



# BYLAWS

## CALIFORNIA CHAPTER AMERICAN PLANNING ASSOCIATION

Last Updated: June 2005



## CCAPA BYLAWS

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# INDEX

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<b>ARTICLE 1. NAME AND AREA SERVED</b>	<b>7</b>
<b>ARTICLE 2. PURPOSES</b>	
2.1 Statement of Purposes	7
2.2 California Planning Foundation	
8	
2.3 Scholarship Fund	8
2.4 Non-Profit Nature of Chapter	8
<b>ARTICLE 3. MEMBERSHIP</b>	
3.1 Membership Eligibility	8
3.2 Members of APA Residing in California	8
3.3 Members of APA Not Residing in California	8
3.4 Members of California Chapter-Only	9
<b>ARTICLE 4. CHAPTER OFFICERS</b>	
4.1 Chapter Officers	
9	
4.2 Term of Office	10
4.3 Non-Performance of Officers	10
4.4 Vacancies	10

4.5 Non-Voting Membership Director	11
4.6 Non-Voting Workshop Director 11	
4.7 Non-Voting Chapter Historian	11
4.8 Non-Voting Technology Director	11
4.9 Non-Voting Continuing Education Coordinator	11
4.10 Non-Voting National Policy & Legislation Representative 11	

**ARTICLE 5. CHAPTER BOARD OF DIRECTORS & EXECUTIVE COMMITTEE**

5.1 Members of the Chapter Board of Directors	12
5.2 Chapter Executive Committee 12	
5.3 Division of Functions	12
5.4 President-Elect	12
5.5 Past President	12

**ARTICLE 6. DUTIES OF CHAPTER BOARD OF DIRECTORS**

6.1 Chapter Board of Directors	12
6.2 Chapter Committees	13
6.3 President	13
<a href="#">6.4</a> President-Elect and Past President	14
6.5 VP Pro Tem	14
6.6 VP Administration	15
6.7 VP Policy and Legislation	15
6.8 VP Public Information	16
6.9 VP Professional Development 16	

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6.10 Planning Commission Representative	17
6.11 California Planning Foundation President 17	
6.12 Student Representative	18
6.13 Membership Director	18
6.14 Workshop Director	18
6.15 PEN President	19
6.16 Chapter Historian	19
6.17 Technology Director 19	
6.18 Continuing Education Coordinator 19	
6.19 National Policy & Legislation Representative	19
6.20 Executive Director	19

## **ARTICLE 7. ELECTIONS**

7.1 Nominating Committee	20
7.2 Nominating Procedures 20	
7.3 Nominating Criteria	21
7.4 Notice	21
7.5 Nominating Petitions	21
7.6 Eligibility to Vote 21	
7.7 Voting Procedures for Chapter Officers	21
7.8 Election Schedule	22
7.9 Tallying Ballots	22

7.10 Results of Election	22
<b>ARTICLE 8. MEETINGS</b>	
8.1 Annual Meetings 22	
8.2 Other Meetings	23
8.3 Notice of Meetings	23
8.4 Executive Board, Quorum	23
8.5 Actions Taken at Chapter Meetings	23
<b>ARTICLE 9. INITIATIVE AND REFERENDUM</b>	<b>23</b>
<b>ARTICLE 10. CHAPTER DUES</b>	
10.1 Payment Requirements	23
10.2 Exemptions	23
10.3 Chapter-Only Dues	23
10.4 Student Dues	24
<b>ARTICLE 11. SECTIONS</b>	
11.1 Purposes and Functions of Sections 24	
11.2 Names of Sections and Areas Served	24
11.3 Revision of Section Boundaries	24
11.4 Section Meetings	25
11.5 Section Authorization for Dues and Assessments 25	
11.6 Section Member Dues Exemption	25
11.7 Section Bylaws 25	
<b>ARTICLE 12. SECTION BOARD</b>	

12.1 Section Board	25
12.2 Terms of Office for Section Directors and Officers 25	
12.3 Section Board Vacancies	26
<b>ARTICLE 13. DUTIES OF SECTION BOARD AND OFFICERS</b>	
13.1 Section Board	26
13.2 Section Director	26
13.3 Section Director Pro Tem	27
13.4 Section Secretary-Treasurer	27
13.5 Section Student Representative	27
<b>ARTICLE 14. SECTION ELECTIONS</b>	
14.1 Nomination of Section Officers	28
14.2 Eligibility to Vote in Section Elections 28	
14.3 Section Voting Procedure	28
14.4 Section Tally Committee	28
14.5 Results of Section Elections	28
<b>ARTICLE 15. FORMATION OF SUBSECTIONS SECTION DEPARTMENTS NEW SECTIONS</b>	
15.1 Formation of Subsections and Section Departments	28
15.2 Formation of New Sections	29
<b>ARTICLE 16. BYLAW AMENDMENTS</b>	<b>30</b>
<b>ARTICLE 17. INDEMNIFICATION</b> 30	



**CALIFORNIA  
CHAPTER**

**AMERICAN  
PLANNING  
ASSOCIATION**

**BYLAWS**

**ARTICLE 1. NAME AND AREA SERVED**

The name of this Association Chapter shall be the California Chapter of the American Planning Association (CCAPA). The area served by the Chapter shall be the State of California.

**ARTICLE 2. PURPOSES**

**2.1 STATEMENT OF PURPOSES**

The purposes of the California Chapter shall be to carry out the purposes and objectives of the American Planning Association (APA). The mission of the California Chapter is to bring together Californians to forge a better future. Toward that end, CCAPA will:

- Provide the vision and leadership that fosters better planning for California;
- Build public and political support for sound planning; and
- Provide its members with the tools, services and support that advance the art and science of planning.

## **2.2 CALIFORNIA PLANNING FOUNDATION**

The Chapter shall encourage and support the activities and organization of the California Planning Foundation, a corporation formed by the Chapter to operate exclusively for charitable, educational, literary and scientific purposes as they relate to the objectives of the Chapter in the field of planning.

