

1 **BYLAWS OF THE GOLD COAST SECTION,**
2 **FLORIDA CHAPTER OF THE**
3 **AMERICAN PLANNING ASSOCIATION**
4

5 These bylaws and operating guidelines have been adopted and are effective as of the date of
6 approval by the membership.
7

8 **Part I - GENERAL PROVISIONS**
9

10 **A. Name and Service Area.** The name of this Section is the Gold Coast Section (GCS), Florida
11 Chapter of the American Planning Association (APA), hereinafter called the Section. The area
12 served by the Section includes Miami-Dade and Monroe Counties, State of Florida.
13

14 **B. Section Objectives.** The objectives of the Section include, but are not limited to the following:
15

- 16 1. To provide a forum for exchange of planning ideas and experiences in the Section area.
- 17 2. To provide a vehicle for planners to develop and express positions on issues affecting the
18 quality of life in South Florida.
- 19 3. To promote professional growth opportunities for planning professionals in the South
20 Florida region, and the area served by the Section in particular.
- 21 4. To represent and advance the interests and welfare of the Section and its members within
22 the Florida Chapter and APA in general.
- 23 5. To increase public awareness and understanding of the planning process and profession, as
24 well as the benefits that both can bring to South Florida communities.
- 25 6. To support planning throughout the State of Florida by participation in local, regional and
26 State affairs.
- 27 7. To work in concert with other organizations of like purpose to foster and achieve mutual
28 goals and objectives, including the provision of CM-approved programs and opportunities.
- 29 8. To foster participation in the American Planning Association and its Florida Chapter
30 activities.
31

32 **C. Section Activities.** All activities of the Section shall conform to the law, the bylaws of the
33 Florida Chapter and the bylaws of APA.
34

35
36 **Part II – MEMBERSHIP AND DUES**
37

38 **A. Participating Membership.** All members of the Florida Chapter of APA whose address of
39 record is within the Section area shall automatically be members of the Section.
40

41 **B. Membership Qualifications.**
42

- 43 1. Members shall be considered in good standing who have paid all applicable dues and
44 assessments.

2. Persons who are not members of APA or the Florida Chapter may become Section-only members upon submittal of a Section membership application and payment of any established annual dues, and will then be eligible to vote in Section elections.
3. Section members whose address of record is outside of the Section area and Section-only members are not eligible to hold office in the Section.
4. Student members of APA and the Florida Chapter shall be considered members of the Section as long as their dues are current and they remain in good standing of their Student status.

C. Dues. Applicable Section-only dues shall be established by the Executive Committee. The rate of dues may be evaluated from time to time. For new members, changes in the rate of dues assessed come into effect 30 days after Board approval. For current members, the change in rate of dues shall come into effect as of their next annual dues assessment date. Dues of Chapter members are collected by the Florida Chapter or by APA. Dues of student members are collected by APA.

Part III - EXECUTIVE COMMITTEE AND TERMS OF SERVICE

A. Composition, Duties, and Responsibilities. The Section's Executive Committee shall consist of the Section Chair, Vice-Chair/Chair-Elect, Treasurer, Secretary, Professional Development Officer, and Immediate Past Chair. Members of the Executive Committee shall each have one vote and a simple majority (51%) of the Executive Committee shall constitute a quorum.

The Executive Committee shall have the following duties and responsibilities:

1. To attend all Executive Committee meetings. (Attendance may be effected via conference call.)
2. To transact the business of the Section between meetings, and to report thereon to the Section Board at its next regular meeting.
3. To effectuate the motions and policies agreed upon by the members.
4. To prepare and approve an annual budget.
5. To be custodian of all Section property and funds and to authorize and approve all contracts and expenditures but not to incur liabilities exceeding the amount of unappropriated funds in the Section treasury.
6. To review and approve the amount of payment of annual membership dues and any other special assessments to be made of Section members.
7. To represent the interests of the Section on the Florida Chapter's Executive Committee.
8. To approve or reject applications for Section membership and appointments to the Committees of the Section.
9. To appoint duly qualified members to serve the unexpired term of any position on the Executive Committee in accordance with these bylaws.
10. To make policy in the name of the Executive Committee, when it is not possible for the Section members to take timely action.

89 **B. Eligibility for Office.** With the exception of Section-only members, any Section member in
90 good standing whose address of record is within the Section area is eligible to hold office in the
91 Section.

