

1 **FLORIDA CHAPTER**  
2 **AMERICAN PLANNING ASSOCIATION**  
3  
4 **ORGANIZATIONAL BYLAWS**  
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25 **ARTICLE I – CHAPTER NAME AND JURISDICTION**

26 The name of this Chapter shall be the Florida Chapter of the American Planning Association (APA  
27 Florida). The area served by the Chapter shall be the State of Florida.

28 **ARTICLE II – CHAPTER PURPOSES AND ACTIVITIES**

29 1. Chapter Purposes

30 The purposes of the Chapter are to facilitate the individual participation of members of the  
31 American Planning Association (APA) in the affairs of the Chapter and to further the mission of  
32 APA in the Chapter area. The further purposes of this Chapter shall be to:

- 33 a) Advance the art and science of planning within the Chapter area;
- 34 b) Encourage exchange of information and experience in the Chapter area;
- 35 c) Represent and advance the interests and welfare of the Association, its members and the  
36 planning profession in the Chapter area;
- 37 d) Encourage and guide the newer members of the profession;
- 38 e) Provide, through local Sections, an opportunity for fellowship among the members and an  
39 opportunity for professional growth and development;
- 40 f) Promote planning approaches in response to developmental and societal opportunities  
41 and challenges facing Florida and its communities;
- 42 g) Increase awareness of the planning process and the planning profession, as well as the  
43 benefits that both can bring to the State of Florida and its communities;
- 44 h) Provide, through the Chapter and local Sections, opportunities for professional  
45 development with major emphasis on Certification Maintenance (CM)-approved programs,  
46 including the ethics and planning law requirements;
- 47 i) Work in concert with other organizations of like purpose to foster and achieve mutual goals  
48 and objectives, including the provision of CM-approved programs and opportunities.

49 2. Chapter Activities

- 50 a) Notwithstanding any other provision of these articles, the Chapter will not carry on any  
51 other activities not permitted to be carried on by an organization exempt from Federal  
52 income tax under section 501 (c)(3) of the Internal Revenue Code of 1954, as amended,  
53 or the corresponding provision of any future United States Internal Revenue law or not  
54 permitted to be carried on by an organization, whose contributions to which are deductible  
55 under section 170 (c)(2) of the Internal Revenue Code of 1954, as amended, or any other  
56 corresponding provision of any future United States Internal Revenue law.
- 57 b) The Chapter is organized exclusively for charitable, education, and scientific purposes,  
58 including for such purposes, the making of distributions to organizations that qualify as  
59 exempt organizations under section 501 (c)(3) of the Internal Revenue Code of 1954, as  
60 amended, (or the corresponding provision of any future United States Internal Revenue  
61 law).
- 62 c) The activities of the Chapter shall conform to the law, the bylaws of the APA, and the  
63 bylaws of the Chapter.

65 **ARTICLE III – DEFINITIONS**

- 66 1. American Institute of Certified Planners (AICP). The national organization of certified  
67 professional planners, which is an institute of the APA.
- 68 2. American Planning Association. The national organization of which this Chapter is a part  
69 and which is referred to in these Bylaws as “APA.”
- 70 3. Annual Membership Meeting. The meeting held once each year at the Chapter’s annual  
71 conference.
- 72 4. Chapter. The Florida Chapter of the American Planning Association (APA Florida).
- 73 5. Chapter Office. The office of the Chapter as designated by the Executive Committee.
- 74 6. Chapter Only Member. A person who has paid the Chapter Only dues and who is not a  
75 member of APA.
- 76 7. Chapter Publications. Any publication, including electronic, that is transmitted to all Chapter  
77 members at their address of record or electronic mail address without special charge.
- 78 8. Certification Maintenance (CM) Program. All professional planners who are members of  
79 APA's professional institute, the American Institute of Certified Planners (AICP), are required  
80 to engage in mandatory continuing education. This program requires 32 CM credits over a  
81 two-year reporting period. The CM Program includes all education programs provided by the  
82 Chapter or its local Sections where CM credits are approved. The provision of CM credits  
83 for any event must be approved by APA.
- 84 9. Executive Committee. The Chapter officers, chair of each Section (or their designee), Faculty  
85 Liaison, Young Planners Group Representative and Student Representative.
- 86 10. Executive Director. As defined in Article VIII.
- 87 11. Full Member. A person who has paid the annual dues of the APA and APA Florida.
- 88 12. Members’ Address of Record. The address furnished to the Chapter by the APA.
- 89 13. Section. An affiliation of Chapter members approved by the Executive Committee and formed  
90 to represent a specific and distinct geographical region of Florida to further the purposes of  
91 the APA and the Chapter on behalf of the members in that region.

92 **ARTICLE IV - CHAPTER SECTIONS**

93 1. Section Purposes

94 Sections shall serve to provide members with regional expression of the APA and the Chapter  
95 mission and a vehicle to facilitate involvement in the affairs of the APA and the Chapter.

96 2. Section Membership Qualifications

- 97 a) All members of the Chapter whose address of record is within the Section area shall  
98 automatically be members of the Section, except as otherwise provided for in Article IV(4).
- 99 b) Sections may create “Section Only” memberships, if approved by the Executive  
100 Committee as part of the Section bylaws. “Section Only” members may not hold a Section  
101 or Chapter office or vote in Chapter elections.

102 3. Section Creation and Organization

- 103 a) Sections representing specific and distinct geographic regions of the State of Florida may  
104 be created upon petition of two-thirds of those Chapter members (as defined in Article III)  
105 whose address of record is in the territory proposed in the petition for Section status,  
106 following action and approval of the Executive Committee. The Executive Committee is

107 responsible for reviewing and amending, as necessary, Section boundaries so as to  
108 ensure reasonable representation from all portions of the State. The territory of a Section  
109 shall be a reasonably coherent unit. A map of the Sections shall be attached to the bylaws  
110 for reference.