## **2.3 SCHOLARSHIP FUND**

The Chapter may establish a scholarship trust fund to be used for the purpose of promoting a scholarship program. Scholarship activities may be administered by the California Planning Foundation in the absence of a separate scholarship fund.

## **2.4 NON-PROFIT NATURE OF CHAPTER**

The California Chapter is non-profit. Its income shall be used only for Chapter purposes, and no part of any net earnings shall inure to the benefit of any member or other individual, except that the Chapter may pay reasonable compensation for services rendered, and to make payments and/or distributions in furtherance of Chapter purposes.

# **ARTICLE 3. MEMBERSHIP**

## **3.1 MEMBERSHIP ELIGIBILITY**

Any person whose work or interest is in furthering the purpose of the Chapter and the American Planning Association is eligible for membership. Chapter members may be members of the American Planning Association, the American Institute of Certified Planners (AICP), as prescribed in the APA and AICP Bylaws, or member of only the California Chapter.

## **3.2 MEMBERS OF APA RESIDING IN CALIFORNIA**

American Planning Association members whose addresses of record, as provided by the members to the National office, are located in the Chapter area shall automatically be members of the Chapter. These members may hold any Chapter or Section office, may vote in Chapter and Section elections, and will receive, as part of APA and Chapter membership services, all appropriate National and Chapter publications and other mailings.

## **3.3 MEMBERS OF APA NOT RESIDING IN CALIFORNIA**

American Planning Association members whose addresses of record, as provided by the members to the National office, are located outside of the State of California, may, upon request, be approved by the Chapter Board of Directors or Executive Director as Non-Resident Members. These members may not hold any Chapter or Section office, nor can they vote in Chapter and Section elections.

### 3.4 MEMBERS OF CALIFORNIA CHAPTER-ONLY

Any person whose work or interest is in furthering the purpose of the Chapter may join the California Chapter without joining the American Planning Association. These members, to be classified as "Chapter-Only members," may hold any Chapter or Section office except Chapter President, President-Elect, and Professional Development offices, and may vote in Chapter and Section elections. Chapter-Only members will receive all Chapter and Section publications, and all other services rendered by the California Chapter. However, Chapter-Only members will not be eligible to be members of AICP, as prescribed by APA and AICP Bylaws.

## ARTICLE 4. CHAPTER OFFICERS

### 4.1 CHAPTER OFFICERS

The elected officers of the Chapter shall be a President, President-Elect/Past President, Vice President for Policy and Legislation, Vice President for Public Information, Vice President for Professional Development, Vice President for Administration, the California Planning Foundation President, and a Planning Commission Representative. The Vice President for Professional Development shall be a Member in good standing of APA and AICP. Other statewide officers shall be members in good standing of APA and may also be members of AICP, or the Chapter pursuant to 3.4. The Planning Commission Representative shall be a member of a planning or zoning board for a public agency in California when elected and shall not be a professional planner, but shall be a member in good standing of APA or the Chapter pursuant to 3.4.

The appointed officers of the Chapter shall include a Student Representative, a Membership Director, a Chapter Historian, a Technology Director, a Workshop Director, a Continuing Education Coordinator, a National Policy and Legislation Representative and the Planners Emeritus Network President. The Student Representative shall be a voting, appointed member of the Board of Directors, appointed in April by the CCAPA Executive Committee from a selection of students nominated by the accredited planning programs. The Membership Director shall be appointed by the President and the Vice President for Administration, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax or email, and shall be a non-voting member of the Board of Directors. The Chapter Historian shall be appointed by the President, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax or email, and shall be a non-voting member of the Board of Directors. The Technology Director shall be appointed by the President and the Vice President for Public Information, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax

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or email, and shall be a non-voting member of the Board of Directors. The Workshop Director shall be appointed by the President and the Vice President for Professional Development, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax or email, and shall be a non-voting member of the Board of Directors. The Continuing Education Coordinator shall be appointed by the President and the Vice President for Professional Development with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax or email, and shall be a non-voting member of the Board of Directors. The National Policy and Legislation Representative shall be appointed by the President and Vice President for Policy and Legislation, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax or email, and shall be a non-voting member of the Board of Directors. The Planners Emeritus Network President shall be selected by the Planners Emeritus Network and shall serve as a non-voting member of the Board of Directors. All appointed officers shall be members in good standing of APA and may also be members of AICP, or the Chapter pursuant to 3.4. The Continuing Education Coordinator shall be a member in good standing of APA and AICP.

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All elected and appointed officers shall be volunteers who serve without financial remuneration.

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#### **4.2 TERM OF OFFICE**

The term of all elected Chapter Officers shall be two years except for President-Elect and Past-President, whose terms shall be for one year. All Chapter Officers shall take office on January 1 of the year following their election. The term of appointed Directors shall also be two years, except that the Student Representative term will be one year. Directors shall take office on January 1 of the year following their appointment, except for the Student Representative, who shall take office at the spring CCAPA Board meeting and who's term will expire at the end of the academic year.

A ceremonial installation of all Officers may be conducted at the annual meeting. The Vice Presidents for Policy and Legislation and Professional Development, and the Planning Commission Representative shall be elected in even years and the President-Elect, and Vice Presidents for Public Information and Administration shall be elected in odd years. The Membership Director and Technology Director shall be appointed in even years; the Workshop Director shall be appointed in odd years.

#### **4.3 NON-PERFORMANCE OF OFFICERS**

Any Officer may be removed from office for non-performance upon a motion adopted by two-thirds vote of the Chapter Board of Directors. A motion will require the following:

1. The grounds for non-performance must be submitted to the Board and these may include: non-attendance at Board meetings or committee meetings, failure to execute adopted programs, incurring legal liability for the Chapter based on dilatory performance of duties, or other criteria that may be added to this subsection.
2. Due process for elected Officers will require at least two consecutive Board meetings to conclude a motion, the first for the making of the motion and a submission of grounds; and the second to consider submission of the response by the Officer charged and to allow the Board to then sustain or deny the motion. Appointed Officers and directors serve at the pleasure of the Board and require only one Board meeting to conclude a motion.

