



**BY-LAWS OF THE SAN FELASCO SECTION  
AMERICAN PLANNING ASSOCIATION-FLORIDA  
AMENDED NOVEMBER 3, 2009**

Part I. **General Provisions**

- A. **Name and Service Area**- The name of this section is the San Felasco Section, Florida Chapter, American Planning Association, hereinafter called the Section. The area served by this Section is Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Marion, Putnam, Suwannee and Union Counties, State of Florida.
- B. **Section Objectives**- The objectives of this Section include, but are not limited to the following:
1. To provide a forum for exchange of planning ideas and experiences.
  2. To consider and make recommendations on matters of American Planning Association (APA) policy.
  3. To provide a vehicle for planners to develop and express positions on issues affecting the quality of life in the area served by the Section.
  4. To promote continuing education programs for planning professionals, citizen board members, and elected officials.
  5. To increase public awareness and understanding of planning.
  6. To support planning throughout the State of Florida by participation in local, regional and state affairs.
  7. To foster participation in Florida Chapter (APA Florida) and National APA activities.
  8. To recognize the accomplishments of area planners, the private sector and citizen boards, and to promote excellence of planning in the Section area.
  9. To encourage and guide the newer members of the profession.

Part II. **Membership**

- A. **Member**- A member of the American Planning Association who lives or works in the Section area and who has paid the Section annual dues.
- B. **Affiliate Member**- A person who is not an APA member, or an APA member not living in the Section area, who has paid the annual affiliate member dues.
- C. **Student Member**- A person who has enrolled in a planning-related curriculum, is a student member of the APA, and has paid the annual Student Member dues.
- D. **Student Affiliate Member**- A student who is not a student member of the APA and has paid the annual Student Affiliate Member Dues.

Part III. **Executive Committee**

- A. **Composition, Duties and Responsibilities-The** Executive Committee shall consist of the Chairperson, Chairperson Elect, Secretary, Treasurer, Professional Development Officer, three members at large, Immediate Past Chair (ex officio) and the University of Florida Student Planning Association President (ex officio). Members of the Executive Committee shall have one vote each and a majority of members of the executive committee shall constitute a quorum.

The Committee shall have the following duties and responsibilities:

1. To transact the business of the Section between meetings, and to report thereon to the Section at its next regular meeting.
2. To effectuate the motions and policies agreed upon by Section membership.
3. To make policy in the name of the Executive Committee, when it is not possible for the Section to take timely action.
4. To prepare and present for adoption by the Section in the last meeting of the fiscal year a proposed budget for the following year, including the amount of annual membership dues. The budget may be modified from time to time by a majority vote of the Executive Committee, except that no additional expenses above budget may be incurred without the approval of the Section. The original budget and subsequent modifications shall, after adoption, be published in the next edition of the newsletter.
5. To recommend the amount and time of payment of any other special assessment to be made of Section Membership.
6. To be custodian of all Section property and funds and to authorize and approve all contracts and expenditures but not to incur liabilities exceeding the amount of appropriated funds in the Section treasury.
7. To establish a schedule of programs and activities for the year.
8. To appoint duly qualified members to serve the unexpired term of any position on the Executive Committee.

9. To appoint persons to serve on subcommittee as deemed necessary to further the objectives of the Section.
- B. **Eligibility for Office**- Any member "as defined in Part II, Section A" is eligible to hold office in the Section, with the exception that there may be no more than two officers from any planning agency or firm.
- C. **Terms of Office**- The term of office of each of the Section officers, excluding the Student Planning Association President, shall be for two (2) years beginning at the time of their election. No person shall serve more than two consecutive terms in the same office.
- D. **Officers- Duties and Responsibilities**

**Chairperson**

1. To call and preside at meetings of the Section and Executive Committee.
2. To appoint subcommittee chairpersons and to act as an ex-officio member of all subcommittees.
3. To prepare a written annual report of Section activities for the proceeding year. This report will be distributed to and/or published for the membership of the Section.
4. To serve as Section Representative on the APA Florida Executive Committee.
5. To perform such other duties as are customary to the office, including acting as official representative of the Section as necessary.
6. To serve on the University of Florida Department of Urban and Regional Planning Professional Advisory Committee.

**Chairperson-Elect**

1. As Chairperson-Elect, to assume the duties of Chairperson, as defined above, at the conclusion of the Chairperson's term of office. This item to become effective at the second election of Section Officers.
2. To act in place of the Chairperson as necessary.
3. To perform other duties and exercise authority delegated by the Chairperson as are necessary to cant' out the business of the Section.
4. To plan and prepare programs, with the assistance of the Executive Committee, for his/her coming term as Chairperson.
5. To prepare a recommended budget for review by the Executive Committee and subsequent adoption by the Section during the first meeting of the fiscal year.
6. To serve as Section Representative on the APA Florida Legislative Policy Committee.

