending a similar letter in support of the amendment.

B. Details:

I was tasked with researching this topic, including contacting leaders within the American Planning Association (APA) to determine if any individuals or groups were working on similar efforts related to the evaluation and amendment recommendations to the Code of Ethics. Contact was made with several leaders including: Carol Barrett, FAICP; APA Diversity Committee Chair, Miguel Angel Vazquez, AICP; LGBTQ and Planning Division Past Chair and current APA Director Elected at Large, Marj Press, and LGBTQ and Planning Division Chair, Tracey Corbitt, AICP.

As stated in the opening paragraphs of our AICP Code of Ethics and Professional Conduct, "As Certified Planners, all of us are also members of the American Planning Association and share in the goal of building better, more inclusive communities".

Unfortunately, in most states, it remains lawful to discriminate based on sexual orientation and gender identity or expression. While local Human Resource policies may prohibit discrimination even if their State hasn't made it an unlawful to do so, planners are questioning why our Code isn't acting as our guide. Only 21 States and the District of Columbia prohibit discrimination based on sexual orientation and gender identity (see attachment) (Human Rights Campaign, 2018).

According to Carol Barrett, FAICP, the discrimination provisions have been modified several times since the late seventies and not without controversy. She cautioned that there will most likely be opposition and there may be concern from members within conservative communities. A change to the discrimination rule may be considered as taking a public stance that would "...discredit AICP Planners in conservative communities which choose to uphold "traditional" values thereby making it harder for them to secure employment vs. non-certified Planners". Barrett suggested, in an effort to weaken opposition, that an Advisory Ruling be drafted to explain expectations and how we anticipate this rule being "handled by day-to-day planners". Finally, she recommended that it would be more powerful if the proposed change were addressed in the affirmative. For example, "Planners shall be inclusive of all in planning and employment".

In recent years, the APA has been proactively addressing equity and inclusivity. The APA Diversity and Inclusion Strategy, adopted by the Board of Directors in April 2018, sets forth an association-wide plan for how planners better promote the understanding and practices of diversity and inclusion both within and outside the planning community and profession. The following excerpt is included within the vision statement, "Diversity is an inclusive concept which encompasses, but not is not limited to, ethnicity, class, gender, age, sexuality, ability, educational attainment, spiritual beliefs, creed, culture, tribal affiliation, nationality, immigration status, political beliefs and veteran status" (APA, 2018). The Diversity and Inclusion Strategy includes several strategies and goals to support the vision and mission. Strategy 2 states, "Actively address barriers to and support the recruitment and retention of underrepresented peoples in the profession, the organization and among APA elected leadership" (APA, 2018). This strategy seems to support members desire to expand the prohibition to discriminate within the Code of Ethics.

B. Details (continued):

APA Diversity Committee Chair, Miguel Angel Vazquez, AICP, stated that they were not specifically reviewing the Code of Ethics; however, the committee is drafting a Social Equity Guide and a Diversity Planning Advisory Service (PAS) report. He stated that the draft Social Equity Guide was going to be distributed for review and that it would be an opportunity to identify a proposed Code of Ethics review and considerations related to anti-discrimination. He also commended our efforts.

LGBTQ and Planning Division Past Chair and current APA Director Elected at Large, Marj Press, suggested that APA's Ethics Officer, Jim Peters could share any past success or failure in changes to the code of ethics. She also recommended that we speak with AICP Commission President, Glen Larson, or our regional representative on the Commission.

The LGBTQ and Planning Division Chair, Tracey Corbitt, AICP, stated that they also were not reviewing the Code of Ethics; however, they were going to convey the information to the Executive Committee for further consideration and possible action.

Currently, we are awaiting a response from the division on any proposed action. It appears that there is an opportunity for collaboration between the Diversity Committee and the LGBTQ and Planning Division to review this item.

C. Action Needed Today: Authorize continued investigation and draft letter to be considered by the Executive Committee.

D. Attachments: Human Rights Campaign Employment Discrimination Map and Sources



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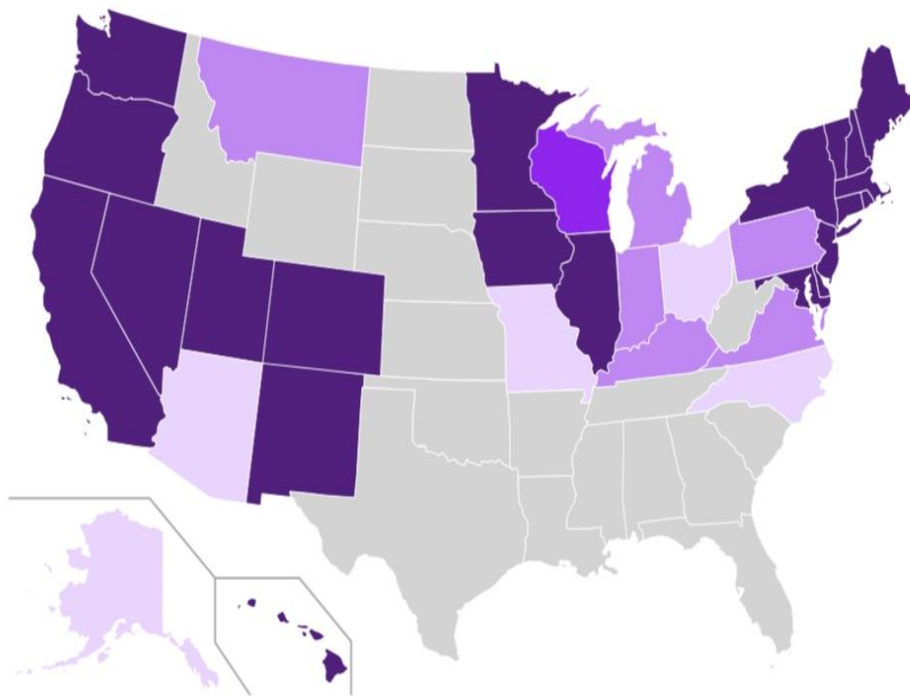
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Agenda Item No. I-4 Attachments