#### **4.4 VACANCIES**

Any vacancies in office occurring during a term may be filled by the Chapter Board of Directors. Appointed Officers shall serve the unexpired term of their predecessor in office.

#### **4.5 NON-VOTING MEMBERSHIP DIRECTOR**

The President and Vice President for Administration, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax, shall biannually appoint a Membership Director. The Membership Director shall be a non-voting member of the Board of Directors.

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#### **4.6 NON-VOTING WORKSHOP DIRECTOR**

The President and Vice President for Professional Development, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax, shall biannually appoint a Workshop Director. The Workshop Director shall be a non-voting member of the Board of Directors.

#### **4.7 NON-VOTING CHAPTER HISTORIAN**

The President, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax, shall biannually appoint a Chapter Historian. The Chapter Historian shall be a non-voting member of the Board of Directors.

#### **4.8 NON-VOTING TECHNOLOGY DIRECTOR**

The President and Vice President for Public Information, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax, shall biannually appoint a Technology Director. The Technology Director shall be a non-voting member of the Board of Directors.

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#### **4.9 NON-VOTING CONTINUING EDUCATION COORDINATOR**

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The President and Vice President for Professional Development, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax or email, shall biannually appoint a Continuing Education Coordinator. The term shall run concurrently with the Vice President for Professional Development. The Continuing Education Coordinator position shall be a non-voting member of the Board of Directors and shall be a member in good standing of APA and AICP.

#### **4.10 NON-VOTING NATIONAL POLICY AND LEGISLATION REPRESENTATIVE**

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The President and Vice President for Policy and Legislation, with the concurrence of the Chapter Board of Directors by formal Board meeting vote or written approval by fax, shall biannually appoint a National Policy and Legislation Representative. The National Policy and Legislation Representative shall be a non-voting member of the Board of Directors. The term shall run concurrently with the Vice President for Policy and Legislation."

### **ARTICLE 5. CHAPTER BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

#### **5.1 MEMBERS OF THE CHAPTER BOARD OF DIRECTORS**

The President, President-Elect/Past President, the four Vice Presidents, the Section Directors, the Chapter Planning Foundation President, the Student Representative, the Planning Commission Representative and the non-voting positions of Membership Director, Workshop Director, Chapter Historian, Technology Director, Continuing Education Coordinator, National Policy and Legislation Representative and PEN President shall constitute a Chapter Board of Directors. No individual may hold more than one position on the Chapter Board of Directors at the same time.

#### **5.2 CHAPTER EXECUTIVE COMMITTEE**

The Chapter Executive Committee shall consist of the President, Past-President/President-Elect, all elected Statewide Officers, and one Section Director.

#### **5.3 DIVISION OF FUNCTIONS BETWEEN THE EXECUTIVE COMMITTEE AND THE CALIFORNIA CHAPTER BOARD OF DIRECTORS**

The function of the Executive Committee shall be restricted to the administration, preparation, initiation, review and operating functions of the Board, which require immediate action. All approval, policy positions,

evaluations, including programs, budget and elections, shall be reserved to the Chapter Board of Directors. The specific division of functions shall be established as Board policy and from time to time amended by the Board as needed.

**5.4 PRESIDENT-ELECT**

The President-Elect shall be a Member with vote on the Chapter Board of Directors during his or her term. The President-Elect shall become the President automatically following a one-year term as President-Elect.

**5.5 PAST PRESIDENT**

The Past President, for one year immediately following his or her time of office, shall be a Member with vote on the Chapter Board of Directors.

**ARTICLE 6. DUTIES OF CHAPTER BOARD OF DIRECTORS, OFFICERS AND EXECUTIVE DIRECTOR**

**6.1 DUTIES OF THE CHAPTER BOARD OF DIRECTORS**

The duties of the Chapter Board of Directors shall be to:

- a. establish policies, formulate programs and provide guidance in carrying out the purpose of the Chapter;
- b. adopt an annual Chapter budget, and determine the allocation of funds to the Sections;
- c. approve contracts and grants, and authorize their execution or acceptance;
- d. appoint an Executive Director and/or such staff or consultants as deemed necessary to assist in carrying out the affairs of the Chapter;
- e. establish procedures for processing application of APA and AICP;
- f. receive and consider resolutions, petitions and recommendations from the members of the Chapter;
- g. authorize the formation of new Sections or statewide departments within the Chapter; and
- h. perform any other duties required by the National or Chapter Bylaws.

**6.2 DUTIES OF CHAPTER COMMITTEES**

Chapter Committees shall pursue the duties assigned by the President, respective Vice President or the Chapter Board of Directors. Members of the Committees shall serve at the pleasure of the President.

**6.3 DUTIES OF THE PRESIDENT**

The duties of the President shall be to:

- a. preside at Chapter Board of Directors and Executive Committee meetings;
- b. appoint, with consent of the Chapter Board of Directors, all Chapter Committees;
- c. represent the Chapter at official functions;
- d. act as spokesperson (along with the Executive Director and the Vice President for Policy and Legislation) when the media contacts the organization for comment;
- e. serve on the Chapter Presidents Council;
- f. carry out the policies and programs established by the Chapter Board of Directors and be responsible for the management of the affairs of the Chapter;
- g. serve on one or more CPC or other APA and AICP committees;
- h. chair the Strategic Plan Committee and ensure the Strategic Plan is updated as necessary;
- i. troubleshoot both among the various portfolios and between Sections;
- j. attend Section and Chapter events in different parts of the State as scheduling allows;
- k. coordinate Board-related conference activities, including general troubleshooting and assigning "leadership" events; prepare opening/closing remarks as requested by the conference committee; assist with arrangements for special guests invited by the Chapter such as the National President of APA or AICP, or other staff and elected leadership who are invited by the Chapter;
- l. chair various ad hoc committees;
- m. oversee relationships between management staff, their contractors, and portfolio officers;
- n. accept grants and execute contracts and agreements when specifically authorized by the Chapter Board of Directors, all within the purposes of the Chapter; and
- o. perform any other duties customary to the office of President, and consistent with these Bylaws.

