

# **CENTRAL TEXAS SECTION A.P.A. BY-LAWS**

Approved – October 1, 2010

## **ARTICLE I NAME AND TERRITORY**

### **Section 1 Name**

- A. The name of this organization is Central Texas Section of the Texas Chapter, American Planning Association.
- B. As used in these Bylaws, the Central Texas Section is referred to as “The Section;” the Texas Chapter as “The Chapter;” and the American Planning Association as “The Association.”

### **Section 2 Territory**

The geographic territory of the Section is shown in the map incorporated as part of Article 1, Section 2 and entitled “Geographic Area of the Section.”

*{note-this area includes the following counties: Bastrop, Bell, Blanco, Brazos, Burleson, Burnet, Caldwell, Calhoun, Coryell, Dewitt, Falls, Fayette, Goliad, Gonzales, Grimes, Hays, Jackson, Lampasas, Lavaca, Lee, Leon, Limestone, Llano, Madison, Mason, McCulloch, McLennan, Milam, Robertson, San Saba, Travis, Victoria, Washington, and Williamson }*

## **ARTICLE II PURPOSE**

The purpose of this Section is to carry out the objectives of the Chapter and the Association and compatible objectives established at the Section level.

## **ARTICLE III MEMBERSHIP**

### **Section 1 Regular Membership**

Association members shall automatically be members of the Section if their address of record, as provided by the member to the national office of the Association, is within the territory of the Section.

### **Section 2 Chapter Only Membership**

Chapter members who are not members of the Association shall be entitled to receive Section membership if their address of record, as provided to the Chapter, is within the territory of the Section.

## **ARTICLE IV ADMINISTRATION**

### **Section 1 Fiscal Year**

The Section fiscal year is October 1<sup>st</sup> to September 30.

### **Section 2 Vouchers**

All claims for payment owed by the Section must be on an invoice or on the official reimbursement form and submitted to the Treasurer.

## **ARTICLE V OFFICERS & EXECUTIVE COMMITTEE**

### **Section 1 Number, Type, Eligibility, and Term of Office**

- A. The officers of this Section shall be as follows:

- Director
- Director Elect
- Secretary
- Treasurer

- B. The normal term of the office for all officers shall be two years and shall commence immediately following the annual fall meeting of the Chapter in odd numbered years.

## **Section 2 Recall**

Any officer of the Section may be removed from office provided that:

- A. A recall petition signed by ten percent of the regular members of the Section is presented to the Executive Committee and
- B. The membership approves such recall by a two-thirds vote of the members voting. Upon receipt of a recall petition, the Executive Committee shall, within 30 days of its appoint a special committee which shall, within 15 days of its appointment mail ballots to the membership stating the recall question. The ballot shall contain a deadline of 15 days from the date it is mailed by the committee, by which time it must be postmarked for return to the committee. The committee shall tally the ballots within seven days following the postmark deadline and report the vote to the Executive Committee.

## **Section 3 Duties of Officers**

- A. General: All officers shall discharge those duties usual and incidental to the office held.
- B. The Director: shall call and preside at the Annual Business Meeting, all regular and special meetings, and Executive Committee meetings, except as herein provided; shall create, appoint, and discharge all standing and special committee member of each; shall represent the Section at the chapter level; shall sign all contracts and agreements to which the Section is party; and shall, report on the Section's activities during the previous year.
- C. The Director Elect: shall act in the absence of the Director; and shall succeed to the office of Director following completion his/her term.
- D. The Secretary: shall prepare and distribute notices of all meetings; shall prepare and maintain minutes of all Section meetings, shall maintain non-financial Section records; shall keep the membership roll complete, current, and available to the membership; and shall be responsible for communicating with section members.
- E. The Treasurer: shall keep such financial records as may be required for complete accountability; shall collect amounts due the Section; shall receive and have custody of all funds; shall prepare an annual budget; shall make disbursements in accordance with the budget when and as necessary, or when authorized by the Executive Committee; and shall have custody of any instruments or papers involving finances.

## **Section 4 Executive Committee**

The Executive Committee shall be composed of the Director, the Director Elect/Assistant Director, the Secretary/Editor, the Treasurer, the immediate past Director, the Professional Development Officer(s), the Certification Maintenance Officer and the Student Representative.

- A. The Professional Development Officer(s) must be a member of the section and at least one PDO will be appointed by the Section Director at the first meeting of the year. The Executive Committee may appoint additional PDOs subsequent to the first meeting as needed. The responsibilities of the PDOs will include encouraging and facilitating professional development activities. At least one PDO must be a member of the American Institute of Certified Planners (AICP) and shall advise prospective members of the AICP as to the requirements for AICP membership and shall act as the Section's liaison with the Chapter Professional Development Officer regarding AICP testing/eligibility requirements and preparation opportunities.
- B. The Certification Maintenance Officer: shall coordinate with the State Chapter to assist local Providers in applying to conduct Certification Maintenance activities; shall coordinate and maintain records for the Certification Maintenance activities sponsored by Central Texas APA as agreed to by the Executive Committee; shall coordinate with the Secretary to publicize Certification Maintenance activities and other related news; and shall be available to local members for questions regarding Certification Maintenance

- C. The Student Representative: shall be held by a student representative from one of the planning schools located in the Section geographic area (see Section 2. Territory); and shall act as a liaison between the Section and planning students and their programs.
- D. The Executive Committee: shall transact Section business in interim between Section meetings; shall determine when committee reports are to be issued; shall carry out motions approved by the Section; shall elect a member of the Section to serve the unexpired term of a vacated office in accordance with Article V, Section 5 of these Bylaws.
- E. Official findings and recommendations of the Executive Committee are determined by a majority vote of the Committee.

