



Florida Chapter of the American Planning Association

Promised Lands Section



ARTICLE I – Section Area and Name

The name of this Section shall be The Promised Lands Section of The Florida Chapter of The American Planning Association. The area served by this Section shall be the counties of Charlotte, Collier, DeSoto, Glades, Hendry, and Lee.

ARTICLE II - Section Purposes

The purpose 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, and national planning; the furtherance of the interests of the profession; the promotion of fellowship among members of the Section, Chapter and Association, all in the particular sphere of planning of the unified development of urban communities and their environs and of states, regions, and the nation, and such other purposes as the Association may from time to time declare.

The objectives of the Promised Lands Section shall be to:

- a) enable fuller membership participation and representation in the American Planning Association - Florida Chapter, and the Promised Lands 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 statewide planning activities in both the private and public sector by participating in the Florida Chapter of APA; and
- g) encourage full participation of persons beginning in the planning profession or those who are employed as technicians or aides to professional planners.

ARTICLE III - Membership


Section 1 - Types of Membership

There shall be three types of memberships in the Promised Lands Section:

APA Member: Persons who are full members of the American Planning Association are automatically members of both the Florida Chapter and the Promised Land Section. Such a member who ceases to be a member of the Association shall automatically cease to be a member of the Section.

Local Member: Persons who are not APA or Chapter members may become a member of the Section by submitting a Section membership application with the annual membership dues.

Local Members do not have section-voting rights. A local member who ceases to pay the annual membership dues shall be removed from the membership rolls of the Section.



Student Member: Persons who are enrolled full-time in a planning program or related field at the University level may become a member by submitting a Section membership application. Dues are not required for students.

Section 2 - Membership Qualifications

Association members not residing in the Section area shall be eligible for Section membership. Such potential members shall indicate Section membership by submitting a Section membership form to the Section Secretary and paying the Section annual dues. Qualification for an APA membership shall be membership in APA. Qualification for a local membership shall be an interest in planning development and growth management in the Promised Lands Section.

ARTICLE IV - Finances

Section 1 - Budget

The Section chairman shall prepare and the Executive Committee shall review and adopt or modify and adopt not 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 for such objectives. The budget may be modified from time to time by a majority vote of the Executive Committee. The original budget and any subsequent modification shall, after adoption, be published in the next edition of any Section publication or other mailing.

Section 2 - Annual Dues

Local member dues shall be payable annually on January 1. The amount of dues shall be set by the Executive Committee.



ARTICLE V - Officers

Section 1 - Officers

The officers of the Section shall be a Chairman, a Vice-Chairman, a Secretary, a Treasurer, and the immediate Past-Chairman.

Section 2 - Qualifications

All officers and members of the Executive Committee shall be members of the American Planning Association.

Section 3 - Term of Office

The term of office shall be two years.

Section 4 - Duties


a) Chairman

The Chairman shall have the following duties:

- i. Appointing committee members and chairman;
- ii. Directing the preparation of a program and budget;
- iii. Calling meetings of the Section, and the Executive Committee;
- iv. Serving as an ex-officio member of all committees;
- v. Preparing an annual report of the Chairman's activities; and
- vi. Performing such other duties required by the Bylaws or customary to the office.

b) Vice-Chairman

The Vice-Chairman shall have the following duties:

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- i. Actively assisting the Chairman in the guidance and coordination of committee activities;
 - ii. Carrying out duties assigned by the Chairman;
 - iii. Acting as Chairman in the absence or incapacity of the Chairman; and
 - iv. Coordinating program arrangements for each regular meeting.

c) Secretary

The Secretary shall have the following duties:

- i. Maintaining an accurate list of regular, local and student members of the Section;
- ii. Notifying members of meetings;
- iii. Preparing and reporting minutes of Section and Executive Committee meetings; and
- iv. Transmitting to the Secretary of the Florida Chapter and to the Executive Director of the Association copies of Section Bylaws, publications, and resolutions concerning matters of Association policy.


d) Treasurer

The Treasurer shall have the following duties:

- i. Collection of Section dues;
- ii. Receiving and disbursing Section funds;
- iii. Assisting the Chairman in preparing an annual budget for review by the Executive Committee;
- iv. Maintaining accounts that shall be open to inspection by officers and subject to audit; and
- v. Performing such other duties required by these Bylaws or customary to the office.

e) Immediate Past-Chairman

The Immediate Past-Chairman shall have the following duties:

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- i. Lending continued guidance and support to the Executive Committee and
 - ii. Performing such other duties as requested by the Chairman.


Section 5 - Annual Report

The officers of the Section shall prepare an annual written report which shall be presented to the Executive Committee at a meeting preceding the Annual Meeting of the Section, and which shall be subsequently presented at the annual Meeting of the Section and thereafter be forwarded to the Secretary of the Florida Chapter and the Executive Director of the Association.

