

Bylaws of
The Sun Coast Section of
The Florida Chapter of
The American Planning Association

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Amended August 29, 1983
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Amended August 22, 2003
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Amended November 19, 2008
Amended November 19, 2010
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ARTICLE I - Section Name and Areaⁱ

The name of this Section shall be The Sun Coast Section, hereafter referred to as Section, of The Florida Chapter of The American Planning Association, hereafter referred to as Chapter. The area served by this Section shall be the counties of Sarasota, Manatee, Hillsborough, Pinellas, Pasco, Citrus, and Hernando.

ARTICLE II - Section Purposesⁱⁱ

The purposes of this Section shall be those of the American Planning Association (APA), 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 Sun Coast Section shall be to:

- (a) Enable a more full participation and representation in the American Planning Association, Florida Chapter and Sun Coast Section;
- (b) Provide a forum for the regular exchange of planning and related ideas, experiences, and information, between planners, citizens, and our allied professional organizations (for example the American Institute of Architects, American Society of Landscape Architects, Congress of New Urbanism, Florida Engineering Society, and the Urban Land Institute);
- (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 - APA; and,
- (g) Encourage full participation of persons beginning in the planning profession or those who are employed as technicians or aids to professional planners.

ARTICLE III - Membershipⁱⁱⁱ

Section 1 - Types of Membership

There shall be four types of membership in the Sun Coast Section:

APA Member: Persons who are members of the American Planning Association, and have a billing address in a county within the Sun Coast Section, are automatically members of both the Florida Chapter and the Section. Such a member who ceases to be a member of the American Planning Association shall automatically cease to be a member of the Section, unless one of the other avenues to membership herein this section applies.

Chapter Member: Persons who are not APA members may become a member of the Sun Coast Section by submitting a Florida Chapter membership application with the annual Chapter only membership dues. The billing address must in a county within the Section. A local member who ceases to pay the annual membership dues shall be removed from the membership rolls of the Section.

Student Member: First year students who are enrolled in a planning program at the University of South Florida may become a Sun Coast Section member by taking advantage of the free first year program offered by APA and administered by their University. After their first year, full-time students in a planning program at the University of South Florida may continue as a Section-only member free-of charge by emailing the Section Chair; however, students are encouraged to maintain APA and Chapter membership in order maximize their benefit and involvement.

Sponsoring Member: Employees of current Sun Coast Section Annual Sponsors shall be considered Section-only members for purposes of event registration and all other Section business (except voting). Sponsoring Members who do not hold another membership type (APA, Chapter or Student) shall not have any rights to hold office or vote on matters that come before the general membership.

Section 2 - Membership Qualifications

APA members not residing in the Sun Coast Section area are welcome to visit the Section's website to sign up to receive Section emails. There are no additional qualifications for Section membership beyond any that may be imposed by APA and/or the Florida Chapter, with the exception that Section dues, if any, must be kept current and the member must otherwise be in good standing with the Section and Chapter.

ARTICLE IV - Finances^{iv}

Section 1 - Annual Budget

The Section Chairperson and Treasurer shall prepare on an annual basis, with subsequent review, modification and/or adoption by a majority of the Executive Committee, a budget setting forth objectives for which funds of the Section may be expended and the amount authorized to be expended for such objectives. This annual budget shall be adopted and transmitted to the Florida Chapter in accordance with the Chapter budget cycle, but in no event later than December 31 of the preceding year. 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 notice.

Section 2 - Annual Section Dues

In accordance with APA and Florida Chapter Bylaws, the Sun Coast Section has the authority to levy and collect dues above and beyond APA and Florida Chapter dues from Sun Coast members. Nothing in this section shall be construed as requiring the Executive Committee to levy annual Section dues. Unless otherwise included in the annual budget approved by the Executive Committee, the Section dues shall be set at \$0. Annual section dues, if any, shall be payable within 45 days of adoption of the Section budget. The amount of dues shall be set by the Executive Committee. New members joining during the budget year shall pay prorated dues starting from the day the Section receives notification from the Florida Chapter that a new member has joined the Section. Except in the cases of requests documenting financial hardship, which shall be reviewed and decided upon by the Executive Committee, members leaving the Section prior to the end of the year shall not be entitled to a refund of any annual section dues previously paid.

ARTICLE V - Executive Committee^v

Section 1 - The Executive Committee

The Section's Executive Committee shall be made up of a Chairperson, a Vice-Chairperson, Chairperson-Elect (in even numbered years), a Secretary, a Treasurer, a Student Representative, a Communications Officer, two (2) Professional Development Officers, and seven (7) Area Directors and/or At-Large Board Members.