#### **6.4 DUTIES OF THE PRESIDENT-ELECT AND PAST PRESIDENT**

The President-Elect and Past President shall serve as at-large members of the Chapter Board of Directors and perform duties assigned by the President with the consent of the Chapter Board. The President-Elect or Past President shall also serve as Nominating Committee Chairperson. Additional duties assigned to the President-Elect and Past President include:

- a. chair task forces and subcommittees designed to deal with organizational issues such as Bylaw amendments, conference policy or internal operations;

- b. ensure that the Bylaws and Conference Manual are updated as necessary;
- c. act as liaison with other chapters and with specific allied programs;
- d. participate in advance preparations or training for duties assigned as Chapter President when requested by the President;
- e. act as mentor for the student representative and work with the student representative to clarify his or her portfolio, including responsibilities and budget.

#### **6.5 DUTIES OF THE VICE PRESIDENT PRO TEM**

The Vice Presidents shall have duties as indicated below and as are assigned to them by the President with the consent of the Chapter Board of Directors. One of the Vice Presidents shall be appointed by the Chapter Board of Directors to serve as President Pro Tem. The President Pro Tem shall preside at all meetings and represent the Chapter in the absence of the President and President-Elect. In the event of an extended absence or disability of the President and President-Elect, the Chapter Board of Directors may authorize the President Pro Tem to act as President for the duration of the absence or disability.

#### **6.6 DUTIES OF THE VICE PRESIDENT FOR ADMINISTRATION**

The duties of the Vice President for Administration shall be to:

- a. maintain the general funds and accounts of the Chapter, and be responsible for their security;
- b. make the payment of staff salaries and other benefits authorized by the Chapter Board of Directors;
- c. contract and perform an external audit of the Chapter books and accounts at times directed by the Chapter Board of Directors;
- d. provide the Chapter Board of Directors with quarterly reports of the income and expenditure status of the annual budget and a financial statement indicating the status of the Chapter accounts;
- e. prepare an annual report for the Chapter Board of Directors indicating the final status of the Chapter budget accounts, including deficits or carryovers that may occur;
- f. prepare and submit an annual budget to the Chapter Board of Director's for adoption;
- g. function as Chairperson of the Chapter's awards program and coordinate the Chapter's membership activities;
- h. regularly evaluate and update the Chapter Financial Policies;
- i. conduct long range forecasting and programming in cooperation with the management firm;

- j. conduct annual meetings with Section Treasurers at the Chapter Conference;
- k. coordinate financial and administrative activities with the Chapter's Director of Administration; and
- l. perform any other duties assigned by the Chapter Board of Directors.

In the event the Vice President for Administration resigns or is removed from office in mid-term, an external audit may be authorized by the President.

#### **6.7 DUTIES OF THE VICE PRESIDENT FOR POLICY AND LEGISLATION**

The duties of the Vice President for Policy and Legislation shall be to:

- a. monitor, comment and develop positions regarding policy and legislation relating to APA's mission;
- b. establish a process and obtain input from members regarding state policy and legislation;
- c. determine planning issues of broad concern to members which require State legislation;
- d. determine actions to be taken to implement CCAPA's position in consultation with the Chapter Board of Directors and members;
- e. organize actions in support of CCAPA's position together with the Chapter's legislative advocate;
- f. act as liaison between CCAPA's legislative program and National APA's Government Affairs program, which represents the planning profession in Washington, D.C.;
- g. conduct an annual legislative workshop or other session;
- h. assist the Chapter legislative advocate in conducting the Legislative Review Team program, involving a minimum of two meetings each per year, in both Northern and Southern California; and
- i. perform any other duties assigned by the Chapter Board of Directors.

#### **6.8 DUTIES OF THE VICE PRESIDENT FOR PUBLIC INFORMATION**

The duties of the Vice President for Public Information shall be to:

- a. manage and oversee the production of the Chapter newsletter, providing general guidance and assistance to the Chapter's contract newsletter staff;
- b. direct and oversee implementation of the Chapter's public information program, including public relations, community outreach, web site and marketing activities not otherwise associated with membership development;

- c. provide general information and referral services to Section newsletter editors, public information officers, and related functions;
- d. develop a multi-year public relations program with Chapter public relations staff;
- e. develop a web site program with the Chapter Technology Director;
- f. meet with newsletter/public information officers from each Section at the annual conference;
- g. develop public relations and media training programs for distribution to Section officials, the Chapter Board of Directors, and individual and agency members at large; and
- h. perform any other duties assigned by the Chapter Board of Directors.

## 6.9 DUTIES OF THE VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT

The duties of the Vice President for Professional Development shall be to:

- a. promote professional development and continuing education, including the provision of Chapter-sponsored workshops each year;
- b. serve as a Director of the California Planning Foundation;
- c. coordinate the activities of the Section Professional Development Officers, including the preparation for the AICP exam;
- d. provide liaison with university and college planning departments and other professional organizations;
- e. conduct a session at the State conference relating to the AICP exam;
- f. conduct annual meetings with Section Professional Development Officers (PDOs) at the State conference;
- g. coordinate the Continuing Professional Development Program (CPDP) among California AICP members;
- h. coordinate implementation of the CCAPA Voluntary Continuing Education Program for California AICP members and the establishment of the Continuing Education Coordinator;
- i. review and approve the addition of Continuing Education Providers and Continuing Education programs eligible for credit in the CCAPA Voluntary Continuing Education Program for California AICP members;
- j. act as liaison with the American Institute of Certified Planners Commission and the National Planning Accreditation Board; and
- k. perform any other duties assigned by the Chapter Board of Directors.

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### **6.10 DUTIES OF THE PLANNING COMMISSION REPRESENTATIVE**

The duties of the Planning Commissioner Representative shall be to reflect planning official perspectives on planning and planning issues in California as a member of the Chapter Board of Directors, and at the annual CCAPA conference, and to increase planning commissioner participation in APA and CCAPA. The Planning Commission Representative shall also implement the Strategic Plan by implementing the goals of the Mission Statement, the fundamental tenants and the strategies associated with membership development and diversity and to develop a more complete set of tasks centered around Planning Commission involvement. The Planning Commission Representative shall report to the President.