ARTICLE VI Executive Committee

Section 1 - Executive Committee

- a) The Executive Committee shall consist of the officers of the Section.
- b) Members of the Executive Committee shall be Full Members of the Association.
- c) The Executive Committee shall have the following duties and responsibilities:
 - i. To transact the business of the Section in the interim between meetings, and to report thereon to the Section;
 - ii. To effectuate the motions and policies agreed upon by Section membership;
 - iii. To approve the annual budget;
 - iv. To be custodian of all Section property and funds, to authorize and approve all contracts and expenditures but not to incur liabilities exceeding the amount of unappropriated funds in the Section treasury;
 - v. To approve or reject applications for local Membership;
 - vi. To cause an audit to be made of the accounts of the Treasurer;
 - vii. To approve or reject appointments to the committees of the Section; and
 - viii. To fill vacancies in offices occurring between elections, officers so elected to hold office only for the balance of the current term until their successors are elected and installed;

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- d) Meetings of the Executive Committee shall be called by the Chairman or a majority of the Committee members. There shall be, in each year, at least four meetings of the Executive Committee. A simple majority of the 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.

ARTICLE VII - Committees

Section 1 - Standing Committees

The Section shall have the following standing committees:

- Professional Development;
- Publicity and Communications;
- Service Activities; and
- Legislative Policy.

The Chairman shall nominate one person to serve as a Chair for each of these Standing Committees. The officers shall confirm the nominations. Each Standing Committee Chair shall make recommendations to the Executive Committee for appointments for members to serve on these committees. The Chairman, with the advice and consent of the Executive Committee, shall appoint members to these committees. It shall be expected that the term of appointment shall be for one year or at discretion of the Chairman. Each Standing Committee Chair shall also be expected to attend and participate in regular meetings of the Executive Committee.

Section 2 - Ad Hoc Committees

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

Section 3 - Nominating Committee

The Nominating Committee shall consist of three members of the Section, of which one shall be a member of the Executive Committee.


ARTICLE VIII - Elections and Voting Privileges

Section 1 - Nominations and Elections

- a. By February 1 of each odd numbered year, the Section Chair shall appoint a Nominating Committee consisting of at least three members that includes at least one member of the Executive Committee.
- b. The Nominating Committee shall submit to the Section Chair by May 1 of each odd numbered year, a slate of officers for distribution to the entire Section membership.
- c. The Secretary shall send out notices to the membership either by email or regular U.S. mail detailing the office positions available on the Executive Committee. The notice should, at a minimum indicate the duties of officer, term of office and date by which those interested in filling one of the vacancies should contact the Secretary in order to be considered for nomination.
- d. Nominations for any office may be by petition of five percent of the membership or twenty members, whichever is less, provided such petition is submitted to the Nominating Committee within thirty days following the publication of the recommended slate of officers.
- e. The Nominating Committee shall distribute a ballot to all members eligible to vote in elections no later than July 1, unless the Executive Committee waives such date.
- f. The Executive Committee shall promulgate the deadline and the procedures for the return of ballots.
- g. In the event of a tie vote for any office, the Executive Committee shall make a choice of the person who would best perform the duties of the office and make a declaration of a winner.
- h. The results shall be published as soon as practical.
- i. Installation of Section Officers shall occur approximately thirty (30) days prior to the Annual FAPA Meeting of the election year.

Section 2 - Voting Privileges

Full members shall be eligible to vote on matters pertaining to the section. A quorum shall consist of those regular and local members at a scheduled Section meeting, or voting by a mailed ballot. All votes, except as otherwise provided for amendment of bylaws, shall be decided by a majority of those regular and local members voting.



ARTICLE IX - Meetings

Section 1 - Annual Meeting

The Annual Meeting represents the accumulation of efforts of the Section for the preceding year, and program-goal setting for the forthcoming year, with installation of officers. There shall be an Annual Meeting at a time and place to be determined by the Executive Committee. At least 15 days notice of this meeting shall be mailed, faxed, or electronically mailed to all members.

Section 2 - Quarterly Meetings


There shall be at least four Section meetings a year, with one to be known as the Annual Meeting.

The Chairman, with approval of the Executive Committee, shall set the time and place of the quarterly meetings. A fifteen (15) day notice of all quarterly meetings shall be mailed, faxed, or sent by electronic mail to all members.

Additional meetings may be called by the Chairman and, upon failure of the Chairman to call required meetings, by the Executive Committee.

ARTICLE X- Amendments

Upon authorization of the Executive Committee or upon petition of at least twenty-five percent (25%) of the members of the Section, any proposed amendment to these Bylaws shall, after discussion at a special or quarterly meeting, be submitted by the Secretary together with a ballot to all regular and local members of the Section, and for adoption, shall require a two-thirds affirmative vote of those voting. A period of fifteen (15) days from the date of mailing of such ballot shall be allowed for return of ballots. Ballots may be sent via regular U.S. mail or email.



One copy of these Bylaws and all subsequent amendments shall be filed with the Executive Director of the Florida Chapter American Planning Association. At least one 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 Executive Director of the Florida Chapter at the time they are distributed to the Section membership. Amendments may be considered by voice vote at a special or quarterly meeting in lieu of written ballots.

Amended by affirmative vote: February 17, 2006