

**BY-LAWS FOR THE ORLANDO METRO SECTION
FLORIDA CHAPTER
AMERICAN PLANNING ASSOCIATION**

Effective August 26, 1998

Amended January, 2004

Part I. GENERAL

1. NAME AND SERVICE AREA

The name of this Section is the Orlando Metro Section, Florida Chapter, American Planning Association hereinafter called the Section. The area served by this Section is Lake, Orange, Osceola, and Seminole Counties, State of Florida.

2. SECTION OBJECTIVES

The objectives of this Section include, but are not limited to the following:

- A. To provide a forum for exchange of planning ideas and experiences.
- B. To consider, confer on, and make recommendations on matters of the American Planning Association and Florida Chapter of the American Planning Association policy.
- C. To provide a vehicle for planners to develop and express positions on issues affecting the quality of life in the East Central Florida region.
- D. To promote continuing education programs for planning professionals.
- E. To increase public awareness and understanding of planning.
- F. To support planning throughout the State of Florida by participation in local, regional, and State affairs.
- G. To foster participation in Florida Chapter and National American Planning Association activities.
- H. To recognize the accomplishments of area planners, developers, and citizen board members, and promote excellence of planning in the Section area.
- I. To encourage and guide the younger members of the profession to the end that the high purpose of the Association shall be furthered.
- J. To further the planning education of Central Florida residents through administration of the Judith Mucci Scholarship Fund.

PART II: MEMBERSHIP

1. FULL MEMBER

A member of the American Planning Association who lives or works in Lake, Orange, Osceola, or Seminole County and who has paid the annual Section member dues.

2. ALLIED PROFESSIONAL

Persons who are not APA members may become a Allied Professional Member of the Section by submitting a Section membership application with the annual Local Member dues.

3. STUDENT MEMBER

A person who is enrolled in a full-time planning or related curriculum, has submitted a Section Membership application and has paid the annual Student Member dues.

PART III: EXECUTIVE COMMITTEE

1. COMPOSITION DUTIES AND RESPONSIBILITIES

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, the immediate Past President, and six(6) Directors, two (2) elected at large and one (1) either residing or working in each of the four counties within the Orlando Metro Section. Members of the Executive Committee shall have one vote and a majority of the members of the Executive Committee shall constitute a quorum.

The Committee shall have the following duties and responsibilities:

- A. To transact the business of the Section between meetings, and to report thereon to the Section at its next regular meeting.
- B. To effectuate the motions and policies agreed upon by Section membership.
- C. To make policy in the name of the Executive Committee, when it is not possible for the Section to take timely action.
- D. To prepare and present for adoption by the Executive Committee by a majority plus one vote, in the month of January a proposed budget for the following year, including the amount of any annual membership dues. The budget will be subsequently made available to the members. The budget may be modified from time to time by a majority plus one vote of the Executive Committee. Any proposed dues must be approved by the section. A financial report shall be made at the Sections Annual Fall meeting. To transmit financial reports to the state as appropriate for legal purposes.
- E. 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.
- F. To establish a schedule of programs and activities for the year.
- G. To appoint duly qualified members to serve the un expired term of any vacant position on the Executive Committee.
- H. To appoint persons to serve on sub-committees as deemed necessary to further the objectives of the Section.

- I. To prepare amendments to the by-laws and to process amendments to the by-laws which have been filed by petition containing the signatures of no less than 25 percent of the Members.
2. ELIGIBILITY FOR OFFICE

Any Full Member is eligible to hold office in the Section.

3. TERM OF OFFICE

The term of office of each of the Section officers shall be for two (2) years beginning at the time of the Annual Meeting held following the officer's election, which shall be held prior to the Florida APA Annual Conference. The terms of the Officers on the Executive Committee are staggered with the President, Secretary, and three Directors (one at large and the Orange and Lake County Directors) being elected in odd numbered years and the Vice President, Treasurer and three Directors (one at large and the Seminole and Osceola County Directors) in even numbered years. When approved, the Directors representing the four counties shall be appointed by the Executive Committee and the terms of said officers shall be until the next regularly scheduled election as outlined in this section.