### **6.11 DUTIES OF THE CALIFORNIA PLANNING FOUNDATION PRESIDENT**

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The duties of the California Planning Foundation President shall be to act as a liaison between the CCAPA Board and the California Planning Foundation Board of Directors for the purpose of furthering the activities of the California Planning Foundation to administer the Scholarship Fund to be used for the purpose of providing scholarships to students in accredited planning schools in California who will practice planning in California after their graduation. The California Planning Foundation President shall also promote and coordinate with the CCAPA Board of Directors its annual professional development workshops.

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### **6.12 DUTIES OF THE STUDENT REPRESENTATIVE**

The duties of the Student Representative shall be to:

- a. reflect student perspectives on planning and planning education issues in California as a member of the Chapter Board of Directors, at Section meetings, and at the annual CCAPA conference;
- b. serve as the Chairperson of the California Chapter of the American Planning Students Association (CCAPSA);
- c. participate in the formation of the Cal Chapter policies and programs to ensure that the concerns of students in California are represented;
- d. develop a realistic agenda for the term in consultation with the Past President that may include providing information services to students regarding CCAPA student membership, activities of the Chapter Board of Directors, planning schools and programs, and career opportunities; acting as liaison between the Chapter Board of Directors and students attending accredited planning schools and schools with planning programs, and advising the Chapter Board concerning student affairs; compiling and maintaining student contact lists; and promoting student internship

opportunities; and perform any other duties assigned by the Chapter Board of Directors.

**6.13 DUTIES OF THE MEMBERSHIP DIRECTOR**

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The duties of the Membership Director shall be to develop programs to influence membership retention and expansion, coordinate with National APA on CCAPA membership initiatives, work with Sections to increase membership of underrepresented groups, increase CCAPA revenues, develop marketing programs and identify new self-funding member benefits and services. The Membership Director shall report to the Vice President for Administration.

**6.14 DUTIES OF THE WORKSHOP DIRECTOR**

The duties of the Workshop Director shall be to develop and oversee the Chapter's programs and workshops, continue to provide nuts and bolts instruction as well as generating discussion of new planning ideas, and add revenue to CCAPA's budget to expand and increase member benefits and programs in the future. The Workshop Director shall report to the Vice President for Professional Development. The Workshop Director is authorized to designate a Section Director or other individual(s) from northern, central, and southern portions of the state to assist the Director in setting up workshops and programs.

**6.15 DUTIES OF THE PEN PRESIDENT**

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The duties of the PEN President shall be as stated in the PEN Bylaws. The PEN President shall act as advisor to the Board regarding the resources available from the PEN membership.

**6.16 DUTIES OF THE CHAPTER HISTORIAN**

The duties of the Chapter Historian shall be to oversee the CCAPA archive program at Cal State University, Northridge and coordinate and oversee the historical awards programs of National and the Chapter.

**6.17 DUTIES OF THE TECHNOLOGY DIRECTOR**

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The duties of the Technology Director shall be to oversee the content and updating of the CCAPA web site; provide direction to the Board on state-of-the-art options for the CCAPA web site, oversee any contract with a website designer and work with the Vice President for Public Information to develop and update a web site work program; identify opportunities for the Board to fully utilize the web site and give the Board advice regarding other electronic options to ensure that the web site remains an up-to-date and comprehensive tool to serve members. The Technology Director shall report to the Vice President for Public Information.

**6.18 DUTIES OF THE CONTINUING EDUCATION COORDINATOR**

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The duties of the Continuing Education Coordinator is to oversee the implementation of the CCAPA Voluntary Continuing Education Program and work with the Vice President for Professional Development to

maintain the web-site and database for the CCAPA Voluntary Continuing Education Program to keep records of member's continuing education credits; maintain the "Pre-Approved Providers and Sources For Credit List"; coordinate new and existing programs with continuing education providers; develop and maintain the "Recognition and Incentive Program"; and monitor the participation in the CCAPA Voluntary Continuing Education Program and submit status reports to the Vice President of Professional Development on a quarterly basis. The Continuing Education Coordinator shall report to the Vice President for Professional Development.

#### **6.19 DUTIES OF THE NATIONAL POLICY AND LEGISLATION REPRESENTATIVE**

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The duties of the National Policy and Legislation Representative shall be to oversee the Chapter's participation in, and act as a liaison with, APA National's policy and legislative programs. The National Policy and Legislation Representative shall report to the Vice President for Policy and Legislation.

#### **6.20 DUTIES OF THE EXECUTIVE DIRECTOR**

The Executive Director shall be nominated or selected by the President with approval of the Chapter Board of Directors and serve at the pleasure of the Chapter Board. The duties of the Executive director shall be:

- a. manage and operate the Chapter Office under the direction of the President and the Vice President for Administration, and to be responsible for the employment of office staff and the maintenance of all equipment and properties belonging to the Chapter;
- b. arrange all Board meetings and agendas and assist the Board in coordinating annual Board/Section meetings with the conference committee;
- c. receive and be held responsible for all records of the Chapter and continually update the Board binders and other administrative documents;
- d. receive and be held accountable for all financial and accounting services and all CCAPA accounts and funds that are designated for office operations;
- e. make proper authorized disbursements of CCAPA funds and be responsible for all billings, accounts receivable, and accounts payable;
- f. provide notification to members of all Chapter meetings at the direction of the President;
- g. conduct the correspondence of the Chapter under the direction of the appropriate State elected Officers;
- h. produce the minutes of the Chapter Board of Directors or Executive Committee meetings, and transmit the minutes to the members of the Chapter Board; and

- i. perform other duties and office management activities assigned by the President and the Vice President for Administration.