- 111 b) Sections shall adopt bylaws to govern Section affairs and shall be adopted by the majority  
112 of the Section members casting ballots. Section Bylaws shall provide for the election of  
113 officers, their terms and duties, the preparation of an annual activities program, the  
114 adoption of a budget, the collection, expenditure and accounting of funds, and the holding  
115 of meetings and other gatherings, and such other activities that the Section may wish to  
116 address. The terms of the Section Chair shall be for two years, beginning with the  
117 Chapter's Annual Membership meeting in odd numbered years. Section Bylaws shall not  
118 conflict with Chapter Bylaws and Articles of Incorporation or the Articles of Incorporation  
119 and Bylaws of APA. Copies of Section Bylaws and Bylaw amendments shall be filed with  
120 the Chapter Secretary and the Chapter Office within 30 days of their adoption.
- 121 c) The Executive Committee shall maintain an active file on each Section, including annual  
122 financial reports for the Section and current bylaws for each Section.
- 123 d) Any Section not in reasonable compliance with these bylaws and not demonstrating a  
124 commitment to comply in a reasonable time frame will be offered assistance by the  
125 Executive Committee in achieving compliance. Failure to comply after an offer of  
126 assistance may be grounds for the Executive Committee to withhold or escrow any  
127 Chapter funds budgeted for the Section pending compliance, and may become the basis  
128 for the de-activation of the Section by a majority vote of the Executive Committee.

#### 129 4. Authorization For Dues And Assessments

130 Section dues and/or special assessments necessary for pursuing Section affairs may be  
131 collected by the Section, when authorized by an affirmative vote of the Section members, as  
132 specified in the Section bylaws.

#### 133 5. Dissolution or Termination of Sections

- 134 a) In the event of dissolution by action of a Section, the termination of a Section by action of  
135 the Executive Committee, or the recognition by the Executive Committee of the inactive  
136 status of a Section, the residual assets of the Section will be turned over to the Chapter,  
137 which is itself exempt as an organization described in Section 501 (c)(3) of the Internal  
138 Revenue Code of 1954, as amended.
- 139 b) The Executive Committee, on behalf of the Chapter, shall assume control of any Section  
140 funds when a Section becomes dissolved, inactive or terminated. The Executive  
141 Committee, at its discretion, may escrow or otherwise set aside these funds for future  
142 Section use, supplement them, or add them to Chapter funds as revenue and therefore  
143 make them unavailable for future Section use. The Executive Committee's decision  
144 regarding former Section funds shall be based on its determination of the reasonable  
145 expectation of future Section reactivation, recent history of the inactive Section, and the  
146 revenue condition and demands of the Chapter and its functioning Sections. A decision  
147 to escrow funds does not preclude a later decision to convert funds to Chapter revenue,  
148 nor does a decision to convert funds to Chapter revenue preclude a future action to  
149 appropriate Chapter funds to an escrow account as an incentive to Section reactivation.
- 150 c) Failure to comply with Section or Chapter bylaws (e.g. failure to hold timely elections,  
151 failure to provide required reports, failure to convene regular meetings, etc.) shall be  
152 reason for termination of the Section by the Executive Committee.

153 **ARTICLE V - CHAPTER MEMBERSHIP AND DUES**

154 1. Membership Qualifications

- 155 a) All members of APA whose address of record is within the Chapter area shall automatically  
156 be Chapter members. APA members whose address of record is outside the Chapter  
157 area may also become Chapter members upon payment of any applicable dues and  
158 assessments.
- 159 b) Persons who are not members of APA may become Chapter only members upon payment  
160 of the established dues and are eligible to vote in Section and Chapter elections.
- 161 c) APA members whose address of record is outside the Chapter area and Chapter only  
162 members may not hold office in the Chapter.

163 2. Termination and Reinstatement

164 Chapter membership shall be automatically terminated upon termination of APA membership or  
165 for failure to pay Chapter dues and assessments. Once applicable dues are paid, Chapter  
166 membership is automatically reinstated.

167 3. Annual Dues

168 The Executive Committee shall, from time to time, evaluate and establish the rate of dues. Dues  
169 of regular and student members shall be collected by the APA pursuant to the APA Corporate  
170 Bylaws. Dues of other Chapter membership classifications may be collected by APA or the  
171 Chapter. Members who become delinquent in their payment of dues shall be subject to the  
172 delinquency and reinstatement rules of the American Planning Association. Those rules are  
173 hereby approved and incorporated into these Bylaws by reference.

174 4. Student Dues

175 Student members of the Chapter, as certified by APA, shall be exempt from the payment of  
176 Florida Chapter dues but shall be considered full members of the Chapter as long as their national  
177 dues are current and they remain in good standing with the American Planning Association.

178 **ARTICLE VI - CHAPTER OFFICERS AND TERMS OF SERVICE**

179 1. Chapter Officers

180 The Chapter shall have a President, Immediate Past President, a President-Elect, a Vice-  
181 President for Membership Services, a Vice-President for Conference Services, a Vice-President  
182 for Professional Development, a Vice-President for Section Affairs, a Vice-President for  
183 Certification Maintenance, a Vice-President for Communications, a Secretary and a Treasurer.

184  
185 2).Terms of Office

- 186 a) The terms of office of all Chapter Officers shall be two years. The terms of office shall  
187 begin in the even numbered years at the first meeting following the receipt of the election  
188 results from APA.
- 189 b) All elected officers shall remain in office until their elected successors are installed.
- 190 c) With the exception of the offices of President and President-Elect, the Executive  
191 Committee shall, by appointment, fill vacancies in an office occurring between elections.  
192 Officers so appointed shall hold office for the balance of the current term, or until their  
193 successors are elected and installed. In the event a Section chair is vacated it shall be  
194 the responsibility of the Section to appoint a successor to serve until the next regular  
195 election cycle.