The seven (7) Area Directors shall represent the following geographic areas of the Section: Citrus County; Hernando County; Hillsborough County; Manatee County; Sarasota County; Pasco County; and, Pinellas County.

- (a) In accordance with the nomination requirements of Article VII, below, if no Qualified Member is nominated for one (1) or more of the Area Director offices, then those offices shall be temporarily converted (for the length of one (1) year) to an At-Large Director. At-Large Directors shall serve as a representative of all members of

the Section, with a special emphasis on outreach and service to the area which their office represents.

- (b) The Executive Committee shall have the following duties and responsibilities:
 - a. To transact the business of the Section in the interim between meetings, and to report thereon to the Section;
 - b. To effectuate the motions and policies agreed upon by Section membership;
 - c. To approve the annual budget;
 - d. 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;
 - e. To cause an audit to be made of the accounts of the Secretary and Treasurer;
 - f. To approve or reject appointments to the committees of the Section;
 - g. To fill vacancies in Offices occurring between elections or appointments in the manner specified in Article VII, Section 3; and,
 - h. To perform such other functions as are delegated herein or by the voting members of the Section.
- (c) Meetings of the Executive Committee shall be called by the Chairperson or a majority of the Committee members.
- (d) There shall be, in each year, at least four (4) meetings of the Executive Committee.
- (e) Two-thirds (2/3) of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee. The passage of a resolution or other business shall require a majority vote of the Executive Committee. Only duly elected Officers and those members appointed in accordance with these Bylaws, are entitled to vote on matters that come before the Executive Committee.

Section 2 - Qualifications of Office

For the purposes of identifying those persons eligible to hold an elected or appointed position on the Executive Committee, a Qualified Member shall be defined as an APA, Chapter or Student member of the Section who is in good standing with the Section and Chapter.

- (a) With regards to the Student Representative position, a Qualified Member must also be a student enrolled in the Urban and Regional Planning Program at the University of South Florida.
- (b) With regards to the Area Director positions, a Qualified Member must either work or live in the area which their office represents. The primary source of confirming this qualification shall be the Section roster which is periodically provided by the Chapter. Potential nominees may provide alternative documentation to prove employment or residency status at the discretion of the Nominating Committee.
- (c) With regards to the At-Large Director positions (if any), a Qualified Member may reside anywhere within the Section.

Section 3 - Other Executive Committee Members

The Chairperson may nominate a Section member to serve as an ad-hoc member of the Executive Committee (e.g. a Young Planners Group Representative).

Any nominations for ad-hoc appointments brought by the Chairperson shall be subject to approval by the Executive Committee. Ad-hoc members of the Executive Committee shall have input into deliberations but shall not vote on matters that come before the Executive Committee.

Section 4 - Officer Attendance Policy

- (a) All officers shall attend at least 75% of all regularly scheduled meetings of the Executive Committee. While attendance in person is preferable, any Officer may participate via conference call.
- (b) Any Officer unable to fulfill this requirement should voluntarily coordinate with the Executive Committee on finding a suitable replacement to fulfill the remainder of their term.
- (c) If an Officer violating Section 5(a), above, has not submitted his or her resignation prior to the next scheduled meeting of the Executive Committee, the board shall hold a vote of no confidence at the next scheduled meeting. Any Officer receiving an affirmative vote of no confidence from two-thirds (2/3) of those Officers present (excluding the officer in question) shall be removed from office. After removal of an Officer pursuant to this section, the Executive Committee may exercise its right under Article VI, Section 1.iii.h.

Section 5 - Officer Duties

Individual duties of the Officers are listed below:

(a) Chairperson

The Chairperson shall:

- i. Appoint committee members and committee chairpersons, except as otherwise provided for herein;
- ii. Coordinate advance of the Section and planning profession with allied professional organizations (e.g. American Institute of Architects, American Society of Landscape Architects, Congress for the New Urbanism, Florida Engineering Society, and Urban Land Institute), exploring opportunities for greater levels of partnership.
- iii. Direct preparation of a program and budget;
- iv. Calling meetings of the Section (including Executive Committee meetings);
- v. Serve as an ex-officio member of all committees;
- vi. Ensure members of the Executive Committee are performing their required duties;
- vii. Represent the Section and planning profession at planning and/or related community events, to the greatest extent practicable;
- viii. Serve as chair of the Nominating Committee (when not chaired by the Chairperson elect);
- ix. Coordinate individual Executive Committee member contributions to the Annual Section Report, which shall be made available to the Section at the Annual Member Meeting;
- x. Organize at least one (1) professional development event (which is registered for CM credit) each year; and,
- xi. Perform such other duties required by the Bylaws or customary to the office.