## **ARTICLE 7. ELECTIONS**

### **7.1 NOMINATING COMMITTEE FOR ELECTED CHAPTER OFFICERS**

A Nominating Committee of five members, including the President-Elect or Past President, shall be appointed by the President, subject to approval by the Chapter Board of Directors. The President-Elect or Past President shall serve as Chairperson. The Committee shall include two additional current or past members of the CCAPA Board and two CCAPA members who have never served on the CCAPA Board. No two committee members shall be from the same Section.

### **7.2 NOMINATING PROCEDURES**

The Nominating Committee shall nominate two candidates for each Chapter office. The report of the Nominating Committee shall be submitted to the Chapter Board of Directors for approval 60 days prior to the election.

### **7.3 NOMINATING CRITERIA**

Nominees for the CCAPA Board shall possess leadership capabilities and shall have demonstrated an interest in CCAPA.

Nominees for Vice President for Policy and Legislation shall possess a thorough understanding of the planning process, state and national planning law, subdivision law, environmental law, and the implementation of these laws. Experience in a responsible position at the local government level, and at least one year of service as a member of the CCAPA Legislative Review Team, are strongly suggested.

Nominees for Vice President for Professional Development shall be members of AICP.

Where feasible, the Committee shall strive to provide a combination of candidates representing the diversity of the organization, including a balance of the North and South geographical areas of the state, gender, ethnicity, public/private practice, lay-planners as well as professional planners. In addition, the Committee shall consider the size of the home Sections of candidates nominated to run against each other in order to make the race as fair as possible.

Nominating Committee members shall not be nominated for office.

### **7.4 NOTICE**

Notice of open positions and the nomination process shall be published in *California Planner* and in Section newsletters in at least two issues between January and June of each year. Such notice shall also be simultaneously posted on the CCAPA web site.

#### **7.5 NOMINATING PETITIONS**

The membership shall have the opportunity to submit name(s) for nomination as candidates for Chapter Officers by petition. The petition shall contain the signatures of not less than fifty Chapter members eligible to vote. The petition shall be submitted to the Chapter Board of Directors at least 45 days prior to the election. If the member nominated by petition meets the qualifications for the office for which he or she is nominated, the Board shall accept the petition and place the candidate's name on the ballot.

#### **7.6 ELIGIBILITY TO VOTE**

Those eligible to vote shall be those members of the Chapter who are members in good standing of the Association or the Chapter.

#### **7.7 VOTING PROCEDURE FOR CHAPTER OFFICERS**

Voting for Chapter Officers shall be by mailed secret ballot. The Executive Director shall mail a ballot to all members eligible to vote. The ballot shall provide space for write-in candidates and shall specify the date by which the ballot must be returned. Members may vote for any eligible person, whether or not his or her name appears on the ballot.

#### **7.8 ELECTION SCHEDULE**

Election conduct shall follow, to the extent possible, the following guidelines:

<b><u>ACTION</u></b>	<b><u>DEADLINE</u></b>
Notice of Nomination Process in Cal Planner, Section Newsletters and Web Site	Between January and June
Nominating Committee Appointed	March 15
Nominating Committee Report to Board	60 Days Prior to Ballot Mailing
Candidate Statements Due	30 Days Prior to Ballot Mailing
Ballots Mailed to Members	60 Days Prior to Annual Conference
Ballots Returned By	30 Days Prior to Annual Conference

Executive Director/Tally Committee  
Report Results

20 days Prior to Annual  
Conference

Officers Take Office

January 1

### **7.9 TALLYING BALLOTS**

The Executive Director, or Tally Committee appointed by the President, shall tally and verify the votes at least 20 days prior to the annual Conference. At least 20 days prior to the annual conference, the Executive Director or Tally Committee shall provide the tally documentation to the President for approval.

### **7.10 RESULTS OF THE ELECTION**

The candidate for each office receiving the largest number of votes shall be declared elected.

## **ARTICLE 8. MEETINGS**

### **8.1 ANNUAL MEETINGS**

There shall be an Annual Meeting of the Chapter to be held at a time and location selected by the Chapter Board of Directors.

### **8.2 OTHER MEETINGS**

Other meetings of the Chapter may be held at such times and places as the President or Chapter Board of Directors may determine.

### **8.3 NOTICE OF MEETINGS**

Reasonable notice of the time and place of Chapter meetings must be given.

### **8.4 CHAPTER BOARD OF DIRECTORS QUORUM**

A majority of the Chapter Board of Directors shall constitute a quorum for the purposes of transacting business at a meeting of the Board.

### **8.5 ACTION TAKEN AT CHAPTER MEETINGS**

Whether or not a quorum is present, actions taken at Chapter meetings shall be considered the opinion of the majority of those present and shall be referred to the Chapter Board of Directors for study and consideration as to appropriate action.

## **ARTICLE 9. INITIATIVE AND REFERENDUM**

Upon the receipt of a petition signed by not less than ten percent of the members of the Chapter eligible to vote, the Chapter Board of Directors shall place any initiative or referendum issue on the ballot used for election of Officers. The

ballot shall be voted upon by mail in accordance with the procedures described in these Bylaws for the election of Chapter Officers.

## **ARTICLE 10.CHAPTER DUES**

### **10.1 PAYMENT REQUIREMENTS**

Annual Chapter dues for APA members (defined in preceding Sections 3.2 and 3.3) shall be payable to the National Association in accordance with the Bylaws of the Association. Dues for Chapter-Only members (defined in preceding Section 3.4) shall be payable to the executive offices of the Chapter.

### **10.2 EXEMPTIONS**

Any member of the California Chapter (as defined in preceding Sections 3.2 and 3.3) who has retired from planning employment and has been a dues paying member of the Association and/or its preceding organization for at least ten consecutive years shall hereby be exempt from paying Chapter dues.

### **10.3 CHAPTER-ONLY DUES**

The CCAPA Chapter Board of Directors shall establish the annual Chapter-Only dues for members of CCAPA based upon a program and budget for the Chapter. The dues shall be determined by the Chapter Board of Directors and will be equitably-related to the amount of dues collected by APA for full Chapter members.

