

Broward Section Bylaws

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ARTICLE I - Section Name and Area

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The name of this section shall be the Broward Section of the Florida Chapter of the American Planning Association (BAPA). The area served by this Section shall be Broward County, Florida.

ARTICLE II - Section Purposes

The purposes of this Section shall be those of the American Planning Association, including the study and advancement of the art and science of local, regional, state, national, and international planning; the furtherance of the interests of the profession; the promotion of fellowship among members of BAPA, the Florida Chapter of the American Planning Association (FAPA), and the American Planning Association (APA), in the particular sphere of planning of the unified development of urban communities and the environments therein, and of states, regions, and nation, as well as such other purposes as the association may from time to time declare.

The objectives of the Broward Section shall be as follows:

- a. Enable fuller membership participation and representation in the American Planning Association, Florida Chapter, and the Broward Section;
- b. Provide a forum for the regular exchange of planning ideas and experiences;
- c. Increase public awareness and understanding of planning;
- d. Foster understanding and cooperation of participants in the development process;
- e. Promote professional development of planners through continuing education programs;
- f. Support regional and statewide planning activities in both the private and public sector by participating in the American Planning Association, Florida Chapter; and
- g. Encourage participation of those beginning in the planning profession, those employed as technicians, and those sitting on local planning or zoning boards.

ARTICLE III - Membership

Section 1- Qualifications & Termination

Members must live, work, attend school, or have an interest in planning, zoning, development, redevelopment or growth management in Broward County, Florida.

Interested persons may become a member of the section by submitting a section membership application along with appropriate section dues.

A member who fails to pay section dues shall be removed from the membership roll. Membership may be revoked for cause by the Board.

Section membership may be reinstated, subject to such conditions as may be established by the Executive Committee.

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Section 2 – Types of Membership

- a. **Regular** – Individual membership available to APA members.
- b. **Affiliate** - Individual membership available to non-APA members.
- c. **Organizational** – Business, government, and nonprofit organizations.
- d. **Student** – Must be enrolled at least half time at a local university and submit a student verification form.

ARTICLE IV - Finances

Section 1- Budget

The Treasurer shall prepare and the Board shall review and adopt no later than April 1 of each year, corresponding with the Chapter budget cycle, a budget setting forth objectives for which funds of the Section may be expended and the amount authorized to be expended. The budget may be amended as needed by a majority vote of the Board. The budget and amendments shall be published in the next edition of any Section publication, mailing, or any other means of communication.

Section 2- Annual Dues

Section dues shall be payable annually. The Board of Directors shall set the dues structure.

ARTICLE V – Board of Directors, Executive Committee & Officers

Section 1- Board of Directors – The Board shall:

- a. Consist of no less than seven (7) and up to eleven (11) directors, including the four (4) elected officers, who shall be members in good standing of the BAPA and APA.
- b. Have staggered terms of office of two years, as determined by the Board.
- c. Hold at least four (4) meetings each year, including the annual meeting.
- d. Be the custodian of all Section property and funds, authorizing and approving all contracts and expenditures, within the Annual Budget.

Section 2 – Executive Committee - The Executive Committee shall:

- a. Consist of the four (4) elected Officers and the Immediate Past Chair.
- b. Transact the business of the Section in the interim between Board meetings.
- c. Prepare the **Annual Report**, which shall be presented to the Board; subsequently presented at the Annual Meeting of the Section; and then forwarded to the Secretary of the Chapter.

Section 3 – Officers

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- a. There shall be four (4) elected Section officers who are: Chair, Vice-Chair, Secretary, and Treasurer.
- b. There shall be three officers appointed by the Chair; Professional Development Officer, University/Education Liaison, and Legislative Policy Committee Representative.
- c. Officers shall serve terms of office of one year. All elected officers shall remain in office until their elected successors are installed at the Annual Meeting. The Executive Committee shall, by appointment, fill vacancies in the office occurring between Annual Meetings. Officers so appointed shall hold office for the balance of the current term, or until their successors are elected and installed. There shall be no limit to the number of terms an Officer may serve.

Section 4 - Duties of Officers

Chair – The Chair shall have the following duties:

- a. Direct the preparation of the annual program and budget for the forthcoming year.
- b. Call meetings of the Section and the Board.
- c. Serve as an ex-officio member of all committees.
- d. Direct the preparation of an annual report of the Section's activities for the prior year.
- e. Serve as the Section's official representative to FAPA.
- f. Appoint committees and chairs as needed.
- g. Appoint a newsletter editor.
- h. Perform such other duties required by the bylaws or customary to the office.

Vice-Chair - The Vice-Chair shall have the following duties:

- a. Carry out duties assigned by the Chair.
- b. Act as Chair in the absence or incapacity of the Chair.
- c. Coordinate program arrangements for meetings, social events, and fund-raisers including, but not limited to luncheons, forums, and workshops.
- d. Perform such other duties required by the bylaws or customary to the office.