(b) Chairperson-Elect

The Chairperson-Elect shall:

- i. Learn from the sitting Chairperson;
- ii. Serve as Acting Chairperson in the absence or incapacity of the Chairperson;
- iii. Serve as Chair of the Nominating Committee;
- iv. Prepare an annual report of the Chairperson-Elect's activities for inclusion in the Annual Section Report;
- v. Organize at least one (1) professional development event (which is registered for CM credit) each year; and,
- vi. Carry out duties, committee chairpersonships, special projects or other tasks assigned by the Chairperson.

(c) Vice-Chairperson

The Vice-Chairperson shall:

- i. Serve as Acting Chairperson in the absence or incapacity of both the Chairperson and Chairperson Elect;
- ii. Serve as Executive Committee Liaison to the Section's Legislative Advisory Committee (LAC);
- iii. Work with the Section's Legislative Policy Committee Representative (LPCR) to identify potential nominees to the LAC;
- iv. In instances where the Chairperson declines to appoint an LPCR to the APA FL Legislative Policy Committee from the Section membership, the Vice Chairperson shall operate as the Section's LPCR;
- v. Serve as chair of the Awards Committee (if constituted);
- vi. Prepare an annual report of the Vice Chairperson's activities for inclusion in the Annual Section Report;
- vii. Organize at least one (1) professional development event (which is registered for CM credit) each year; and,
- viii. Carry out duties, committee chairpersonships, special projects, or any other tasks assigned by the Chairperson.

(d) Secretary

The Secretary shall:

- i. Maintain attendance records for Officers and Directors for the purposes of preparing meeting minutes and tracking compliance with attendance requirements;
- ii. Work with the Communications Officer to notify members of meetings of the general membership, including annual meetings;
- iii. Work with the Chairperson to maintain the Section Calendar and inform the Executive Committee of required meetings, votes, reports, etc. in a timely manner;
- iv. Coordinate and oversee the Section's implementation of the MAPS (mentoring) program;
- v. Prepare and report minutes of meetings of the general membership and Executive Committee;
- vi. Transmit copies of Section Bylaws, publications, and resolutions concerning matters of Section policy to the Secretary and Executive Director of the Florida Chapter;
- vii. Serve as chair of the Teller committee;
- viii. Prepare an annual report of the Secretary's activities for inclusion in the Annual Section Report;

- ix. Organize at least one (1) professional development event (which is registered for CM credit) each year; and,
- x. Carry out duties, committee chairpersonships, special projects or any other tasks assigned by the Chairperson.

(e) Treasurer

The Treasurer shall:

- i. Assist the Chairperson in preparing an annual budget for review and approval by the Executive Committee;
- ii. Collect Section dues, if any;
- iii. Maintain an organized collection of current and past financial records, and work with Section members to make records available upon request. This task shall include documentation of income and expenditures, as well as the status of Section accounts. All documentation is subject to local, state or national audit and, accordingly, shall be kept in a timely, accurate and organized state of affairs;
- iv. Monitor and authorize the receipt and disbursement of Section funds;
- v. Ensure the Section's compliance with Section and Chapter Bylaws, including but not limited to compliance with Chapter guidelines governing the Section's use of PayPal;
- vi. Prepare an annual report of the Treasurer's activities, as well as a report on the financial health of the Section for inclusion in the Annual Section Report;
- vii. Organize at least one (1) professional development event (which is registered for CM credit) each year;
- viii. Carry out duties, committee chairpersonships, special projects or any other tasks assigned by the Chairperson.

(f) Communications Officer

The Communications Officer shall:

- i. Update the Section's website, including the online calendar of events, to ensure that information is timely and relevant;
- ii. Coordinate, organize and promote Section networking vents as directed by the Executive Committee;
- iii. Ensure that the Section's networking events are equitably distributed thought the Section, consistent with Article VIII, Section 2, herein below;
- iv. Coordinate with the Chairperson in the issuance of assignments to other Executive Committee members (regarding informational needs and content for email blasts and website updates);

- v. Coordinate responses to media enquires with the Chairperson; and,
- vi. Coordinate with Area Directors to ensure that news and events are relevant to each are included in Section email blasts and on the website, as applicable;
- vii. Ensure the quality, appropriateness and consistency of messaging to Section members. This task includes ensuring consistency of website and emails with Chapter and national APA protocols;
- viii. Prepare Section email blasts, coordinating the frequency and content of messages with the Chairperson;
- ix. Serve as chair of the Social Committee (if constituted);
- x. Coordinate with the Chairperson in the preparation and formatting of the Annual Section Report, which shall include an annual report of the Communication Officer's activities; and,
- xi. Carry out duties, committee chairpersonships, special projects or any other tasks assigned by the Chairperson.