- 196 d) When a vacancy occurs in the office of President-Elect, the Executive Committee shall  
197 schedule a special election within 90 days. If the vacancy occurs within six months of the  
198 regular election, no special election shall be held. Nominations and arrangements for the  
199 special election shall be by majority vote of the Executive Committee. If the vacated term  
200 of the President-Elect ends before the special election determines the successor, the  
201 outgoing President will continue in office until the successor is elected. In this  
202 circumstance, the special election shall be for the office of President, and the electee shall  
203 take office immediately upon certification of the election results.
- 204 e) No Chapter officer shall serve more than two consecutive two-year terms in the same  
205 elected office. A two-year term is any period in which an office is held for more than one  
206 year.
- 207 f) Notwithstanding the preceding office vacancy provisions, when a vacancy in the office of  
208 President occurs, if the remaining term is for a period of less than one year, the President-  
209 Elect shall immediately be the President for the remaining term as well as for the following  
210 two-year period when the President-Elect would normally have succeeded to the  
211 presidency. In this circumstance, the vacancy thereby created in the President-Elect office  
212 shall not be filled. Any duties of the vacated President-Elect position may be assigned at  
213 the discretion of the President to the Immediate Past President.
- 214 g) When a vacancy in the office of President occurs and the remaining term is for a period of  
215 one year or more, the President-Elect shall immediately be the President for the remaining  
216 term. When the next cycle of elections for Chapter officers occurs, there shall also be an  
217 election for the office of President. The President-Elect who succeeded prematurely to  
218 the office of President shall, at his/her discretion, be a nominee, and the nominating  
219 committee shall nominate at least one other candidate or two candidates if the incumbent  
220 has declined. If the incumbent President is then elected for the next two-year term, it shall  
221 be considered a second two-year term and term limits shall apply. Election for the office  
222 of President-Elect and the other Chapter offices shall proceed as prescribed in these  
223 bylaws.
- 224 h) If vacancies occur among Chapter officers for which these bylaws do not provide a clear  
225 remedy, a majority of the remaining Executive Committee members with voting authority  
226 are empowered to create ad hoc rules to respond to the situation, including interim  
227 appointments, special elections or leaving the position vacant until the next election cycle.

### 228 3. Removal from Office

229 An Officer or other appointed or elected representative may be removed from office for cause  
230 and after a hearing whenever, in the judgment of two-thirds (2/3rds) of the Executive Committee,  
231 the best interest of the Chapter will be served. Cause for removal from Office shall include, but  
232 not be limited to, commission of a breach of professional ethics, failure to adequately perform the  
233 duties of the Office or conviction of a felony. The removal hearing shall be conducted by the  
234 Executive Committee.

## 235 **ARTICLE VII - DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

### 236 1. President

237 The duties of the President shall encompass the following:

- 238 a) Call meetings of the Chapter and the Executive Committee;
- 239 b) Preside at these meetings;

- 240 c) Create and, except as otherwise provided in these Bylaws, appoint, discharge, and serve  
241 as a nonvoting, ex officio member of all committees;
- 242 d) Execute any contracts authorized by the Executive Committee;
- 243 e) Prepare an annual report of Chapter accomplishments, particularly related to the strategic  
244 operational plan and budget, and present it to the membership at the Annual Membership  
245 Meeting, and invite comments from the membership on these activities and suggestions  
246 for other activities, and following this, the annual report shall be published electronically  
247 on the Chapter website;
- 248 f) Establish and discharge any committees as may be necessary unless otherwise provided  
249 for in the Bylaws;
- 250 g) Oversee the administration of the strategic operational plan of the Chapter;
- 251 h) Oversee the preparation of a draft annual strategic operational plan and draft budget and  
252 submit same to the Executive Committee prior to the Annual Membership Meeting;
- 253 i) Represent the Chapter on the APA Chapter Presidents Council;
- 254 j) Represent the Chapter before the APA and its Board of Directors and staff, unless said  
255 President shall specifically delegate such authority for particular functions to a Chapter  
256 member;
- 257 k) Perform such other duties as are customary to the office.

## 258 2. President-Elect

259 The duties of the President-Elect shall include:

- 260 a) Oversee the Chapter's legislative affairs and advocacy program;
- 261 b) Serve as Chairman of the Legislative Policy Committee;
- 262 c) Oversee the development and the annual update of the Chapter Administrative  
263 Procedures and Policy Manual and present it to the Executive Committee for action;
- 264 d) Assume the duties and responsibilities of President at such time as the office becomes  
265 prematurely vacant as provided in Article VI (3) (g);
- 266 e) Carry out any other duties assigned by the President.

## 267 3. Immediate Past President

268 The Immediate Past President supports and provides continuity to the President's work,  
269 serving as a source of information and guidance, as requested.

270 The duties of the Immediate Past President shall include the following:

- 271 a) Attends all Executive Committee meetings;
- 272 b) Serve as Chair for the Nominating Committee whose members shall be appointed by the  
273 President;
- 274 c) Makes recommendations to the President for committee appointments;
- 275 d) Mentors and is available to provide advice to elected and appointed volunteers; and
- 276 e) Identifies, cultivates and recruits future Chapter leaders.

## 277 4. Vice-President for Conference Services (VPCS)

278 The primary responsibility of the VPCS shall be to organize, supervise, and manage all aspects  
279 of the Chapter's annual conference. Duties shall include the following:

- 280 a) Develop proposals and commitments from among the Sections with eligible venues, an  
281 inventory of successive conference locations at least two (2) to three (3) years beyond the  
282 current conference venue and recommend the venues to the Executive Committee for  
283 action;
- 284 b) In coordination with the Host Section Conference Chair, VPCM and the VPPD, develop  
285 programming for the annual conference that is relevant, timely, and varied so as to appeal  
286 to the broadest spectrum of the membership;
- 287 c) In coordination with the Host Section Conference Chair and the Executive Director,  
288 develop and implement a conference fundraising/sponsorship campaign;
- 289 d) Carry out any other duties assigned by the President.

290 5. Vice-President for Membership Services (VPMS)

291 The primary responsibility of the VPMS shall be to serve the needs of the Membership at both  
292 the Chapter and Section level. Duties shall include the following:

- 293 a) Develop and coordinate activities to increase the number of new members and retain  
294 current members;
- 295 b) Assist Sections with membership drive functions;
- 296 c) Prepare marketing materials that promote membership in and awareness of APA Florida;
- 297 d) Develop activities that promote advertising in APA Florida print and online media;
- 298 e) Carry out any other duties assigned by the President.

299 6. Vice-President for Professional Development (VPPD)

300 The VPPD shall be a member of the American Institute of Certified Planners (AICP). The VPPD  
301 shall assist members directly and through their Sections in professional development and  
302 continuing education activities and shall be the principal liaison between the Chapter and the  
303 APA. The VPPD shall be the Professional Development Officer (PDO) for the purposes of the  
304 APA and AICP. The VPPD's duties shall include the following activities related to carrying out  
305 the professional development function:

- 306 a) Guide the annual AICP exam process;
- 307 b) Assist Sections improve the relevancy of local exam preparation sessions, as needed;
- 308 c) Ensure the Chapter's annual conference includes a session on ethics and law;
- 309 d) Oversee the development and conduct of other professional development activities, in  
310 conjunction with the VPCM;
- 311 e) Serve as the Chapter's liaison to APA on ethics;
- 312 f) Serve as Chair of the Chapter's Professional Development Committee;
- 313 g) Coordinate with the AICP Commission and VPCM on relevant AICP exam preparation  
314 issues;
- 315 h) Attend and participate in the Annual PDO Exchange at the APA National Conference;
- 316 i) The VPPD shall also carry out any other duties assigned by the President.