4. OFFICERS AND DIRECTORS DUTIES AND RESPONSIBILITIES

PRESIDENT

- A. To call and preside at the meetings of the section and Executive Committee.
- B. To form whatever sub-committees are needed to advance the interest or business of the Section.
- C. To appoint persons to sub-committees as needed and to act as an ex-officio member of all sub-committees.
- D. To prepare a written annual report of Section activities for the preceding year. This report will be distributed and/or published to the membership of the Section.
- E. To serve as Section Representative on the Florida Chapter Executive Committee.
- F. To perform such other duties as are customary to the office, including acting as official representative of the Section as necessary.

VICE-PRESIDENT

- A. To act in place of the President, as necessary.
- B. To perform other duties and exercise authority delegated by the President as are necessary to carry out the business of the Section.
- C. To serve as Chair of the Scholarship Committee.
- D. To serve as Professional Development Officer of the Section.

SECRETARY

- A. To maintain a permanent record of official Section activities and actions.
- B. To coordinate the production and distribution of the newsletter to ensure that section business and information is distributed accurately to the membership.
- C. To file two copies of the Section by-laws and subsequent amendments with the Executive Committee of the Florida Chapter of the American Planning Association within one (1) month after the adoption of these by-laws and subsequent amendments.
- D. To maintain copies of all studies and professional reports prepared by the Section.
- E. To assist the President in the preparation of the written annual report.
- F. To maintain an official roster of Section members.
- G. To perform other duties and exercise authority as delegated by the President as are necessary to carry out business of the Section.

TREASURER

- A. To collect dues, special assessments and other monies in the name of the Section; to pay Section expenses and disburse money in accordance with the budget; to maintain an accurate accounting of Section finances.
- B. To prepare a recommended budget for review by the Executive Committee and subsequent adoption by the Section during the month of January.
- C. To prepare quarterly financial reports of income and expenditures by activity as compared to adopted budget.
- D. To prepare a written annual financial statement for the Executive Committee which shall include a ledger sheet of Section income and expenditure by activity for the preceding year to be presented at the annual meeting.
- E. To prepare such other financial reports as may be required by the Florida Chapter of the American Planning Association.
- F. To perform other duties and exercise authority as delegated by the President as are necessary to carry out business of the Section.

DIRECTORS

- A. To serve as sub-committee chairs and/or perform duties and exercise authority delegated by the President as necessary to carry out the business of the Section.
- B. There shall be six (6) Directors on the Executive Committee. All director positions are subject to the provisions of Part IV 2, below.

IMMEDIATE PAST PRESIDENT

- A. To serve as sub-committee chairs and/or perform duties and exercise authority delegated by the President as necessary to carry out the business of the Section.

PART IV: ELECTIONS, VACANCIES, AND VOTING

1. NOMINATION AND ELECTION OF OFFICERS

A Nominating Committee of three or more members shall be appointed by the Executive Committee prior to the summer meeting of the Executive Committee. The Nominating Committee report on nominations shall be submitted to the Executive Committee at the summer meeting, at which time additional nominations of members will be accepted from the floor.

Written ballots will be sent out to the Section membership immediately thereafter. They shall be returned by mail to the Chair of the Nominating Committee prior to the fall meeting. The ballots shall be opened and counted by the Nominating Committee and results reported to the President of the Section. The new Executive Committee shall be officially announced and installed at the annual meeting in the fall, prior to the FAPA conference.

2. VACANCIES

The Executive Committee shall appoint a duly qualified member of the Section to serve for the unexpired term of any vacant position on the Executive Committee.

3. VOTING

- A. **QUORUM:** A quorum for the purpose of conducting Section business shall be comprised of a minimum of ten (10) percent of the members of the Section.
- B. **BY-LAWS:** A two-thirds majority of members votes cast shall be required for the adoption or amendment of these by-laws.
- C. **POLICY POSITION:** A two-third majority of members votes cast shall be required for the adoption of a resolution representing a professional policy position of the Section. No person shall represent the views of the Section unless this two-thirds majority has been obtained. This shall not prohibit the Executive Committee from taking a policy position provided that the position shall be identified as that of the Executive Committee and not that of the entire Section.
- D. **DUES:** A simple majority of members votes cast shall be required for the adoption of dues and any other matter requiring a vote.