(g) 1st Professional Development Officer

The 1st Professional Development Officer shall:

- i. Develop, organize and implement continuing education programs and workshops to enhance the professional development of planners in the Section;
- ii. Serve as the Section's liaison with the Florida Chapter's Professional Development Officer;
- iii. Coordinate with the Area Directors on the provision of educational programming, tours and workshops within their jurisdiction;
- iv. Ensure that the Section's programming is equitably distributed throughout the Section, consistent with Article VIII, Section 2, herein below;
- v. Coordinate with event leaders and other partners to ensure that events sponsored by the Section are in compliance with all relevant AICP Certification Maintenance (CM) rules and regulations;
- vi. Ensure that all events with which the Section is affiliated, regardless of whether or not the Section is the primary organizer or event provider, are of a high quality and meet the standards of the Chapter and APA national.
- vii. Develop and organize AICP Exam Study Course(s) and/or study groups, as directed by the Executive Committee. This task shall include coordination with the Communications Officer on the promotion of these groups and events;
- viii. Maintain organized and detailed attendance records, surveys and any other documentation as required by APA national for all AICP CM events for which the Section is the CM Provider;

- ix. Manage the AICP Certification Maintenance Program for the Sun Coast Section and coordinate with the Communications Officer to ensure the Section's AICP members are made aware of changes to the Program;
- x. Serve as chairperson of the Professional Development Committee (if constituted);
- xi. In conjunction with the 2nd Professional Development Officer, prepare an annual report of the 1st and 2nd Professional Development Officers' activities, as well as a report on the events held, number of attendees, and data on event quality (if available), for inclusion in the Annual Section Report; and,
- xii. Carry out duties, committee chairpersonships, special projects or any other tasks assigned by the Chairperson.

(h) 2nd Professional Development Officer

The 2nd Professional Development Officer shall:

- i. Develop, organize and implement continuing education programs and workshops to enhance the professional development of planners in the Section;
- ii. Coordinate with the Area Directors on the provision of educational programming, tours and workshops within their jurisdiction;
- iii. Ensure that the Section's programming is equitably distributed throughout the Section, consistent with Article VIII, Section 2, herein below;
- iv. Coordinate with event leaders and other partners to ensure that events sponsored by the Section are in compliance with all relevant AICP Certification Maintenance (CM) rules and regulations;
- v. Ensure that all events with which the Section is affiliated, regardless of whether or not the Section is the primary organizer or event provider, are of a high quality and meet the standards of the Chapter and APA national.
- vi. Develop and organize AICP Exam Study Course(s) and/or study groups, as directed by the Executive Committee. This task shall include coordination with the Communications Officer on the promotion of these groups and events;
- vii. Maintain organized and detailed attendance records, surveys and any other documentation as required by APA national for all AICP CM events for which the Section is the CM Provider;
- viii. Manage the AICP Certification Maintenance Program for the Sun Coast Section and coordinate with the Communications Officer to ensure the Section's AICP members are made aware of changes to the Program;
- ix. In conjunction with the 1st Professional Development Officer, prepare an annual report of the 1st and 2nd Professional Development Officers' activities, as well as a report on the events held, number of

attendees, and data on event quality (if available), for inclusion in the Annual Section Report; and,

- x. Carry out duties, committee chairpersonships, special projects or any other tasks assigned by the Chairperson.

(i) Student Representative

The Student Representative shall:

- i. Develop, organize and implement student focused activities that benefit communities within our Section and help strengthen the bonds between the academic and professional planning communities;
- ii. Serve as the Section's liaison to the University of South Florida's (USF) Urban and Regional Planning (URP) Program;
- iii. Work to promote knowledge of the USF URP program and the planning profession with students from a variety of fields;
- iv. Support the Area Directors and/or At-Large Committee Members in their implementation of special projects;
- v. Serve as Chair of the Student Activities Committee (if constituted);
- vi. Prepare an annual report of the Student Representative's activities for inclusion in the Annual Section Report; and,
- vii. Carry out duties, committee chairpersonships, special projects or any other tasks assigned by the Chairperson.