**Section 5 Vacancies**

- A. The Executive Committee shall elect a member of the Section to serve the unexpired term of any vacated office when less than 12 months remains in the vacated term. In cases when more than 12 months remains in a vacated term, the Executive Committee shall appoint a committee to nominate candidates to the office and shall hold a special election to fill the office within 6 weeks of the vacancy.
- B. An individual elected by the Committee to fill the unexpired term of the Director Elect/Assistant Director shall not succeed to the office of Director by virtue of his/her election by the Board.

**ARTICLE VI ELECTION AND VOTING**

**Section 1 Nomination of Officers**

- A. At least 60 days prior to the distribution of ballots (as established in the Election Schedule) the Director shall appoint, with the approval of the Executive Committee, a Nominating and Election Committee.
- B. The Election Committee shall prepare, within 30 days of its appointment, a slate of at least two nominees for each office specified in Section 1 Paragraph A of Article V.
- C. The ballot containing the slate of nominees shall include space for a position statement by each nominee as well as space for write-in candidates for each office.

**Section 2 Election of Officers**

- A. Regular elections shall be held in odd numbered years.
- B. The ballots shall be distributed to the membership, with instruction that they be returned to the Chairperson of the Election Committee, and the election conducted in accordance with the schedule shown below.
- C. Election schedule:
 

• Election Committee mails ballots to membership	September 1
• Deadline for return of ballots	September 22
• Ballots counted by Election Committee	September 23
• Election Committee reports results to the Executive Committee and to the candidates	September 24
• Officers take office	End of annual Chapter fall Meeting
- D. The results of the election shall be reported to the membership after being reported to the Executive Committee and candidates.
- E. If due to unforeseen circumstances, the Executive Committee finds that, in a given circumstance, the election timetable set forth in this Article can not be followed, the 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 two-third vote of the Committee, and that the membership shall be notified of the change.

- F. The nominee for an office receiving the majority of votes cast is elected.
- G. Should no candidate for an office receive a majority, the Committee shall conduct a run-off election between the two candidates who received the largest number of votes in the undetermined race. Ballots for the run-off shall be distributed to the membership on October 1 with returned ballots counted and results reported to the Executive Committee and the candidates on October 24. The result shall be reported to the membership.
- H. If, for any reason, the candidate receiving the largest number of votes for an office is unable to accept the office prior to the commencement of the term, the candidate receiving the second largest number of votes shall fill the office.

### **Section 3 Voting**

- A. All members of the Section are eligible to vote on matters of Section business.
- B. A quorum for a valid vote for the purposes of electing officers adopting the annual budget shall be a majority of those casting ballots.
- C. A valid vote for purposes of electing officers and adopting an annual budget shall be a majority of those casting ballots.
- D. Any Regular Section Member may vote by proxy, if said proxy is in writing, duly signed, and names a Regular Section Member. The Member named must be present at the meeting for which the proxy is given. The proxy shall state the specific matter(s) for which it is given. Proxies shall not count toward a quorum.
- E. The Executive Committee may, when necessary, hold meetings and make decisions through a telephone conference call or email.

## **ARTICLE VII MEETINGS**

### **Section 1 Annual Business Meeting**

- A. There shall be an Annual Business Meeting in the final quarter of each fiscal year.
- B. Notice of the Annual Business Meeting shall be sent to the Section membership at least three (3) weeks prior to the date of the meeting.
- C. At the Annual Business Meeting a report of the past year's activities shall be presented by the Director in office during the reporting period.
- D. At the Annual Business Meeting a financial report shall be presented by the Treasurer.
- E. At the Annual Business Meeting the Executive Committee shall present to the members the annual budget approved by the Executive Committee.
- F. Minutes of the Annual Business Meeting shall be recorded by the Secretary and be reported to the membership.

### **Section 2 Regular Meetings**

- A. In addition to the Annual Business Meeting described above, the Section shall hold Regular Meetings each year at such times and places as may be decided by the Executive Committee.
- B. Notices of Regular Meetings shall be sent to the membership in such a manner as to reasonably ensure receipt of the notice at least three weeks prior to the meeting date.

### **Section 3 Chapter meeting**

- A. The Director shall represent the Section at all called Chapter and Chapter Executive Committee meetings, as well as the annual awards committee meeting.
- B. In the event the Director is unable to attend such meetings the Assistant Director/Director Elect shall attend in his place. If neither can attend, the Director shall delegate this

- responsibility to another member of the Executive Committee and if no member of the Executive Committee can attend, the Director may designate any member to attend.
- C. The Director, or officially appointed delegate, may receive reimbursement from the Section treasury for expenses incurred while attending Chapter and Chapter Executive Committee meetings, subject to review by their Section Executive Committee. Such reimbursements must have an item in the budget.

## **ARTICLE VIII AMENDMENTS TO BYLAWS**

### **Section 1 Proposal**

Upon authorization of the Executive Committee, or upon written petition of at least one-fourth (1/4) of the entire membership officially transmitted to the Executive Committee, any proposed amendment (s) must, after discussion at a regular or Annual Business Meeting, be prepared as a written ballot for action by the membership.

### **Section 2 Adoption**

- A. Ballots shall be distributed to the membership within 30 days of the Section meeting at which it was decided to present the amendment (s), in accordance with Section 1 above, to the membership.
- B. A period of 45 days from mailing shall be allowed for return of the ballots prior to certification of results. The results of the election shall be certified by the Executive Committee and be reported to the.
- C. A two-thirds (2/3) majority of the ballots cast is required for adoption of proposed amendments.