92
93 **C. Terms of Office.** The term of office of each of the Section Officers shall be for two (2) years,
94 beginning at the first meeting following the certification of the election results. No officer shall
95 serve more than two (2) consecutive two-year (2) terms in the same elected office.

- 96
97 1. All elected officers shall remain in office until their elected successors are installed,
98 become ineligible to hold Section office, or upon their resignation.
- 99 2. With the exception of the offices of Chair and Vice Chair/Chair Elect, the Executive
100 Committee shall, by appointment, fill vacancies in an office occurring between elections.
101 Appointments shall be effected by majority (51%) vote of the remaining Executive Board
102 members. Officers so appointed shall hold office for the balance of the current term or until
103 their successors are elected and installed.
- 104 3. In the event of a vacancy in the office of Vice Chair/Chair Elect, the Executive Committee
105 shall schedule a special election within ninety (90) days, unless the vacancy occurs within
106 six (6) months of the regular election or when the vacancy occurs as a result of Chairship
107 succession as provided for in Part III, Section C.5. When such vacancy occurs within six
108 (6) months of a regular election, at the next regular election, a special direct election for
109 Chair-elect shall be conducted at least thirty (30) days before the next regular election, with
110 election certification occurring before the regular election's closing of nominations. This
111 Chair-elect shall assume the Chairship along with the rest of the Board members at the next
112 regular elections. A new Vice-Chair/Chair-Elect shall be elected at the next regular election
113 and shall hold that respective office for the following two (2) year term.
- 114 4. In the event of a vacancy in the office of Chair, if the remaining term is for a period of less
115 than one (1) year, the Vice Chair/Chair Elect shall immediately take office for the
116 remainder of the term as well as for the following two-year (2) period. In this circumstance,
117 the vacancy thereby created shall not be filled until the next regular election, and duties of
118 the vacated Vice Chair/Chair Elect position may be assigned at the discretion of the new
119 Chair to the Immediate Past Chair, or to another Board member upon consultation with the
120 Board
- 121 5. When a vacancy in the office of Chair occurs and the remaining term is for a period of one
122 (1) year or more, the Vice Chair/Chair Elect shall immediately become the Chair for the
123 remainder of the term. The Executive Committee shall schedule a special election for an
124 interim Vice-Chair within ninety (90) days of the succession. This Vice-Chair shall not be a
125 Chair-elect, but will otherwise carry out the functions of the Vice-Chair position. A special
126 direct election for Chair-elect shall be conducted at least thirty (30) days before the next
127 regular election, with election certification occurring before the regular election's closing of
128 nominations. This Chair-elect shall assume the Chairship along with the rest of the Board
129 members at the next regular elections. The incumbent Chair may, at his or her discretion, be
130 a nominee. If the incumbent Chair is elected, that term will be considered a second term
131 and term limits shall apply. A new Vice-Chair/Chair-Elect shall be elected at the next
132 regular election and shall hold that respective office for the following two (2) year term.

133
134 **D. Officers Duties and Responsibilities.**

135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178

CHAIR

1. To call and preside at the meetings of the Section and Executive Committee.
2. To appoint committee chairs and to act as voting ex-officio member of all committees.
3. To direct the preparation of an annual Section strategy, program and budget.
4. To prepare an annual report of Section activities.
5. To serve as Section Representative on the Florida Chapter Executive Committee.
6. To perform such other duties as are customary to the office, including acting as official representative of the Section as necessary.

VICE CHAIR/CHAIR ELECT

1. To act in place of Chair as necessary and authorized by the Executive Committee.
2. To assist the Chair in the preparation of the annual Section report.
3. To assist the Chair in the guidance and coordination of committee activities.
4. To perform other duties and exercise authority delegated by the Chair as necessary to carry out the business of the Section.
5. To succeed to the office of Chair upon completion of Chair's term.

SECRETARY

1. To take and submit for approval to the Executive Committee minutes of all Section Board meetings, maintain a list of attendance at Section Board meetings, and otherwise maintain a permanent record of Section activities.
2. To maintain an accurate roster of Section members.
3. To transmit to the Secretary of Executive Committee and the Executive Director of the Florida Chapter two (2) copies of the Section bylaws and operating guidelines and subsequent amendments, and all relevant Section publications and resolutions.
4. To assist the Chair in the preparation of the annual Section report.
5. To perform other duties and exercise authority as delegated by the Chair as necessary to carry out the business of the Section.