### **10.4 STUDENT DUES**

Dues for student members of APA shall be set by the Chapter Board of Directors at a reasonable rate which encourages students to join CCAPA.

## **ARTICLE 11. CHAPTER SECTIONS**

### **11.1 PURPOSES AND FUNCTION OF SECTIONS**

Sections shall serve to provide members with a tangible local expression of APA purposes and objectives and as a vehicle for maximum membership involvement in the affairs of the Association. The Sections are organized to facilitate the accomplishment of the purposes of the Association as described in these Bylaws in all matters of interest and concern in the areas served by the Sections.

### **11.2 NAMES OF SECTIONS AND AREAS SERVED**

Within the Chapter, there shall be the following Sections:

- ◆ Central Section - serving Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Stanislaus, Tulare, and Tuolumne Counties.

- ◆ Central Coast Section - serving San Luis Obispo, Santa Barbara and Ventura Counties.
- ◆ Inland Empire Section - serving San Bernardino and Riverside Counties.
- ◆ Los Angeles Section - serving Los Angeles County.
- ◆ Northern Section - serving Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma Counties.
- ◆ Orange Section - serving Orange County.
- ◆ Sacramento Valley Section - serving Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo and Yuba Counties.
- ◆ San Diego Section - serving Imperial and San Diego Counties.

### **11.3 REVISION OF SECTION BOUNDARIES**

The Chapter Board of Directors may approve revisions to the Section boundaries upon affirmative recommendation of all Sections effected by the boundary revisions.

### **11.4 SECTION MEETINGS**

The Section Director of the Section Board may call Section meetings to carry out the purposes and objectives of the Section.

### **11.5 SECTION AUTHORIZATION FOR DUES & ASSESSMENTS**

Section dues and/or special assessments necessary for pursuing Section affairs may be collected when authorized by an affirmative vote of a majority of those Section members eligible to vote.

### **11.6 SECTION MEMBER EXEMPTION FROM DUES & ASSESSMENTS**

Any member who is not required to pay Association dues shall also be exempt from paying Cal Chapter dues and Section dues and assessments.

### **11.7 SECTION BYLAWS**

Sections shall adopt Bylaws to govern Section affairs. Section Bylaws shall be consistent with Chapter Bylaws. Section Bylaws shall describe procedures and criteria for the formation and maintenance of Subsections and functional departments. Final approved Section Bylaws and Section amended Bylaws shall be forwarded to the Executive Director for filing in the Chapter office.

**ARTICLE 12. SECTION BOARD**

### **12.1 SECTION BOARD**

The elected officers of a Section shall be a Section Director and the equivalent of a Section Director Pro Tem, and a Secretary/Treasurer. The Section Board may create additional elective positions. Each Section shall also have an elected or appointed officer responsible for professional development. That officer may be a Professional Development Officer or other elected or appointed officer with responsibility for professional development in addition to other responsibilities. The Section officer responsible for professional development shall be a member in good standing of AICP. The Section Board shall additionally appoint or elect a Section Student Representative and a Section representative to serve on the Chapter Legislative Review Team.

### **12.2 TERMS OF OFFICE FOR SECTION DIRECTORS & OFFICERS**

The term of office of all Section Directors shall be for two years, as follows:

- ◆ The Directors of Los Angeles, Orange, Sacramento Valley and Central Coast Sections shall take office on January 1 of even-numbered years;
- ◆ The Directors of Northern, San Diego, Inland Empire and Central Sections shall take office on January 1 of odd-numbered years.

The term of office of all other elected and appointed members of the Section Board shall be specified in the Section Bylaws.

### **12.3 SECTION BOARD VACANCIES**

The Section Board shall temporarily fill vacancies of Section officers occurring during the year. Appointed officers shall serve the unexpired terms of their predecessor in office.

## **ARTICLE 13. DUTIES OF SECTION BOARD AND OFFICERS**

### **13.1 DUTIES OF THE SECTION BOARD**

The duties of the Section Board shall be:

- a. establish policies, formulate programs and provide guidance in carrying out the purposes of the Section;
- b. adopt an annual Section budget;
- c. authorize the appointment of staff deemed necessary to assist in carrying out the affairs of the Section;
- d. receive and consider resolutions, petitions and recommendations from the members of the Section;
- e. notify the Section members of the Section meetings;
- f. conduct correspondence of the Section;

- g. consider and authorize the formation of subsections or functional departments within the Section; and
- h. perform any other duties necessary or desirable to carry out the purposes of the Section.

### **13.2 DUTIES OF THE SECTION DIRECTOR**

The duties of the Section Director shall be to:

- a. preside at Section meetings, and at meetings of the Section Board;
- b. appoint Section committees whose chairpersons and members would ordinarily be expected to serve the same term as the Section Director;
- c. carry out the policies and programs established by the Section Board and be responsible for the management of Section affairs; and
- d. perform any other duties appropriate to carry out the purposes and policies of the Section.

### **13.3 SECTION DIRECTOR PRO TEM**

The Section Director Pro Tem shall have duties as are assigned to him or her by the Section Director. He or she shall also preside at all meetings and represent the Section in the absence of the Sections Director. In the event of an extended absence or disability of the Section Director, the Section Board may authorize the Section Director Pro Tem to act as Section Director for the duration of the absence or disability.

### **13.4 SECTION SECRETARY-TREASURER**

The duties of the Section Secretary-Treasurer shall be to:

- a. receive and be held responsible for all funds, dues or assessments, and records of the Section;
- b. prepare and submit an annual budget to the Section Board for adoption;
- c. submit quarterly financial reports to the Section Board; and
- d. submit quarterly financial reports, including an end-of-the-year financial report, to the Chapter to be added to the Chapter tax returns and kept on file in the Chapter offices. The Section quarterly financial reports are due by the following dates:
  - ◆ April 15 (1<sup>st</sup> Quarter)
  - ◆ July 15 (2<sup>nd</sup> Quarter)
  - ◆ October 15 (3<sup>rd</sup> Quarter)
  - ◆ February 15 (Final Yearly Report & 4<sup>th</sup> Quarter Report)

### **13.5 SECTION STUDENT REPRESENTATIVE**

The Section may appoint or elect one or more Section Student Representatives. The duties of the Section Student Representative shall be to:

- a. advise the Section Board concerning student affairs;
- b. represent the Section and planning students at official functions;
- c. maintain liaison with planning schools and their students;
- d. assist the Secretary-Treasurer in the student representative election process;
- e. provide liaison between the Chapter Student Representative and the students; and
- f. perform all other duties required of a member of the Section Board.