317 7. Vice-President for Section Affairs (VPSA)

318 The VPSA shall serve as the Chapter liaison to all Sections. Duties shall include the following:

- 319 a) Report on Section activities and concerns at each Executive Committee meeting;
- 320 b) Periodically assess the adequacy of the services provided to the Sections and make  
321 recommendations for any changes to the Executive Committee;



- c) Implement the Section Grant Program;
- d) Foster inter-Section communications at Executive Committee meetings;
- e) Carry out any other duties assigned by the President.

#### 8. Vice-President for Certification Maintenance (VPCM)

The VPCM shall be a member of the American Institute of Certified Planners (AICP). The VPCM shall assist members directly and through their Sections in certification maintenance activities and shall be the principal liaison between the Chapter and the AICP Commission. The VPCM's duties shall include the following activities related to certification maintenance:

- a) Administer and oversee the Chapter-related CM activities, including submission of conference session for CM credits;
- b) Maintain the Chapter's CM database;
- c) Assist Section PDO's submit professional development activities for CM credits;
- d) Train Section PDO's on CM credit submittal requirements;
- e) Serve as a liaison between the Chapter and other organizations/businesses that desire to partner with the Chapter to offer professional development activities for CM credits;
- f) Assist the VPPD, as needed, on professional development activities;
- g) Carry out other duties as assigned by the President.

#### 9. Vice-President for Communications

The primary responsibility of the VPC shall be to ensure a consistent message and delivery in communications at both the Chapter and Section level. Duties shall include the following:

- a) Maintain up-to-date, user friendly and visually interesting information on the website to better serve members;
- b) Prepare best practices and templates for content and visual design of the website, social media, newsletters and other communication materials;
- c) Ensure ongoing communications maintain consistency of message;
- d) Ensure communications provide regular updates to members regarding Chapter activities;
- e) Coordinate with Chapter Office Communications staff regarding the design, content and frequency of ongoing communications;
- f) Chair the Editorial Committee.

#### 10. Secretary

The Secretary shall be responsible for official records of the Chapter, assisted by the Executive Director. Duties of the Secretary shall include the following:

- a) Record the proceedings of each Executive Committee meeting and prepare and submit to the Executive Committee for approval, at the next Executive Committee meeting minutes of each Executive Committee meeting within thirty (30) days of their occurrence;
- b) See that the Executive Committee meeting minutes are posted on the Chapter website within thirty (30) days of Executive Committee approval. The minutes may be published once reviewed and approved or reviewed and revised by the Executive Committee and may be limited to generalized statements of the agenda covered, the actual wording of any motions or resolutions made and the outcome of voting on each, the time each meeting began and ended, and who attended and who was absent;

- c) Record the official proceedings of the Annual Membership Meeting and other general membership meetings, and submit minutes to the Executive Committee within thirty (30) days of the meeting, for approval at the next Executive Committee meeting;
- d) See that the Annual Membership Meeting and any general membership meeting minutes are posted on the Chapter website within thirty (30) days of Executive Committee approval;
- e) Serve as Chapter Parliamentarian;
- f) Chair the Chapter Bylaws Committee;
- g) Carry out any other duties assigned by the President.

#### 11. Treasurer

The Treasurer shall be responsible for the maintenance of the Chapter financial records. Duties of the Treasurer shall include the following:

- a) Assist the President and Executive Director in preparing an annual budget;
- b) Provide a quarterly financial report, to include a current balance sheet and an income statement reflecting Chapter financial operations;
- c) Coordinate with the Executive Director expenditures relating to the strategic operational plan and functions of the Chapter Office on a timely basis;
- d) Coordinate with the Executive Director an inventory of all Chapter property;
- e) Coordinate with the Executive Director the annual independent audit or compilation report of the Chapter financial records;
- f) See that the results and summaries of the Chapter's annual independent audit or compilation report are posted on the Chapter website within thirty (30) days of review and approval by the Executive Committee;
- g) Develop and secure adoption and maintenance of the Chapter's financial procedures manual by the Executive Committee;
- h) Ensure that financial documents are available and in order to facilitate the preparation and filing of the Chapter's annual tax statements;
- i) Serve as Chair of the Financial Planning Committee;
- j) Carry out any other duties assigned by the President.

#### 12. Young Planners Group Representative (YPG)

The Chair of the YPG shall serve as the YPG Representative, and full voting member, of the APA Florida Executive Committee. The YPG Representative shall serve a term of office of two years. The YPG Representative shall perform the following duties:

- a) Act as the liaison between the Chapter and the Chapter's YPG members
- b) Coordinate with the Section YPG Ambassadors to facilitate events targeted to young planning professionals;
- c) Advise the Executive Committee on upcoming event programs provided by the YPG
- d) Work with the Student Representative and other Executive Committee members to increase participation of YPG members in the Chapter and the Section level;
- e) Coordinate the Young Planners Group events, activities, and interests at the Chapter's Annual Conference, including a YPG reception, YPG annual meeting and other activities, as applicable;

- f) Maintain and update the content of the YPG page on the Chapter website; and
- g) Carry out any other duties as needed or as assigned by the President, including serving on committees necessary to carry out the duties of APA and the Chapter.

### 13. Student Representative

The Chapter Executive Committee shall determine the manner of nomination for and selection of a Student Representative provided no student members other than those enrolled in a full-time course of study at a Planning Accreditation Board (PAB) accredited program shall be eligible to be selected as Student Representative. In the event a Student Representative ceases to be a full-time student, the Chapter Executive Committee shall designate a full-time student to complete the term of office.

- a) The Student Representative shall serve a one (1) year term of office and be selected on a rotating basis by the Executive Committee;
- b) The Student Representative shall have full voting rights on the Executive Committee and shall advise the Committee and the Chapter on the provision of services to students and the evolving character of the planning profession;
- c) Duties of the Student Representative shall include the following:
  - i. Act as the liaison between the Chapter and the students in the PAB accredited program;
  - ii. Coordinate the student related activities at the Chapter's Annual Conference, including a student reception/meeting and job mart as applicable;
  - iii. In coordination with the Faculty Liaison and the Chapter office, have primary responsibility for maintaining and updating the content of the Student Page on the Chapter website;
  - iv. Carry out any other duties assigned by the President.