(j) Area Directors and At-Large Directors

The Area Directors and any At-Large Directors shall:

- i. Serve as liaison between their area's members and the Executive Committee;
- ii. Coordinate with the 1st and 2nd Professional Development Officers on the development and staffing of events within their area;
- iii. Organize at least one (1) professional development event (which is registered for CM credit) each year;
 - a. For Area Directors this event shall take place in the area they represent.
 - b. For At-Large Directors, this event shall take place in the area their seat would have represented had it been filled as an Area Director.
- iv. Serve on the Director's Committee, whose chief purpose shall be to jointly administer special programs or other activities as directed by the Executive Committee;
- v. Periodically provide the Communications Officer with news or information items of general planning interest that area specific to

their Area (for inclusion in email blasts and/or on the Section's website);

- vi. Prepare an annual report of the Area Director's activities, for inclusion in the Annual Section Report; and,
- vii. Carry out duties, committee chairpersonships, special projects or any other tasks assigned by the Chairperson.

ARTICLE VI - Section Committees^{vi}

Section 1 - Director's Committee

The seven (7) Area Directors (or at Large-Board Members, if any), shall constitute the Directors Committee. The purpose of the Directors Committee is to oversee, in consultation with the other members of the Executive Committee, the planning and implementation of special programs as authorized by the Executive Committee and directed by the Chairperson. Such programs may include, but shall not be limited to: the MAPS (Mentor a Planning Student) or other mentorship programs, internship matching and facilitation programs, small area projects and case studies, et cetera.

Section 2 - Legislative Advisory Committee

The Legislative Advisory Committee (LAC) shall be a standing committee chaired by the Section's Legislative Policy Committee Representative (LPCR). The Section's LPCR is tasked with keeping Section membership up to date on important pending/potential legislation, as well as representing the Section (through the LAC) on the Chapter Legislative Policy Committee. This important role ensures our Section's unique needs and perspectives are being communicated to the Chapter Legislative Policy Committee and Lobbyist.

The purpose of the LAC is to provide the LPCR with resources which enable them to effectively determine (and ultimately represent) the Section's position on pending/potential legislation.

- (a) The Vice-Chair will serve on the LAC as the Executive Committee's liaison. Within fifteen (15) days after a new Chairperson enters office, the LPCR and Vice-Chair shall submit to the Chairperson names of Section members who they wish to nominate to and/or retain on the LAC.
- (b) The Chairperson with the advice and consent of the Executive Committee shall appoint members to these committees. The LAC shall consist of no fewer than seven (7) members, two (2) of whom shall be the Vice Chairperson and LPCR. Terms of membership on the LAC shall run from the date the nomination is confirmed by the Executive Committee to and shall expire thirty (30) days after a new Chairperson enters office. The new Chairperson may reappoint existing members and/or make new appointments. After the initial appoints are made, the Chairperson may bring additional appointments before the Executive Committee, as needed.

- (c) The LPCR shall work with the LAC membership and Vice-Chair to obtain timely feedback on matters of pending or potential legislation that are brought forth by the Chapter Executive Director, Chapter Lobbyist, or that are discussed before the Chapter Legislative Policy Committee.
- (d) If time permits, the LPCR shall work with the Executive Committee to determine the Section's position on important legislative matters. If time sensitive replies are needed, the LPCR may coordinate directly with the Chairperson and Vice-Chairperson.

Section 3 - Optional Committees

The Section may have the following optional committees:

- i. Awards - responsible for overseeing any local Section awards program(s) that may exist;
- ii. Professional Development - responsible for planning and executing professional development events, workshops and tours throughout the Section;
- iii. Program/Social - responsible for planning and executing networking events and other social activities throughout the Section; and,
- iv. Student Activities - responsible for planning and executing events and activities specifically targeted to students in the Section.

The Chairperson with the advice and consent of the Executive Committee may appoint members to these committees. Membership on all standing committees shall expire thirty (30) days after a new Chairperson takes office. The new Chairperson may reappoint existing members and/or make new appointments.

Section 4 - Ad Hoc Committees

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

Section 5 - Election Committees

The following committees shall be constituted on an annual basis to prepare for and oversee the elections process, consistent with Article VII herein below:

- (a) The Nominating Committee shall, at a minimum, consist of two (2) members of the Executive Committee. Members of the nominating committee must not be running for a Section office.
- (b) The Teller Committee shall consist of the Nominating Committee, plus an additional non-member of the Section who shall be selected by the Chairperson to tally the member votes.