HUMAN
RIGHTS
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EMPLOYMENT



Updated June 11, 2018

The Federal Equal Employment Opportunity Commission is currently accepting complaints of sexual orientation and gender identity discrimination in employment based on Title VII's prohibition against sex discrimination.

*State courts, commissions, agencies, or attorney general have interpreted the existing law to include some protection against discrimination against transgender individuals in Florida and New York.

*North Carolina's executive order enumerates sexual orientation and gender identity. However, this order has a bathroom carve out for transgender employees making the executive order not fully-inclusive.

Prohibit discrimination based on sexual orientation and gender identity (21 states & D.C.): California, Colorado, Connecticut, Delaware, District of Columbia, Hawaii, Illinois, Iowa, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New Jersey, New Mexico, New York, Oregon, Rhode Island, Utah, Vermont, Washington

Prohibit discrimination based on sexual orientation only (1 state): Wisconsin

Prohibit discrimination against public employees based on sexual orientation and gender identity (6 states): Indiana, Kentucky, Michigan, Montana, Pennsylvania, Virginia

Prohibit discrimination against public employees based on sexual orientation only (5 states): Alaska, Arizona, Missouri, North Carolina, Ohio



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Agenda Item No. I-4 Attachments

Sources:

American Planning Association, <https://planning-org-uploaded-media.s3.amazonaws.com/document/APA-Diversity-and-Inclusion-Strategy.pdf>, Retrieved August 11, 2018.

American Institute of Architects, <http://aiad8.prod.acquia-sites.com/sites/default/files/2017-08/2017%20Code%20Update.pdf>, Retrieved August 14, 2018.

Human Rights Campaign, <https://www.hrc.org/state-maps/employment/pdf>, Retrieved August 14, 2018.



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Agenda Item No. I-5

Agenda Topic: Consideration of Supplemental Compensation
for Executive Administrator

Action Item: ☒ Yes ☐ No

Submitted by: Doug McDonald, AICP

A. Background Information:

Mike McAnelly, the Chapter's Executive Administrator, is contracted by the Chapter to manage Chapter-related finances, programs, and communication. In 2016, his contract was renewed for 3 years and will expire in November 30, 2019. Mike's compensation has remained the same since he was hired by the Chapter in 2014.

On occasion when the Chapter has a good year financially, the Chapter President and Chapter Treasurer will evaluate the possibility of supplemental compensation for the Executive Administrator. The last time supplemental compensation was provided to the Executive Administrator was in 2016, which was \$3,500.

The 2017 Chapter Conference in Frisco was a success financially, particularly due to sponsorships. The Chapter projected \$35,000 in sponsorship revenue for FY 2018 and received \$56,850 in sponsorships, resulting in \$21,850 surplus from the projected budget. A significant amount of this surplus was allocated for section programming in the FY2019 budget. However, funds do remain from this surplus in sponsorships, and I would like to recommend a supplemental compensation of \$3,500 for the Executive Administrator.

Mike McAnelly continues to work over and above for this organization. Mike's wife, Claudia, is retired and works just as hard as Mike to ensure our Chapter runs smoothly. Mike's dedication and commitment to be betterment of this organization is the reason why I believe the Chapter should do what we can to acknowledge his work, especially when we have a successful year from the Chapter Conference.

C. Action Needed Today:

Two actions are requested:

- 1) Approval of Budget Amendment for the 2018 Fiscal Year to increase sponsorship revenue by \$3,500 and increase contracted services expenses by \$3,500.
- 2) Approval of Supplemental Compensation of \$3,500 for Executive Administrator.

D. Attachments:

None



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Item K-1 – Discussion Item
Section Boundary Adjustment Study

Submitted by: Christina Sebastian, AICP

Report and Corresponding Attachments:

Background:

At the Fall 2017 Board of Directors Meeting, a possible boundary adjustment was brought up, again, to address the inconsistent sizes of our Sections. More information was presented at the Summer 2018 Board Meeting, with a request for the affected sections to discuss and report back. Both Central and Houston reported they were satisfied with the current boundaries, however, we want to finalize the discussion with all the possibly affected Sections, including Southmost.

Note:

Some counties have discrepancies in the Section bylaws on which Section they belong to – Karnes and Zapata. These can be cleaned up as part of the uniform section bylaws project.

Action needed today:

Discuss and decide if we want to continue to explore a boundary adjustment and if so, the steps we want to follow.

Attachments:

Section map showing counties and populations.

Counties by Number of Members