### 14. Faculty Liaison

The President, with the approval of the Executive Committee, shall appoint a Faculty Liaison to serve as a full voting member of the Executive Committee. The Faculty Liaison shall hold a full-time faculty position with an institution accredited by the PAB and is established to support the Chapter as described below:

- a) The Faculty Liaison shall be an individual with knowledge, experience, and education in the field of planning. The Faculty Liaison shall be appointed at the first Executive Committee meeting following the APA Florida Annual Membership Meeting in even numbered years or as soon as possible after new Chapter Officers first assume office. The Faculty Liaison shall serve a term of two (2) years. If the appointed Faculty Liaison is not able to complete the two-year term, the position shall be filled for the remaining time by a faculty member from the same institution by the same process as for the initial appointment. The position of Faculty Liaison shall be appointed from among PAB accredited planning programs in Florida on a rotating basis.
- b) The Faculty Liaison shall advise the Committee and the Chapter with respect to the following:
  - i. improving communications between practicing planners and academic institutions;
  - ii. providing information as to planning research activities of interest to the profession;
  - iii. assisting with the program and arrangements for the Annual Conference;
  - iv. providing assistance with continuing education programs for the profession;

- v. providing other assistance as needed to coordinate academic and professional interests;
- vi. implementing the student minority scholarship program and the student project award program;
- vii. assisting with the maintenance and updating of appropriate pages on the Chapter website to provide information of interest to students and new professional planners;
- viii. Carry out any other duties assigned by the President.

#### 15. Section Chair

Each of the twelve (12) Section Chairs shall be a voting member on the Executive Committee and shall represent the interests of the APA and the Chapter on behalf of the members in their Section.

The duties of the Section Chair shall include the following:

- a) Represent their Section membership at each Executive Committee meeting or send a designee in their place if they are unable to attend the meeting;
- b) Report on Section activities and concerns at each Executive Committee meeting;
- c) Serve on Committees as necessary to carry out the duties of the APA and the Chapter;
- d) Carry out any other duties assigned by the President.

### **ARTICLE VIII - ELECTIONS**

#### 1. Regular Elections

- a) Only members in good standing with the Florida Chapter of the American Planning Association are eligible to hold office. The offices of President, President-Elect, and the Vice-President for Professional Development (VPPD) must also be members of National APA and the VPPD shall be a member of the American Institute of Certified Planners (AICP.)
- b) By February 1 of each even numbered year, the President shall appoint a Nominating Committee consisting of five (5) members, including the President-Elect and at least two (2) Section Chairs.
- c) Following a call for nominations in the Chapter Newsletter, the Nominating Committee shall submit to the Executive Committee, no later than May 1 of each even numbered year, a slate of nominees for Chapter officers for publication to the entire Chapter membership. The Nominating Committee shall submit at least two (2) nominees for each office to be filled and confirm that such nominees have agreed to submission of their names for office.
- d) All Chapter Offices, except that of President, shall be presented to the membership for vote. Upon completion of one (1) full term of office, the President-Elect may succeed to the office of President without further electoral procedure.
- e) Nominations for any office may be by petition of five (5) percent of the membership or twenty (20) members, whichever is less, provided such petition is submitted to the Nominating Committee within thirty (30) days following the publication of the recommended slate of officers.

- 492 f) Members may vote for any qualified candidate for any vacant office, whether or not they  
493 are nominated by the Nominating Committee or by petition.
- 494 g) Ballots submitted to members for election of Chapter officers shall provide space for write-  
495 in votes.
- 496 h) Ballots will be submitted to members for election of Chapter officers by APA in accordance  
497 with the national election cycle.
- 498 i) The voting deadline and the procedures for the issuance and return of ballots shall be  
499 transmitted with the ballots when the ballots are sent to the membership.
- 500 j) The nominee or write-in candidate for an office who receives the most votes shall be the  
501 winner and be elected to that office. In the event of a tie among the highest vote-getters  
502 nominated or written-in for any office, the Executive Committee, by majority vote, shall  
503 make a choice of the person who would best perform the duties of the office from among  
504 highest tied vote-getters and make a declaration of a winner, and that person shall be  
505 elected to that office.
- 506 k) For a regular election, the name of the person elected to each office shall be published in  
507 the Chapter newsletter and on the Chapter website as soon as practical.

## 508 2. Special Elections

509 The provisions in Article VIII (1), Regular Elections, apply to regularly scheduled elections of  
510 Chapter Officers in even-numbered years. When vacancies occur in the offices of Chapter  
511 Officers, special elections may be required to fill those vacancies. Article VI (3), Terms of Office,  
512 describes the circumstances for vacancies for a Chapter officer and when and whether a special  
513 election is required. It further provides for expeditious nominations and the intervention of the  
514 Executive Committee to facilitate the timely filling of vacant offices. The rules of election  
515 governing the filling of these vacancies in office by special election supersede the provisions of  
516 Article VIII that apply only to regularly scheduled elections in even-numbered years.

## 517 3. Teller Committee

518 A Teller Committee, appointed by the President shall consist of at least three (3) Chapter  
519 members, one of whom may be the Executive Director, who shall be responsible for tabulation  
520 of votes, or verification of tabulation if online voting is used, for the Special Election of Officers of  
521 the Chapter and bylaw amendments.

522

523 **ARTICLE IX - COMMITTEES**

524 The President may appoint committees to address matters of Chapter concern. In addition to the  
525 Executive Committee, there shall be other standing committees of the Chapter. A quorum for  
526 committee business shall be a majority of the members of that committee.

527 1. Nominating Committee

528 Function outlined in Article VIII.

529 2. Bylaws Committee

530 a) The Bylaws Committee shall be appointed by the President at the Annual Membership  
531 Meeting at even-numbered years, and shall consist of the Chapter Secretary, who shall  
532 serve as Chair, and any other Chapter members as may be appointed by the President.

533 b) By April 1 of each odd numbered year, the Committee shall present the Executive  
534 Committee with recommendations, if any, for changes in the Bylaws.