## **ARTICLE 14. SECTION ELECTIONS**

### **14.1 NOMINATION OF SECTION OFFICERS**

A Nominating Committee of not less than three members shall be appointed by the Section Director at least two months prior to the election. The Nominating Committee shall provide its report in time for voting to take place prior to the effective date of the term of office. Section officer nominees shall be Members in good standing of APA or the Chapter. Section Professional Development Officers (or other position responsible for AICP Exam preparation and professional development programs) shall be Members in good standing of APA and AICP. In the event there are no eligible candidates for the position of Section Professional Development Officers that are Members in good standing of AICP, an individual may be appointed for an interim period of up to 6 months under the supervision of another Section Board Member who is in good standing of AICP.

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### **14.2 ELIGIBILITY TO VOTE IN SECTION ELECTIONS**

Those eligible to vote in elections for Section officers shall be all Members in good standing of APA or the Chapter residing or working in the Section area

### **14.3 SECTION VOTING PROCEDURE**

Voting for section officers shall be by secret ballot mailed not less than ten days prior to the date specified for the return of the ballot. The ballot shall provide space for write-in candidates, and Section members may vote for any eligible person, whether or not his or her name appears on the ballot.

### **14.4 SECTION TALLY COMMITTEE**

The Section shall provide a system to count and verify the votes.

#### **14.5 RESULTS OF SECTION ELECTIONS**

The candidate for each office receiving the largest number of qualified votes shall be declared elected, and the results of the vote published, and all candidates notified of these results.

<b>ARTICLE 15.      FORMATION      OF      SUBSECTIONS,      SECTION DEPARTMENTS &amp; NEW SECTIONS</b>
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#### **15.1 FORMATION OF SECTION SUBSECTIONS AND FUNCTIONAL DEPARTMENTS**

When authorized by the Section Board(s) concerned, subsections and/or functional departments may be formed within a Section or in combination with portions of or entire adjoining Sections, for the purpose of better serving the professional needs of the members concerned, and furthering the objectives of the Association. Such Section Board authorization must specify the manner in which the subsections or functional departments will be maintained.

#### **15.2 FORMATION OF NEW SECTIONS**

##### **a. Submission of Petition**

Petitions requesting formation of a new Section shall be submitted to the Chapter Board of Directors signed by not less than two-thirds of the CCAPA members eligible to vote in the area concerned, and shall provide the following information:

1. Names of two members who shall be the sponsors of the petition;
2. Area to be included;
3. Number of members in the area;
4. Factors which, in the opinion of the petitioners, would make the new Section desirable in the interest of the profession, including a discussion addressing the factors in 15.2 (b);
5. Demonstration of the fiscal viability of the new Section;
6. Substantiation that the area to be included in the new Section has been a subsection of the existing Section or Sections for at least two consecutive years prior to submission of the petition; the substantiation shall describe the services provided, and the activities and involvement of subsection members carried out during that period.

##### **b. Chapter Board of Directors Action on Petition**

The Chapter Board of Directors may vote to accept or reject the petition. Should the Chapter Board of Directors vote to accept the petition, it shall propose the geographical boundaries for the

Section, together with necessary modification the boundaries of the existing Sections, to provide the maximum benefit to each Section and the Chapter as a whole.

Factors to be considered by the Chapter Board in determining whether to accept the petition include, but are not limited to, the following:

1. The geographic area and membership size of the area, and whether the area is more convenient for members;
2. Whether the proposed Section represents a logical geographical area, including consideration of county and/or city boundaries, based on zip code boundaries.
3. Whether the area is more effectively served by improvement in the delivery of services by continuation of the existing Section or by a new Section;
4. The impact of the new Section on the existing Section or Sections;
5. Whether the area could more effectively be served by the continuation of the Subsection;
6. The financial impact of the formation of the new Section, if granted, including such criteria as whether the new Section will be self-supporting and able to deliver services effectively;
7. The degree to which there is a rationale for the area to be represented on the Chapter Board of Directors, including criteria such as unique regional identity or needs; and
8. The impact of the addition of a new Section on the Chapter Board of Director's budget and ability to carry out CCAPA's mission.

**c. Amendment to Bylaws**

If the petition for a new Section is accepted with or without modification by the Chapter Board of Directors, the matter then shall be submitted to a vote of the Chapter as an amendment to the Bylaws.

**ARTICLE 16. CHAPTER BYLAWS AMENDMENTS**

Upon authorization of a majority of the Chapter Board of Directors, or upon petition of ten percent of the members of the Chapter eligible to vote, any proposed amendment to these Bylaws may be submitted to the membership as a written ballot. Reasoned arguments for or against the change must be included in the ballot statement. Not less than twenty days shall be allowed from the date of mailing the ballot to the date specified for its return. Adoption of the amendment requires the affirmative, written vote of a majority of those voting on the amendment. Unless otherwise specified, the amendment will become

effective as of the date of the next Chapter Board of Directors meeting following the tallying of the vote.

Alternatively, these Bylaws may be amended at any regular meeting of the Chapter Board of Directors at which a quorum is present by a vote of 3/4 of the Chapter Board of Directors. The intent and likely effect of such amendment shall be mailed to all Chapter members at least thirty days prior to the Chapter Board meeting and members shall be requested to submit in writing to the Chapter Board arguments for or against the amendment

## **ARTICLE 17. INDEMNIFICATION**

The Chapter Board of Directors, on behalf of the Chapter, shall indemnify all persons for whom indemnification is permitted under California law up to the fullest extent permissible under the law.