### **Secretary**

1. To maintain a permanent record of Section activities and actions.
2. To prepare and distribute a newsletter as deemed necessary by the Executive Committee.
3. To file two copies of the Section by-laws and subsequent amendments with the APA Florida Executive Committee within one month of the adoption of these by-laws and subsequent amendments.
4. To maintain copies of all studies and professional reports prepared by the Section.
5. To assist the Chairperson in the preparation of the written annual report.
6. To perform other duties and exercise authority as delegated by the Chairperson as are necessary to carry out business of the Section.

### **Treasurer**

1. To collect dues, special assessments, and other monies in the name of the Section. Pay Section expenses and to disburse money in accordance with the budget. Maintain an accurate accounting of Section finances.
2. To aid the Chairperson-Elect in preparing a recommended budget for the coming year for review by the Executive Committee and subsequent adoption by the Section during the first meeting of the fiscal year.
3. To prepare quarterly financial reports of income and expenditures by activity as compared to the adopted budget.
4. To prepare a written annual financial statement which shall include a ledger sheet of Section income and expenditures by activity for the proceeding year to be presented at the first meeting of the fiscal year.
5. To prepare such other financial reports as may be required by APA Florida.
6. To maintain an official roster of Section membership.
7. To perform other duties and exercise authority as delegated by the Chairperson as are necessary to carry out business of the Section.
8. To assist APA Florida staff, as needed, to accomplish the above stated Treasurer duties and responsibilities.

### **Professional Development Officer (PDO)**

1. To provide varied, quality American Institute of Certified Planners (AICP) Certification Maintenance (CM) opportunities for Section members.
2. To disseminate information on CM opportunities provided outside of the Section as they become available.

3. To promote and coordinate annual AICP Exam study opportunities for those members preparing for the AICP Exam.

**Student Planning Association President/Members at Large**

1. To perform duties as delegated by the Chairperson as are necessary to carry out business of the Section.

Part IV. **Election and Voting Privileges**

A. **Nominations and Elections**

1. The election of Section officers shall be held at the last meeting of the fiscal year.
2. The Chairperson shall appoint the Nomination Committee at least three months prior to the election. Names of members of the Nomination Committee shall be published prior to the third meeting of each year.
3. The Nomination Committee shall meet and submit to the Executive Committee a slate of proposed officers for the coming year in time to be published in the newsletter proceeding the election. The Nomination Committee shall have contacted proposed officers to gain their acceptance of the nomination and willingness to serve if elected, prior to submitting the slate of officers to the Executive Committee.
4. At least 15 days notice will be given to the membership of the time and place of the election.
5. The proposed slate of officers will be presented at the last meeting of the fiscal year for voting by those in attendance. The Chairperson of the Nomination Committee shall ask for additional nominations from the floor prior to voting on the proposed slate of officers.
6. Voting on the proposed slate of officers presented by the Nomination Committee shall be by voice vote. If nominations are made from the floor than the vote shall be by secret ballot. In the event of a tie vote, the Executive Committee shall make a declaration of the winner.

B. **Voting and Voting Privileges**

1. For the purposes of this Section, the term "Members" refers to both "Members" and "Student Members" as defined in Part II, Sections A and C.
2. Those Members present at any meeting in which a vote is scheduled to be taken shall be considered to constitute a quorum for voting on regular Section business.
3. A two-thirds majority of Members casting votes shall be required for the adoption or amendment for these by-laws.

4. A two-thirds majority of Members casting votes shall be required for the adoption of a resolution representing a policy position of the Section. No person shall represent the views of the Section unless two-thirds majority has been obtained. This shall not prohibit the Executive Committee from taking a policy position provided that position shall be identified as that of the Executive Committee and not that of the Section.
5. All other votes shall be decided by a majority of those members voting.

Part V. **Meetings**

- A. **Regular Meetings**- There shall be a minimum of one regular meetings per calendar year to carry out Section objectives and conduct Section business.
- B. Meetings of the Executive Committee- Meetings of the Executive Committee shall be called as necessary by the Chairperson or by a majority of the Executive Committee members.

Part VI. **Budget/Dues**

- A. The fiscal year of the Section shall be from January 1 through December 31.
- B. The annual budget and dues of the Section shall be adopted at the last meeting of the fiscal year for the following year.
- C. The dues for Affiliate Members shall be equal to the dues of Members.
- D. The dues for Student Affiliate Members shall be equal to the dues for Student Members.
- E. Dues shall be submitted by December 31.