ARTICLE VII - Elections and Terms of Office^{vii}

Section 1 - Nominations and Elections

All Officers shall be elected or appointed to office consistent with the schedule and terms set forth in the table within Section 2, below. Additionally:

- (a) The Chairperson shall appoint the Nominating Committee at least three (3) months prior to the annual Chapter conference;
- (b) The Nomination Committee shall solicit nominations for officers from the Section membership, and shall contact all nominees to gain their acceptance of the nomination and willingness to serve if elected;
- (c) No elections shall be held for those positions where only a single candidate has come forward or been identified by the Nominating Committee;
- (d) The chair of the Nominating Committee shall provide a list of all nominees interested in running for office. This list shall be presented to the Section Membership via the Section website and electronic notice at least sixty (60) days prior to the Chapter conference;
- (e) The election notice and voting shall be done electronically (such as website, email, etc.), in a manner to be determined by the Executive Committee. All votes must be received thirty (30) days prior to the State conference, unless otherwise decided by the Executive Committee. The Executive Committee shall make appropriate arrangements so that any Section member with a disability, who notifies the Chairperson of their need within a reasonable timeframe, can participate in the voting process;
- (f) The Chairperson shall select the non-Section member of the committee at least thirty (30) days prior to the Chapter conference. The non-Section member of the Teller Committee shall provide the other Teller Committee members with a list of those who voted, which they shall then use to verify member eligibility and to ensure that multiple ballots were not cast. The non-Section member will tally the votes, which will then be verified by the other committee members;
- (g) Results of the election will be announced no later than fifteen (15) days prior to the Chapter conference; and,
- (h) In the event of a tie vote, the Executive Committee shall make declaration of a winner.

Section 2 - Terms of Office

Terms of Office, including method of entering office, length and dates of terms, term limits and disposition of vacant seats, shall comply with the requirements set forth in the table below:

Office	Method of Entering Office	Approximate Term Length	Term Commencement			Term Limited	Disposition of Vacant Offices (see Article VII, Section 3)
			In	Beginning	Ending		
Chairperson	Assumes office after serving one (1) year as Chair-Elect	Two (2) Years	Odd Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference in the next odd year	Yes, to maximum of two (2) consecutive terms	If in an even year, Chair-Elect assumes office. If in an odd year, Vice-Chair assumes office.
Chairperson-Elect	Elected to office by the general membership	One (1) Year	Even Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference in the next year	Yes, see term limits for Chairpersons, above.	Special elections shall be held within ninety (90) days of a vacancy (or earlier if it coincides with a regular election).
Vice-Chairperson	Elected to office by the general membership	Two (2) Years	Odd Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference in the next odd year	No.	The Chairperson may nominate a Qualified Member who will, upon review and approval by a majority of a quorum of the Executive Committee, serve out the remainder of the term of office.
Secretary	Elected to office by the general membership	Two (2) Years	Odd Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference in the next odd year	No.	
Treasurer	Elected to office by the general membership	Two (2) Years	Even Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference in the next even year	No.	
Communications Officer	Elected to office by the general membership	Two (2) Years	Odd Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference in the next odd year	No.	
1st Professional Development Officer	Elected to office by the general membership	Two (2) Years	Odd Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference in the next odd year	No.	
2nd Professional Development Officer	Elected to office by the general membership	Two (2) Years	Even Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference in the next even year	No.	
Area Directors	Elected to office	One (1) Year	All Years	One (1) day before the start of the Chapter Conference	Two (2) days before the start of the Chapter Conference	No.	
Student Representative	The Student Planning Association, through the Chairperson, shall nominate a Qualified Member who will serve as the Student Representative. This nomination will then be considered at the next scheduled meeting of the Executive Committee.	One (1) Year	All Years	On the date the Executive Committee confirms the appointment.	On the date the Executive Committee confirms a new appointment/ reappointment, or one (1) year, whichever is earlier.	No.	

Section 3 - Disposition of Vacant Offices

Vacant Offices shall be filled in accordance with the requirements set forth in the table within Section 2, above. Notwithstanding anything herein to the contrary, any Qualified Member filling a vacant Office is entitled to serve on the remainder of the original term. If such person desires to continue in that role, they must be nominated and elected through the usual process described herein these Bylaws.

Section 4 - Voting Privileges

All voting shall be done by APA, Chapter and Student members of the Section. Sponsoring Members shall not have voting privileges unless they hold another type of membership. A quorum of the membership shall consist of those APA, Chapter, and Student members who vote via electronic ballot. All votes, except as otherwise provided for amendment of bylaws, shall be decided by a majority of those regular, organizational, and local members voting.

ARTICLE VIII - Meetings and Other Events^{viii}

Section 1 - Annual Meeting

The Annual Meeting represents the accumulation of efforts of the Section for the preceding year. There shall be an Annual Meeting at a time and place to be determined by the Executive Committee each fall. At least 30 days notice of this meeting shall be mailed to all members.

Section 2 - Annual Section Report

The Officers of the Section shall prepare an annual written report (herein these Bylaws referred to as the Annual Section Report), which shall be presented to the membership at the Annual Meeting. The Annual Section Report shall contain a compilation of activities undertaken by each Officer, as well as any pertinent information and statistics relevant to each Office that may be of interest to the membership.