TREASURER

1. To prepare a recommended Section annual budget for review and subsequent adoption by the Executive Committee at the last Section Board meeting of the calendar year. The fiscal year shall be from January 1st until the following December 31st.
2. To collect all dues and special assessments of Section members or other monies in the name of the Section.
3. To pay Section expenses and disburse money in accordance with the adopted annual budget.
4. To maintain an accurate accounting of Section finances, which shall be open to inspection by officers and subject to audit.

- 179 5. To prepare an annual financial statement, including a ledger sheet of Section activities and
180 expenditures for the preceding year.
181 6. To perform other duties and exercise authority as delegated by the Chair as necessary to
182 carry out the business of the Section.
183

184 **PROFESSIONAL DEVELOPMENT OFFICER**

- 185 1. To work with the Section's Programming Committee in organizing continuing education
186 activities to enhance the professional growth of members of the Section.
187 2. To plan and promote the annual AICP Exam Study Course.
188 3. To serve as the Section's liaison with the Florida Chapter's Vice President for Professional
189 Development Officer and Vice President for Certification Maintenance.
190 4. To manage the Section's AICP Certification Maintenance Program and coordinate with
191 Section members.
192 5. To perform other duties and exercise authority as delegated by the Chair as necessary to
193 carry out business of the Section.
194

195 **IMMEDIATE PAST CHAIR**

- 196
197 1. To mentor and advise elected and appointed volunteers as necessary.
198 2. To make recommendations to the Chair for Board of Directors and committee
199 appointments.
200 3. To identify, recruit and cultivate future Board leaders.
201 4. To perform other duties and exercise authority as delegated by the Chair as necessary to
202 carry out the business of the Section
203
204

205 **Part IV - BOARD OF DIRECTORS**

206
207 In addition to the Executive Committee, the business of the Section shall be managed by the Board
208 of Directors, whose members shall be appointed by the Chair to assist the Section in achieving its
209 objectives.
210

211 **A. Eligibility.**

- 212
213 1. Members of the Board of Directors shall be members in good standing of the Section.
214 2. As non-elected officers, the Directors shall not be part of the required quorum for voting on
215 motions.
216 3. Board Directors shall be required to attend at least 50% of all regularly scheduled meetings
217 of the Executive Committee, and may participate via conference call.
218 4. Any Director unable to fulfill the attendance requirement should decline the appointment.
219 Alternatively, the Executive Committee may, by majority vote (51%), appoint another
220 Director.
221 5. Members of the Board of Directors not fulfilling their duties may be removed by majority
222 vote (51%) of the Executive Committee.
223

224 **B. Standing Committees.** The Section shall have the following standing committees to assist the
225 Section in achieving its objectives. The Chair, with the advice and consent of the Executive
226 Committee, shall appoint members to these committees. A new Chair may reappoint or make new
227 appointments.
228

- 229 • *Event Programming:* Coordinates with the Professional Development Officer in
230 determining and implementing content and format of all Section professional development
231 activities, as well as organizing social activities.
- 232 • *Communications:* Coordinates and executes the publicity and promotion of the Section and
233 all its activities, as authorized by the Executive Committee; coordinates the publication and
234 distribution of a Section newsletter.
- 235 • *Membership:* Coordinates with the Vice Chair/Chair-Elect and the Secretary the
236 maintenance of the Section membership roster, and efforts to maintain and expand the
237 membership.
- 238 • *Sponsorship:* Fundraises and seeks monetary and in-kind sponsorships for the Section and
239 its educational and social programs to support the financial health of the organization;
240 works with the Treasurer and the Event Programming Committee to develop a budget for
241 sponsorships
- 242 • *Legislative:* Represents the Section on the Florida Chapter's Legislative Policy Committee,
243 periodically briefing Section members on legislative action that may impact their interests
244 and assisting in the implementation of the Section and Chapter's legislative priorities.
- 245 • *Awards:* Calls for, receives, and reviews nominations for project and individual awards in
246 time for the Section's annual awards ceremony (typically part of the Section's annual
247 holiday event); proposes new awards to the Executive Committee.
- 248 • *Young Planners Group (YPG):* A representative acting as a liaison between the Section and
249 statewide YPG for the coordination of YPG-oriented activities and joint YPG/Section
250 events.
- 251 • *Certificate Maintenance:* Assists the Professional Development Officer in registering
252 Certification Maintenance (CM) credits for Section events, or for affiliated organizations as
253 deemed appropriate by the Chair.
254
255