PART V: MEETINGS

1. ANNUAL MEETINGS

There shall be an Annual Meeting held during the fall at a time and place to be determined by the Executive Committee.

2. REGULAR MEETINGS

There shall be a minimum of 4 regular meetings per calendar year to carry out Section objectives and conduct Section business.

3. MEETINGS OF THE EXECUTIVE COMMITTEE

Meetings of the Executive Committee shall be called as necessary by the President or by a majority of the Executive Committee members.

PART VI: BUDGET/DUES

1. FISCAL YEAR

The fiscal year of the Section shall begin January 1 and end December 31 of the same year.

2. ANNUAL DUES

Any annual dues of the Section shall be adopted prior to the beginning of the fiscal year.

PART VII: JUDITH MUCCI SCHOLARSHIP FUND

1. OBJECTIVE

The Metro Orlando Section of the American Planning Association is committed to improving the quality of urban and regional planning throughout East Central Florida. As a result of this commitment, the Section has established the Judith Mucci Scholarship Fund to improve the educational opportunities for Central Florida residents seeking graduate degrees in urban and regional planning from accredited master degree planning programs at Universities within the state of Florida.

2. APPLICATIONS

Scholarships will be offered to candidates selected by the Chairman of each of the Universities' Planning Programs, with the approval of the Executive Committee. Scholarships will be for a stipulated sum approved by the Executive Committee to be used to obtain a Master's Degree over a two-year period. Applications should be made to the Chairman of the universities' planning program.

3. REQUIREMENTS

The scholarship has several requirements, which include:

- Membership in the American Planning Association;
- Selection of a topic or issue of current importance in Central Florida for the recipients senior project or thesis;
- Presentation of the research at a meeting of the Orlando Metro Section; and
- Submittal of an archival-quality, bound copy of the research to the Orlando Metro Section Vice President for forwarding to the Orlando Public Library's Planning and Local Government Library. The scholarship recipient may apply to the Section for reimbursement of cost to bind thesis.

The Orlando Metro Section has several preferences for the selection of scholarship recipients, including:

- Preference that the candidate be from the Central Florida area.
- Preference that the candidate fulfill his internship requirements with a public agency or private firm in Central Florida, and
- Preference that the candidates, upon graduation, seek a job with a public agency or private firm in Central Florida.

4. CONTRIBUTIONS

Scholarships awarded from the Judith Mucci Scholarship Fund will be directed to one of the following: the Florida State University Foundation for the account of the Department of Urban and Regional Planning, and to the University of Florida Foundation for the account of the College of Architecture, Department of Urban and Regional Planning or other qualified and accredited colleges/universities.

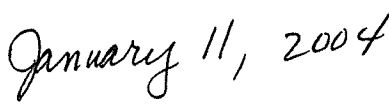
5. SCHOLARSHIP SUBCOMMITTEE

The Section President will appoint the Scholarship Subcommittee that will be chaired by the Section Vice-President. The two main functions of the Scholarship Sub-committee are to maintain relationships with the universities and the scholarship recipients and to raise funds.

These By-laws were duly adopted by a ballot vote of the membership of the Orlando-Metro Section of the Florida Chapter of the American Planning Association, as verified by the Executive Committee, being effective August 26, 1998.

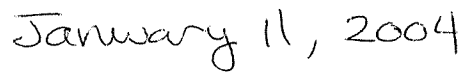
These By-laws were duly amended by a ballot vote of the membership of the Orlando-Metro Section of the Florida Chapter of the American Planning Association, as verified by the Executive Committee, being effective January 2004.


President, Orlando-Metro Section FAPA


Date

ATTEST:


Secretary, Orlando-Metro Section FAPA


Date