The Annual Section Report shall be presented to the Executive Committee for review and approval at a meeting preceding the Annual Meeting. Thereafter, the approved Annual Section Report shall be forwarded to the Chapter Secretary and Executive Director.

Section 3 - Geographic Equity

The Section recognizes the challenges of providing services to a geographically distributed membership, but also the importance of providing an equitable distribution of events. As such, the Executive Committee shall conduct at least one (1) update annually of the Section's "By the Numbers" publication, or otherwise conduct a similar analysis which uses data from the Section's membership roster (as provided by the Chapter) to show the distribution of membership throughout the Section.

This analysis should be included in the Annual Section Report and used by the Executive Committee to plan for an equitable distribution of events.

The Section Membership desires that—in addition to any other events planned—at least one (1) networking event should be held annually in the northern areas (Pasco, Hernando and Citrus Counties) of the Section, and one (1) networking event be held in the southern areas (Manatee and Sarasota Counties) of the Section.

Furthermore, the Section desires that the Executive Committee work to ensure that the use of new online meeting technologies is leveraged to the fullest extent possible, as this will help provide more access to CM events for all members of the Section (particular those in less populated areas of the Section).

ARTICLE IX - Amendments^{ix}

Upon authorization of the Executive Committee or upon petition of at least twenty-five percent (25%) of the voting members of the Section, any proposed amendment to these Bylaws shall, after discussion at a Section meeting, be submitted to the Section Membership for consideration.

Amendments shall pass if two-thirds (2/3) of those voting vote in the affirmative. A minimum period of fifteen (15) days from the date ballots are sent to the Section Membership shall be allowed for the return of ballots. The Teller Committee shall be responsible for ensuring the integrity of the process, consistent with the requirements of Article VII, Section 1, above.

Two (2) copies of these Bylaws and all subsequent amendments shall be filed with the Secretary of the Chapter. At least one (1) copy of all formal publications of the Section, including such materials as the Annual Section Report, adopted reports of Section Committees, Newsletters, Rosters, and other similar reports, shall be filed with the Secretary of the Florida Chapter at the time they are distributed to the Section membership.

SUMMARY AND TIMELINE OF BYLAWS AMENDMENTS

- i *Article I was amended on August 22, 2003 to remove counties that were no longer in the Sun Coast Section.*

Article I was amended on August 29, 2014 to define the terms Chapter and Section.

- ii *Article II was amended on August 19, 1983. The word "local" was substituted for "city" in 91. New objectives were substituted in 92 for the previous language.*

Article II was amended on August 29, 2014 to clarify and expand on the concept of collaboration and information exchange between the Section and allied professional organizations.

- iii *Article III was amended on August 29, 1983 to add the student membership category.*

Article III was amended on September 20, 1986 to add the organizational membership category.

Article III was amended again on August 22, 2003 to change organizational member to associate member to be consistent with Chapter categories of membership.

Article III, Section 1 was amended on August 29, 2014 to delete the local membership category, add the Chapter membership category, change the name of the associate member category to sponsoring member, and expand on rights of the student and sponsoring membership categories. Also, Section 2 was revised to clarify the qualifications of membership.

- iv *Article IV, Section 1 was amended on August 29, 1983 to change date of budget adoption to October 1.*

Section 2 was amended on September 20, 1986, to add the 18 month membership rate.

Article IV, Section 1 was amended on November 19, 2008 to reflect the Treasurer's role in preparing the budget, provide an extra month for the preparation of the following year's Budget, and allow other non-mailed notice delivery methods (e.g. electronic) of the proposed Budget to members.

Article IV, Section 1 was amended on August 29, 2014 to change the date by which the annual budget for the subsequent year must be adopted and transmitted to the Chapter. Section 2 was also amended to clarify that section dues shall be set to \$0 unless otherwise provided for in the adopted Section budget, and provided payment deadlines and guidance on refund of Section dues.

- v *Section 1 and Section 3 was amended on November 3, 2000 to add the Professional Development Officer as an officer of the section and*

member of the executive committee and on August 22, 2003 to add the duties of the Professional Development Officer.

Section 3 was again amended on November 15, 2007 creating a 2nd Professional Development Officer position as an officer of the section and member of the executive committee, providing for the sharing of duties of the former office, clarifying the elections process relating to the newly created positions, and adding duties to said office.

On November 19, 2008: Section 1 was amended to reflect the previous addition of a second PDO; Section 3 was amended to add Officer attendance requirements and procedures.

On November 19, 2010: Sections 1 and 3 were amended to include the position of University Representative at the direction of the Chapter.

