

## Bylaws

### Article I. Purpose of the Division

#### Section A: Name

The name of the Division is the County Planning Division of the American Planning Association.

#### Section B: Purpose

The purpose of the Division shall be to:

1. Stimulate and contribute to the development, improvement, and recognition of county planning as a viable process in county government; and
2. Develop and disseminate information on the characteristics and methodologies of the county planning function; and
3. Encourage continuing professional development of members through opportunities provided by APA; and
4. Assist APA with the development of legislative and policy positions and a research agenda related to county planning issues; and
5. Provide forums and methods of communication through which members may exchange ideas and experiences related to county planning; and
6. Strengthen relationships among county planners, elected officials, and other county personnel; and
7. Encourage networking among the members of this Division and related disciplines within APA and other national or international organizations having similar interests; and
8. Cooperate with other planning organizations.

#### Section C: Identification with APA National

The use of the APA logo and the Division's name will be consistent with current APA style guidelines on, but not limited to, publications, website, and member communications.

## Article II. Membership

### Section A: Eligibility

Membership shall be open to all individuals having an interest in county planning. They become members upon payment of the annual dues. Those joining the Division who are not APA members will be known as Division Affiliates.

### Section B: Dues

Dues shall be consistent with other APA divisions' dues.

### Section C: Termination

Membership will be terminated upon failure to pay Division dues.

## Article III. Officers

### Section A: Officers

The officers of the Division shall be a Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer.

The terms of all elected officers shall be approximately two years, beginning and ending at the end of the Division's Annual Meeting. [Note: The Division's initial officers shall assume their positions upon election; their terms will end following the Division Annual Meeting to approximate a two-year term most closely.] Officer term limits shall not exceed those specified in the APA Bylaws. Division Affiliates are not eligible to hold elected office.

### Section B: Elections

Elections shall be scheduled every two years and shall be completed at least 60 days prior to the APA National Planning Conference at which the officers will assume their positions. Officer term limits shall not exceed those specified in the APA Bylaws.

The Governance Committee will determine the nomination and election schedule with the approval of the Executive Committee, issue a call for nominations, submit a slate of eligible candidates with at least one candidate for each office, and conduct the election as specified elsewhere in these Bylaws.

#### Section C: Succession and Vacancies

The Chair-Elect succeeds the Chair. The Chair-Elect will fill the unexpired term of the Chair if the Chair is unable to do so. All other vacancies will be filled for the unexpired term by a vote of the Executive Committee.

#### Section D: Duties of Officers

The Chair shall:

Preside at all meetings of the Division and the Executive Committee and perform all duties incumbent of the office consistent with the APA Bylaws, Divisions Council Bylaws, and administrative and leadership responsibilities as required by current Division Performance Criteria and Division Policies.

Represent the Division on the APA Divisions Council, attend Divisions Council meetings and programs, participate in APA Leadership activities and other activities as requested or required by current Division Performance Criteria and Division Policies.

Represent the Division's interests within APA as well as in other national and professional forums.

The Chair-Elect shall:

In the absence or disability of the Chair, exercise the function of the Chair.

At other times provide operational support for the Chair.

Represent the Division at meetings of the APA Divisions Council, as permitted, if the Chair is unable to attend.

Serve as the Division Conference Session Proposal Coordinator to solicit, select, and coordinate sessions and mobile workshops for the APA Annual Planning Conference.

Automatically assume the office of the Chair.

The Immediate Past Chair shall:

Take the lead in the pursuit of outreach opportunities for the Division, to include the building of relationships with other organizations that represent planning issues of interest to counties, as well as organizations that support the interests of counties in general.

The Secretary shall:

Notify the members of the dates, times, and location of business or special meetings of the Division or Executive Committee.

Prepare and distribute minutes of meetings of the Division and Executive Committee.

Handle the oversight of the distribution and adoption of any proposed amendments to these Bylaws.

The Treasurer shall:

Be responsible for the preparation and distribution of financial reports to APA, the Divisions Council, and the Division membership as specified by current Division Performance Criteria and Division Policy.

Maintain the Division's bank account and accurate records of the Division's financial status and report on the Division's financial status upon request.

Take the lead in the development of the Division's annual budget.

#### Section E: Removal of an Officer or Executive Committee Member

An officer or Executive Committee member may be removed for cause or significant lack of performance by an affirmative vote of the majority of the current Executive Committee.

### Article IV. Committees

#### Section A: Executive Committee

The Executive Committee shall:

Consist of the elected Officers, the appointed chairs of Standing Committees, and others as determined by the Division officers.

Maintain and enhance the image of this Division.

Exercise general control and supervision over the affairs of this Division.

Be responsible for the creation and implementation of the Division's Work Plan, Annual Report, and Budget.

Appoint Standing Committees and other ad-hoc groups, as needed, to assist with the activities of the Division.

Accept, subject to the approval of APA National, contributions, donations, and grants.

Be responsible for recommending amendments to these Bylaws when necessary.

No individual or Division representative may enter into an agreement or contract with organizations outside of APA. The APA Executive Director, or his/her designee, will approve and sign all contracts, including those to retain staff.

Meetings of the Executive Committee shall be called by the Chair or a majority of the Committee members. A majority of the Executive Committee shall constitute a quorum.

#### Section B: Standing Committees

There shall be Standing Committees on Governance, Program, and Membership. The elected members of the Executive Committee shall appoint the chairs of these Committees for terms coinciding with officer terms.

The duties of these Committees are as follows:

The Governance Committee shall:

Determine the nomination and election schedule with the approval of the Executive Committee as prescribed by these Bylaws.

Solicit candidates.

Submit a slate to include at least one candidate per office.

Conduct the election.

Coordinate other special assignments as prescribed by the Executive Committee.

The Chair may not serve on the Governance Committee. Members of the Governance Committee shall not be eligible for office.

The Program Committee shall:

Coordinate the range of programs and program-based membership benefits, including conference programs, newsletter, and website.

Work with members and the Executive Committee to develop new programs and benefits, as prescribed by the Executive Committee.

The Membership Committee shall:

Monitor existing membership standing.

Establish recruitment processes through national, state and county organizations.

Lead recruitment efforts working with the Program Committee.

Establish marketing campaigns, using or revising existing information for targeted distribution.

Section C: Other Committees

The Executive Committee shall appoint the chair and members of other committees as necessary for the proper operation and development of the Division. Each committee shall meet and report as directed by the Executive Committee.

## Article V. Meetings

### Section A: Annual Meeting

The Annual Meeting of the Division shall be held during the APA Annual Planning Conference.

### Section B: Procedures

Procedures followed at all meetings of the Division shall be in accordance with Robert's Rules of Order.

## Article VI. Amendments to the Bylaws

These Bylaws may be amended by a majority vote of members participating in a ballot. Any proposed amendments shall first be submitted to APA national for review, recommendation, and approval before being submitted to the Division membership.