256 **C. Ad Hoc Committees.** The Chair, with the advice and consent of the Executive Committee,
257 may appoint ad hoc committees to study, report and make recommendations on specific issues. Ad
258 hoc committees shall expire with the presentation of a final report on the issue under study to the
259 Executive Committee.
260
261

262 **Part V - ELECTIONS, VACANCIES, AND VOTING**

263

264 **A. Nomination and Election of Officers.** During election years a Nominating Committee
265 of three (3) or more Board members shall be appointed by the Chair at least three (3) meetings in
266 advance of the Annual Meeting. The Nominating Committee shall solicit nominations for officers
267 from the Section membership, and shall contact all nominees to gain their acceptance of the
268 nomination and willingness to serve if elected. At least one (1) eligible Section member (as

269 described in Part III, Section B) shall be nominated to fill each office, with the exception of special
270 elections for Chair, where at least two (2) eligible Section members shall be nominated to fill the
271 office. Nominees shall only stand for election for one (1) position.

272

273 A list of all interested nominees running for office shall be presented to the Section membership at
274 least thirty (30) days prior the election deadline. Notice and voting may be done by mailed ballot or
275 electronic means (e.g., website, email, etc.). Ballots must be received by no later than 5 pm on the
276 day prior to the Annual Meeting, at which time they will be opened and counted by tellers
277 appointed by the Chair. Appointed tellers cannot be candidates in the election. The candidate
278 receiving the plurality of the vote for each office shall be the winner. In the event of a tie vote, the
279 outgoing Executive Committee, with the exception of any candidate(s) for said tied position, shall
280 declare a winner by majority (51%) vote. An official announcement of elected Section Officers
281 will be made and the new Executive Committee shall be installed at the Annual Meeting.

282

283 **B. Voting**

284

285 1. Eligible members in good standing shall receive one (1) vote for each election or proposed
286 bylaws amendment.

287

288 2. Unless otherwise provided for within these bylaws, decisions requiring a vote shall be effected
289 through majority vote (51%) of the members voting, provided, when deemed necessary by these
290 bylaws, a quorum is present.

291

292 **Part VI - MEETINGS**

293

294 **A. Annual Section Meeting.** There shall be an Annual Section Meeting at a time and place to be
295 determined by the Executive Committee each fall. At least thirty (30)-days' notice of this meeting
296 shall be given to the all members. Additional meetings may be called by the Chair as needed, or
297 upon failure by the Chair to call required meetings, by the Executive Committee.

298

299 **B. Board Meetings.** There shall be regular monthly Board meetings to fulfill the objective of the
300 Section. The Board meeting schedule will be determined annually by the Executive Committee and
301 subject to change by majority vote (51%).

302

303 **C. Minutes of Meetings.** The minutes of any business conducted at Section and Board meetings
304 shall be kept by the Secretary and made a part of the permanent record of the Section. During
305 election years, the Annual Meeting shall be recorded by the retiring Secretary. A copy of all
306 minutes shall be filed annually with the Secretary and the Executive Director of the Florida
307 Chapter.

308

309

310 **Part VII - AMENDMENTS**

311

312 Upon the recommendation of the Executive Committee or upon petition of at least 20 percent of
313 the members of the Section, any proposed amendment to these bylaws shall, after discussion at a

314 Section meeting, be submitted to the Secretary together with a ballot to the Members. For adoption,
315 any amendment shall require a two-thirds (2/3) majority vote. A minimum of fifteen (15) days
316 from the date of mailing or other electronic means of such ballot shall be allowed for the return of
317 ballots. The results shall be certified immediately upon receipt of ballots postmarked or received
318 by the voting deadline. The Executive Committee may provide for the written balloting required
319 herein to be conducted at the same Section meeting at which any proposed amendment is discussed
320 by the membership.

321
322 Two (2) copies of these bylaws and all subsequent amendments shall be filed with the Secretary
323 and the Executive Director of the Florida Chapter American Planning Association.

324
325