On August 29, 2014, Article V was amended as follows. Section 1 was amended to outline the positions of the entire Executive Committee, including the new positions of Communications Officer, Chairperson-Elect, and seven Area Directors. The concept of At-Large Director was also added. General duties of the Executive Committee were moved from Article VI to Article V. Section 2 was amended to expand the qualifications of office for the Student Representative, Area Directors, and At-Large Directors (if any). Existing Section 3, Duties, was moved to a new Section 3 and the duties of each office were expanded and clarified. Old Section 4, covering the Annual Section Report, was moved to Article VIII. Section 4 became a new location for the Officer Attendance Policy, which was previously covered under Duties (Old Section 3). Also, the attendance policy was expanded to explain the mechanism by which an officer would be removed for non-attendance (i.e. vote of no confidence). Section 3 became a new section entitled Other Executive Committee Members, which provided a mechanism for the chair to appoint ad-hoc, non-voting members to the Executive Committee.

vi *The Publicity Committee was added by amendment on August 29, 1983.*

The Steering Committee was deleted by amendment on January 28, 1985.

Legislative committee was added and Scholarship added to the existing Student Activities Committee on August 22, 2003; at this same time, the number of members necessary for a quorum was modified and the Director's Committee added.

On November 19, 2008: Section 1 was amended to change the number of Officers required for a quorum and corrected the reference from President to Chairperson; Section 2 was amended to increase the number of Directors which may be appointed to represent under-represented Counties, provides for attendance requirements and procedures, and defines Director responsibilities; and Section 3 was amended to delete and rename various committees.

Article VI was amended on August 29, 2014 as follows. Old Section 1, describing the Executive Committee was moved to Article V. Section

2, describing the old Directors Committee, was moved to Section 1 and became the new Director's Committee consisting of the seven Area and At-Large Directors (if any). The purpose and duties of the committee was redefined and expanded. The old attendance policy for non-elected directors was deleted. Section 2 became a new separate section for the Legislative Advisory Committee (which is the new name for the old Legislative Committee). Detail regarding the purpose and composition of the LAC was added, as well as information on the Section's representative which serves on the Chapter Legislative Policy Committee. The Communications committee was deleted. All other standing committees were made optional and the Student Activities/Scholarship Committee was renamed. Section 5 was amended to detail the two separate committees which govern Section elections (the Nominating and Teller Committees), and information regarding the purpose and construction of each was added.

- vii *Article VII was amended on September 20, 1986, to replace previous language on voting privileges.*

Article VII was amended on August 22, 2003 to change nominating committee to election committee and to modify election procedures to allow for mail-in and electronic voting.

Section 1 was amended on November 19, 2008 to allow membership notices to be delivered via mailing or electronic means, changed "will" to "shall" for general consistency, and was changed to allow the Executive Committee to change the deadline for receipt of votes.

Article VII was amended on August 29, 2014 as follows. Section 1 was amended to state that elections and appointments shall be made consistent with the schedules and terms set forth in Section 2, to provide that no elections shall be held when there is only one candidate for a given position, and to provide for the voting needs of members with disabilities who provide reasonable notice of their need for accommodation. Detail regarding the activities of the Teller committee was also added. The requirement to announce election results at the Section's Annual Meeting was removed. Section 2 was amended to provide for staggered and lengthened terms for certain offices, with beginning and end dates which are tied to the Chapter conference for all Executive Committee members, term limits and additional instructions for the disposition of vacant seats. Section 3 was added to address the disposition of vacant offices, and old Section 3 (Voting Privileges) was moved to new Section 4 and amended to clarify that which members hold voting privileges. Also, provisions for voting by mail and in person were replaced by electronic voting.

- viii *Article VIII was amended on August 22, 2003 to require only three section meetings a year and allow for electronic notification of those meetings; it also was amended to specify that the annual meeting should occur in the fall.*

Article VIII was amended on August 29, 2014 as follows. Section 1 was amended to remove the requirement that installation of officers and program-goal setting take place at the Annual Meeting. Old Section 2, Quarterly Meetings, was deleted. Language from Article V

discussing the Annual Report was moved to new Section 2, and the section was expanded and clarified. A new Section 3, Geographic Equity, was added providing the Executive Committee with guidance on the importance of the geographic distribution and accessibility of professional development and networking events for all section members.

- ^{ix} *Article IX was amended on August 22, 2003 to permit electronic voting on bylaws amendments. Entire bylaws amended on November 3, 2000 to change the spelling of the section name from Suncoast to Sun Coast. Article IX was amended on August 29, 2014 to improve readability and describe the role of the Teller Committee in the amendments process.*