535 c) The Committee may report or offer other recommendations to the Executive Committee  
536 on a more frequent basis where needs of the Chapter warrant. Members of the Chapter  
537 may submit ideas and proposals to the Committee at any time.

538 3. Conference Committee

539 a) The Conference Committee shall consist of the Vice President for Conference Affairs, the  
540 Vice President for Professional Development, the VPCM, the Vice President for  
541 Membership Services, the Vice President for Section Affairs, the Vice-President for  
542 Communications, the Chair of the host Section, the Executive Director, and other such  
543 members as may be appointed by the President.

544 b) The Chair of the Section hosting the conference and the Vice President for Conference  
545 Affairs shall be the Conference Co-Chairs.

546 c) The Committee shall plan and prepare the annual conference with the assistance of the  
547 Section host committee and the Chapter office.

548 4. Legislative Policy Committee (LPC)

549 a) The Committee shall consist of the President-Elect, a representative selected by each  
550 Section Chair, at least twelve at-large members adequately representing the range of  
551 interests reflective of the Membership and a student representative. The President-elect  
552 shall appoint the members-at-large, in consultation with the President.

553 b) The President-Elect shall serve as Chair.

554 c) The Committee shall convene on a periodic basis to prepare legislative priorities for action  
555 by the Executive Committee and, as needed, by the Chapter membership.

556 d) The Committee shall serve to assist the Chapter in implementation of its legislative  
557 priorities.

558 5. Legislative Leadership Team

559 a) The Legislative Leadership Team shall consist of the President-Elect, President,  
560 Legislative Representative, Executive Director, and LPC expert on the subject matter.

561 b) The purpose of the Legislative Leadership Team shall be to provide guidance to the  
562 Executive Director and the Legislative Representative on matters pertaining to proposed  
563 legislation, the Chapters legislative platform and position on said legislation, where a quick  
564 response is necessary or has been requested from a legislative representative.

565 c) The President Elect serve as Chair;

- 566 d) The Legislative Leadership Team shall convene on an as needed basis, particularly during  
567 the legislative session, to discuss and respond to legislative items, questions, and  
568 proposed bills when immediate direction is needed.

569 6. Executive Committee

- 570 a) The Committee shall consist of the Chapter Officers, the Chair of each Section, or their  
571 designee, the Faculty Liaison, the Young Planners Group Representative, and the Student  
572 Representative.
- 573 b) The purpose of the Executive Committee shall be to govern and further the professional  
574 interests of the Chapter membership, in accordance with the mission and the Bylaws of  
575 APA and the Chapter. Duties of the Executive Committee shall encompass the following:
- 576 c) Meet at least four times a year;
- 577 d) Consider and act upon Chapter needs and business. In the event that Chapter business  
578 needs to be conducted between regularly scheduled Executive Committee meetings, it  
579 may do so either in person, through conference calls, or by email;
- 580 e) Be the custodian of all Chapter property;
- 581 f) Review and amend, where appropriate, the recommended biennial strategic operational  
582 plan and budget as submitted by the President for a vote at the Annual Membership  
583 Meeting;
- 584 g) Remove Chapter or Section officers from office for malfeasance, misfeasance,  
585 nonfeasance or incapacity per Article VI (4).
- 586 h) Upon vacancy in any of the offices, fill said position pursuant to the provisions of Article VI  
587 (3).
- 588 i) Annually select the next available conference venue and authorize execution of a contract  
589 with the host Section.
- 590 j) Approve minutes and/or summaries of each prior Executive Committee meeting, minutes  
591 of the Annual Membership Meeting and other minutes of general membership meetings.
- 592 k) Review and take action on the recommendations of any standing or ad-hoc committee;
- 593 l) Review and take timely action on the recommendations of the Bylaws Committee or any  
594 Bylaws petition presented in accord with the provisions of Article XII;
- 595 m) Conduct a Biennial Leadership Retreat. The President shall, in even-numbered years and  
596 after installation of new Chapter Officers, conduct a Chapter Leadership Retreat. This  
597 Retreat may serve as a called meeting of the Executive Committee. Participants in the  
598 Retreat shall advise the President on:
- 599 i. Member Feedback on the Chapter's performance;
- 600 ii. Concerns and needs of the Sections;
- 601 iii. Amendments to and methods for meeting the goals and objectives in the Chapter  
602 strategic operational plan;
- 603 iv. Ideas for the Chapter's annual conference and professional development and training  
604 programs;
- 605 v. Methods to conserve and spend resources wisely and otherwise meet the needs of  
606 the Chapter and in accord with the Chapter budget;
- 607 vi. Potential changes to the Chapter Bylaws;
- 608 vii. Any other issues for the good of the Membership, the Sections and the Chapter.

- 609 n) A majority of the Executive Committee shall constitute a quorum for the transaction of  
610 business at meetings of the Committee.
- 611 o) Carry out such additional duties as may be necessary to assure the orderly operation of  
612 the Chapter not otherwise inconsistent with these Bylaws.

613 7. Professional Development Committee

- 614 a) The Committee shall consist of the Vice-President of Professional Development, Vice-  
615 President for Conference Services, YPG Representative, Faculty Liaison, Vice-President  
616 for Certification Maintenance, Section Professional Development Officers, four at-large  
617 members adequately representing the range of interests reflective of the Membership and  
618 a student representative. The VPPD shall appoint the members-at-large, in consultation  
619 with the President.
- 620 b) The Vice-President -for Professional Development shall serve as Chair.
- 621 c) The Committee shall convene on a periodic basis but prior to the Executive Committee  
622 meetings to assist in provision of professional development opportunities and to assist in  
623 AICP Exam Preparation activities.
- 624 d) The Committee shall serve to assist the Chapter in development and implementation of  
625 its professional development opportunities including AICP exam prep courses.

626 8. Young Planners Group (YPG) Committee

- 627 a) The committee shall consist of the YPG Representative, YPG Co-Chair, YPG Section  
628 Ambassadors, YPG Immediate Past-Chair, Vice-President for Membership Services,  
629 Student Representative and other position(s) as determined by the Chapter President.
- 630 b) The purpose of the YPG Committee shall be to provide young planners in the state of  
631 Florida with guidance, resources and professional development opportunities so that they  
632 can excel individually and lead collectively in the field of planning.
- 633 c) The committee shall plan and prepare an annual work plan, budget, and other  
634 corresponding activities that further the professional interests of the Chapter's YPG  
635 membership in accordance with the mission of APA and the Chapter. The documents shall  
636 be submitted to the Executive Committee for final approval.
- 637 d) The YPG Representative shall serve as the Chair.