Treasurer - The Treasurer shall have the following duties:

- a. Collect and record Section dues.
- b. Receive and disburse Section funds.
- c. Assist the Chair in preparing an annual budget.
- d. Maintain accounts that shall be open to review by officers and subject to audit.
- e. Maintain and provide to the Secretary in electronic format an accurate roster of members of the Section.
- f. Perform such other duties required by the bylaws or customary to the office.

Secretary - The Secretary shall have the following duties:

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- a. Prepare and maintain official minutes of Section meetings.
- b. Maintain, with the assistance of the Treasurer, current addresses, phone numbers, and email addresses for all members in electronic format.
- c. Distribute all official notifications, newsletters, invitations, and reports etc. to the membership.
- d. Maintain Section bylaws, reports, and other official documents in electronic format and provide them as required to the Chapter.
- e. Update Web Site as required.
- f. Perform such other duties required by the bylaws or customary to the office.

Professional Development Officer – The Professional Development Officer shall have the following duties:

- a. Implement continuing educational and training opportunities for the Section.
- b. Coordinate with the Chapters' Professional Development Officer.
- c. Perform such other duties required by the bylaws or customary to the office.

University/Education Liaison –

- a. Serve as a link between BAPA and Florida Atlantic University's Department of Urban and Regional Planning.
- b. Communicate and link activities of the Section to FAU faculty and students and communicate FAU activities to the Section.
- c. Perform such other duties required by the bylaws or customary to the office.

Legislative Policy Committee Representative -

- a. Represent BAPA at FAPA's Legislative Policy Committee meetings.
- b. Communicate activities of the Legislative Policy Committee with BAPA through the Secretary.
- c. Perform such other duties required by the bylaws or customary to the office.

Section 1 - Ad-Hoc Committees

The Chair with advice and consent of the Board may appoint ad hoc committees to study, report, and recommend on specific issues. The presentation of the final report to the Board or at a Section meeting shall terminate the committee.

ARTICLE VI - Section Committee

Section 1- Executive Committee

- a. The Executive Committee shall consist of the officers of the Section and the immediate past Chairperson.
- b. The Executive Committee members shall be full members of the Section.
- c. The duties and responsibilities of the Executive Committee shall be as follows:
 - 1. Transact the business of the Section in the interim between meetings and to report thereon to the Section
 - 2. Effectuate the motions and polices agreed upon by Section membership
 - 3. Approve the annual budget
 - 4. Custodian of all Section property and funds, to authorize and approve all contract

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and expenditures but no to incur liabilities exceeding the amount of unappropriated funds in the Section treasury

5. Approve or reject applications for local membership
6. Fill vacancies in offices occurring between elections who will fill the remainder of the balance of the term vacated

d. Meetings of the Executive Committee shall be called by the Chairperson or a majority of the Committee members. There shall be in each year, at least four (4) meetings of the Executive Committee. Three members of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee. The passage of a resolution shall require an affirmative vote of at least three members of the Executive Committee.

Section 2- Ad-Hoc Committees

The Chairperson with advice and consent to the Executive Committee may appoint ad hoc committees to study, report and recommend on specific issues. The presentation of the report to the Executive Committee or Section meeting shall terminate the committee.

ARTICLE VII - Elections, Voting & Vacancies

Section 1- Nominations and Elections

- a) The election of Board of Directors shall be held annually on a date determined by the Board, which shall serve as the nominating committee. The Board of Directors shall determine the deadline for receipt of ballots, not to exceed 30 days.
- b) The slate of candidates for an upcoming election shall be published in the Section newsletter preceding the election.
- c) A ballot shall be mailed to each member and results presented at the next regular meeting or event.

Section 2- Voting

- a) Only Regular members in good standing of the Section shall be eligible to vote.
- b) All votes, except as otherwise provided for, for the amendment of bylaws, shall be decided by a majority of those members voting.

ARTICLE VIII – Meetings & Quorums

- a. A quorum for any Board of Directors meeting shall be a majority of board.
- b. A quorum for an Executive Committee meeting shall be a majority of the executive committee.

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- c. A quorum for a general membership meeting shall be ten percent of the Section membership so qualified to vote.
- d. Action may be taken when passed by a majority of those members eligible to vote, either by mail ballot or at a meeting.

Article IX – Amendments & Filing

Upon authorization of the Executive Committee or upon petition of at least (15) percent of the members of the Section, any proposed amendment to these bylaws shall, after discussion at a special meeting, be submitted together with a ballot to all members of the Section and for adoption shall require a two-thirds affirmative vote of those voting. A period of 15 days from the date of mailing of such ballot shall be allowed for return of ballots.

These bylaws and all subsequent amendments shall be filed with the Secretary of the Florida Chapter American Planning Association. At least one (1) copy of all formal publications of the Section, including such materials as the Chairman's Annual Report, adopted reports of Section committees, newsletters rosters and other similar reports, shall be filed with the Secretary of the Florida Chapter at the time they are distributed to the Section membership