638 9. Editorial Committee

- 639 a) The Editorial Committee shall consist of the Vice-President for Communications, the  
640 Secretary, and other members appointed by the President with a goal to achieve  
641 geographic diversity.
- 642 b) The Vice-President of Communications shall serve as Chair.
- 643 c) The Committee shall establish the newsletter themes and articles and coordinate with  
644 authors regarding the provision of articles.

645 10. Section Affairs Committee

- 646 a) The Committee shall consist of the Vice-President for Section Affairs and Section Chairs.
- 647 b) The Vice-President -for Section Affairs shall serve as Chair.
- 648 c) The Committee shall meet to address on a regular basis section support services and  
649 shall serve to assist the Chapter in developing and providing these services.

650 11. Financial Planning Committee



- a) The Committee shall consist of the President-Elect; Immediate Past President; Vice-President for Section Affairs; Treasurer, and up to three (3) other members appointed by the President.
- b) The Treasurer shall serve as Chair.
- c) The Committee shall annually review the Budget and its correlation to the Chapter's Strategic Operational Plan to determine whether the targets are being achieved.
- d) The Committee shall identify and recommend programs for ensuring the organization's financial health for long-term existence and viability. The Committee may consider such programs as a foundation, endowment, or other financial management mechanism to ensure sustainability of the organization.

## 12. Ad Hoc Committees

- a) The President may create ad hoc committees for the purpose of facilitating the accomplishments of specific tasks identified by the President.
- b) An ad hoc committee shall consist of a committee chair, an officer and at least three (3) additional members.
- c) All ad hoc committees shall dissolve at the expiration of the President's term.

## **ARTICLE X - MEMBERSHIP MEETINGS**

### 1. Meetings and Procedures

At meetings of the membership, parliamentary procedures shall be governed by the current edition of Robert's Rules of Order, unless otherwise amended by these Bylaws.

### 2. Annual Membership Meeting

The Chapter shall hold an Annual Membership Meeting of the general membership at the annual conference of the Chapter. The meeting shall be held at a time and on a date which shall be announced to all members in the preliminary conference program and published in the Chapter newsletter and on the Chapter website. The agenda and means for voting by mail or by proxy at the Annual Membership Meeting shall be published thirty (30) days before the meeting in the newsletter and on the Chapter's website. Supporting documentation will be, at a minimum, noticed and summarized in the newsletter, and posted in full on the Chapter's website. Action for the good of the membership and consistent with these Bylaws may be taken at the Annual Membership Meeting, based on approval by a majority vote of Chapter members that vote on Annual Membership Meeting agenda items. Items voted on at the Annual Membership Meeting, either by mail or by proxy, are valid only for the exact language contained in the mailed ballots or proxy statements. Alteration of language resulting from amendments, made and duly passed during the Annual Membership Meeting, shall negate the validity of mailed ballots or proxy statements on that amended item. A report of the outcome of the vote shall be filed by the Secretary with the President of the Chapter and shall be published in the next Chapter newsletter and posted on the Chapter website.

### 3. Called Meetings

- a) The Executive Committee may call additional meetings of the general membership as needed upon majority vote of the Executive Committee.
- b) Notice of any such called meeting shall be provided by electronic mail to all members or in the Chapter newsletter and on the Chapter website at least thirty (30) days prior to such meeting.

- 695 c) Action for the good of the membership and consistent with these Bylaws may be taken at  
696 such called meetings.

## 697 **ARTICLE XI - FINANCIAL MANAGEMENT**

### 698 1. Budget and Strategic Operational Plan

- 699 a) The fiscal year shall be from January 1<sup>st</sup> until the following December 31st.  
700 b) The President shall oversee the preparation of the biennial Strategic Operational Plan,  
701 which sets forth the general strategies the Chapter will pursue in achieving its goals for the  
702 year and is directly related to the budget. The draft Strategic Operational Plan shall be  
703 submitted to the Executive Committee for their consideration and recommendation prior  
704 to the Annual Membership Meeting.  
705 c) The President and Executive Director, with the assistance of the Treasurer, shall prepare  
706 the annual budget. The draft annual budget shall be submitted to the Executive  
707 Committee for their consideration and recommendation prior to the Annual Membership  
708 Meeting.  
709 d) The Strategic Operational Plan and budget shall, at a minimum, be noticed and  
710 summarized in the Chapter Newsletter and posted in full on the website prior to the Annual  
711 Membership Meeting. The Strategic Operational Plan and budget shall be presented to  
712 the membership at the Annual Membership Meeting for their consideration and approval.  
713 e) The Strategic Operational Plan and budget as adopted pursuant to these By-Laws shall  
714 serve as the basis for the financial management of the Chapter and may be amended from  
715 time to time by majority vote of the Executive Committee. Amendments to the budget will  
716 be posted to the Chapter website.

### 717 2. Chapter Financial Management

- 718 a) For the purpose of ensuring fiscal responsibility, the Executive Committee shall adopt a  
719 financial procedures manual prescribing the duties, budget formats, timetables, standards  
720 and procedures for managing the Chapter's finances.  
721 b) The Executive Committee shall assure that an annual independent audit is conducted for  
722 even-numbered fiscal years and an independent compilation is conducted in odd-  
723 numbered years and that a summary of the audit or compilation is posted on the Chapter  
724 website within thirty (30) days of review and approval by the Executive Committee. The  
725 audit or compilation summary will also be published online, and the availability to view the  
726 audit online will be noted in the next edition of the Chapter Newsletter and will be available  
727 at the Annual Membership Meeting. APA Florida members may also request a copy of  
728 the audit or compilation summary by mail.  
729 c) Chapter accounts shall at all times be open to inspection by the membership and requests  
730 for record inspection shall be coordinated through the Treasurer.

### 731 3. Financial Reports

732 In addition to overseeing the annual independent audit or compilation the Treasurer will also  
733 oversee the preparation of annual and quarterly financial reports for review and approval by the  
734 Executive Committee.

### 735 4. Section Funds

- 736 a) The Chapter shall be responsible for the bookkeeping and accounting responsibilities  
737 associated with Section funds. Each Section will be treated as a separate class in the

Chapter financial statements. Each section's treasurer shall also monitor the availability of the respective section funds, expenditures, and revenues for the section.

- b) At a minimum of quarterly, the Chapter shall submit to each section a financial report showing expenditure and revenue activity no later than thirty days after the end of the reporting period.

#### 5. Dissolution of Florida Chapter

In the event of dissolution, the residual assets of the organization will be turned over to APA which is itself exempt as an organization described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954, as amended, or corresponding sections of any prior or future law, or to the Federal, State, or local government for exclusive public purpose.

## **ARTICLE XII - CHAPTER BYLAWS**

### 1. General

Bylaws represent the basic governing document of the Chapter articulating how the membership and its officers interact, the assignment of duties and responsibilities, specification of policies and procedures and how the Chapter governs itself as a body.

### 2. Bylaw Amendments

The Bylaws shall be periodically evaluated for needed updates and other changes as set forth in ARTICLE IX. Bylaw amendments may be proposed by the Executive Committee or by a petition signed by five (5) percent of the Chapter membership.

- a) The Chapter may amend these Bylaws in whole or in part by a majority vote of those members returning ballots provided that the amendments were published in a publication of the Chapter at least one (1) month prior to the ballots being made available as described below.
- b) The Bylaws Committee shall ensure that a ballot is transmitted via USPS or online voting service such as through APA to all members eligible to vote in regular elections no sooner than one month after publication of the proposed bylaw amendments.
- c) The voting deadline and the procedures for the issuance and return of ballots shall be promulgated by the Executive Committee and shall be transmitted with the ballots when the ballots are sent to the membership. Ballots shall be tabulated and/or verified by a teller committee as provided for in Article VIII (3).
- d) Chapter Bylaws shall be consistent with APA Bylaws and cannot bind APA or its officers in any respect in the event that these bylaws are found to be inconsistent.
- e) Petitioned Bylaws amendments shall be filed by a Sponsor(s) with the Secretary and a copy shall be forwarded by the Sponsor(s) to the Chapter office. The name, address, email and telephone number of the Sponsor(s) shall be included along with the petition.
- f) Proposed Bylaw amendments shall be submitted to the Executive Director of APA for a determination of consistency with APA's Bylaws prior to adoption.
- g) A copy of these Bylaws and all subsequent amendments shall be filed by the President with the Executive Director of APA within thirty (30) days after adoption.
- h) The Chapter Bylaws shall be published and maintained on the Chapter website. The Secretary shall ensure that amendments to these Bylaws are published on the Chapter website within ninety (90) days of membership approval.

### 3. Bylaws Amendment Sponsor

- 782 a) Each proposed Chapter Bylaws amendment shall have a primary “Sponsor” listed as the  
783 individual who may be contacted for questions about the proposed amendment. The  
784 Executive Committee may be listed as the Sponsor.
- 785 b) A Bylaws petition may be withdrawn by the Sponsor at any time prior to the time the  
786 proposed Bylaws amendment ballot is sent to the printers or emailed to the members for  
787 a vote. In the event the Sponsor withdraws the amendment(s), the Sponsor shall notify,  
788 in writing, all members who signed the petition supporting the proposed Bylaws  
789 amendment, with a copy to the Chapter office.

790 **ARTICLE XIII – EXECUTIVE DIRECTOR**

791 The Chapter may hire or contract with an Executive Director to manage the affairs of the Chapter. The  
792 Executive Director serves at the direction of the Executive Committee, in accordance with these bylaws  
793 and any contractual documents approved by the Executive Committee. The duties of the Executive  
794 Director include, but are not limited to:

- 795 1. Maintain the central Chapter office, provide for consistency in operations, and works to  
796 ensure the Chapter’s continued fiscal viability;
- 797 2. Assist with the preparation, review and amendment of all operational manuals, plans and  
798 work programs and assure the implementation thereof;
- 799 3. Oversee the receipt and disbursement of funds consistent with the adopted Chapter budget;
- 800 4. Assist the President and Treasurer in all matters related to the financial management of the  
801 Chapter;
- 802 5. Provide support to the President, the Executive Committee and all other Committees, and to  
803 the Membership;
- 804 6. Provide logistical and contractual support for the Annual Conference and Public Policy  
805 Conference as well as to the Chapter’s committees, as the need arises;
- 806 7. Provide membership and support services to meet the professional and educational needs  
807 of the Membership;
- 808 8. Carry out other duties as assigned by the President or Executive Committee or as specified  
809 in the Executive Director’s contract or employment agreement.

810 **ARTICLE XIV – LEGISLATIVE REPRESENTATIVE**

811 The Chapter may hire or contract with a Legislative Representative to coordinate with the Florida  
812 Legislature or other elected bodies on issues pertaining to the planning profession and the Chapters  
813 adopted legislative platform and positions. The Legislative Representative serves at the direction of  
814 the Executive Committee, in accordance with these bylaws and any contractual documents approved  
815 by the Executive Committee. The duties of the Legislative Representative include, but are not limited  
816 to:

- 817 1. Represent the Chapter and its position on various pieces of legislation to various elected  
818 official;
- 819 2. Keep the Legislative Leadership Team and the Legislative Policy Committee informed of  
820 proposed legislation dealing with the planning profession, the status of said legislation, and  
821 any requests on APA Florida’s position on such legislation;
- 822 3. Assist the President-Elect and Legislative Policy Committee in matters related to the  
823 proposed legislation;

- 824 4. Provide support to the President, the Executive Committee and all other Committees, and to  
825 the Membership in matters pertaining to proposed legislation;  
826 5. Provide updates to the Executive Committee, and other committees at regularly scheduled  
827 meetings;  
828 6. Carry out other duties as assigned by the President or Executive Committee or as specified  
829 in the Legislative Representatives contract or employment agreement.  
830

831  
832 **ARTICLE XV – OTHER STAFF**

833 The Chapter may hire or contract with other staff as appropriate to support the activities and goals of  
834 the chapter. Such staff would serve at the direction of the Executive Committee, in accordance with  
835 these bylaws and any contractual documents approved by the Executive Committee. The  
836 contemplated duties of such staff include, but are not limited to:

- 837 1. Bookkeeping and accounting services;  
838 2. Newsletter publication and editing services;  
839 3. Website hosting, maintenance or other graphic design services.  
840 4. Communication services  
841

842 ***NOTE: The APA Florida Bylaws were last amended September 8, 2015***