

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

Adopted January 17, 1983
Amended August 29, 1983
Amended January 28, 1985
Amended September 20, 1986
Amended November 3, 2000
Amended August 22, 2003
Amended November 15, 2007
Amended November 19, 2008

ARTICLE I - Section Name and Area

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

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

ARTICLE II - Section Purposes

The purposes of this Section shall be those of the American Planning Association, including the study and advancement of the art and science of local, regional, state, and national planning; the furtherance of the interests of the profession; the promotion of fellowship among members of the Section, Chapter and Association all in the particular sphere of planning of the unified development of urban communities and their environs and of states, regions, and the nation, and such other purposes as the Association may from time to time declare.

The objectives of the Sun Coast Section shall be to:

- (a) Enable fuller membership participation and representation in the American Planning Association, Florida Chapter and Sun Coast Section.
- (b) provide a forum for the regular exchange of planning ideas and experiences.
- (c) increase public awareness and understanding of planning.
- (d) foster understanding and cooperation of participants in the development process.
- (e) promote professional development of planners through continuing education programs.
- (f) support statewide planning activities in both the private and public sector by participating in the Florida Chapter - APA.
- (g) encourage full participation of persons beginning in the planning profession or those who are employed as technicians or aids to professional planners.

// 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 III - Membership

Section 1 - Types of Membership

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

APA or Florida Only Chapter Member: Persons who are members of the American Planning Association are automatically members of both the Florida Chapter and the Sun Coast Section. Such a member who ceases to be a member of the Association shall automatically cease to be a member of the Section.

Local Member: Persons who are not APA members may become a member of the Section by submitting a Section membership application with the annual membership dues. A local member who ceases to pay the annual membership dues shall be removed from the membership rolls of the Section.

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

Associate Member: An organization may become a local, organizational member by submitting a Section membership application with the annual membership dues. Associate membership entitles the organization to full local membership rights.

Section 2 - Membership Qualifications

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

// Article III was amended on August 29, 1983 to add the student membership category, and again 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 state FAPA categories of membership.//

ARTICLE IV - Finances

Section 1 - Budget

The Section Chairperson and Treasurer shall prepare and the Executive Committee shall review and adopt or modify and adopt not later than November 1 of each year, corresponding with the Chapter budget cycle, a budget setting forth objectives for which funds of the Section may be expended and the amount authorized to be expended for such objectives. The budget may be modified from time to time by a majority vote of the Executive Committee. The original budget and any subsequent modification shall, after adoption, be published in the next edition of any Section publication or other notice.

Section 2 - Annual Dues

Local member dues shall be payable annually on January 1. The amount of dues shall be set by the Executive Committee. New members joining after July 1 shall pay dues at a rate of 1.5 times the established rate and shall have an, 18 month membership, expiring on January 1.

// 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 V - Offices

Section 1 - Officers

The officers of the Section shall be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and the Professional Development Officers.

Section 2 - Qualifications

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

Section 3 - Duties

In addition to the individual duties listed below, 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. 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. Alternatively, the other Officers may remove the offending officer through a unanimous vote of no confidence, after which the executive committee may exercise its right under Article VI, Section 1.iii.h

(a) Chairperson

The Chairperson shall have the following duties:

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

(b) Vice-Chairperson

The Vice-Chairperson shall have the following duties:

- i. Actively assisting the Chairperson in the guidance and coordination of committee activities;
- ii. Carrying out duties assigned by the Chairperson;
- iii. Acting as Chairperson in the absence or incapacity of the Chairperson.

(c) Secretary

The Secretary shall have the following duties:

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

(d) Treasurer

The Treasurer shall have the following duties:

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

(e) Co-Professional Development Officers

There will be two Co-Professional Development Officers for the Sun Coast Section that will work jointly on the following duties:

- i. Organize continuing education programs and workshops to enhance the professional development of planners in the Section;
- ii. Plan and promote the annual AICP Exam Study Course;
- iii. Serve as the Section's liaison with the FAPA Professional Development Officer;
- iv. Manage the AICP Certification Maintenance Program for the Sun Coast Section and coordinate with Section members.

The Co-Professional Development Officers shall be determined based upon the Election Committee's certification of votes from the Sun Coast Section annual officers election, as outlined in Article VII. More specifically, the two eligible candidates with the highest vote tallies shall be elected to the office. Should the Election Committee find only one eligible and willing candidate, the office shall be held by that person until such time as the executive committee may decide to exercise its right under Article VI, Section 1.iii.h.

Section 4 - Annual Report

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

//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. //

ARTICLE VI - Section Committees

Section 1 - Executive Committee

- i. The Executive Committee shall consist of the officers of the Section.
- ii. Members of the Executive Committee shall be Full Members of the Association.
- iii. 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 approve or reject applications for local Membership;
 - f. To cause an audit to be made of the accounts of the Secretary and Treasurer;
 - g. To approve or reject appointments to the committees of the Section;
 - h. To fill vacancies in offices occurring between elections, officers so elected to hold office only for the balance of the current year until their successors are elected and installed;
 - i. To perform such other functions as are delegated herein or by the voting members of the Section.
- iv. Meetings of the Executive Committee shall be called by the Chairperson or a majority of the Committee members. There shall be, in each year, at least four meetings of the Executive Committee. Two-thirds 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.

Section 2. Director's Committee

Up to six representatives of under represented counties will be appointed by the Section Chairperson within 30 days of the election of officers. Under represented counties is intended to mean counties not already represented on the executive committee through the elected officers. Interest for these representative positions will be solicited from the entire section membership. As non-elected representatives, the Director's Committee shall not vote on motions before the Executive Committee, nor shall they be part of the quorum.

In order effectively represent their constituents, Directors shall attend at least 50% of all regularly scheduled meetings of the Executive Committee. All Directors may participate via conference call. Any Director unable to fulfill this requirement should decline the appointment. Alternatively, the Executive Committee may vote to appoint another Director.

All Directors shall also work with the Professional Development Officers to schedule and organize at least one AICP Certificate Maintenance credit event in their home County each year.

Section 3 - Standing Committees

The Section shall have the following standing committees:

Awards
Professional Development
Program/Social
Student Activities/ Scholarship
Communications
Legislative

The Chairperson with the advice and consent of the Executive Committee shall 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 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 Committee

The Election Committee shall consist of two members of the Section, of which one shall be a member of the Executive Committee. An additional non-member shall be selected to tally the election votes.

// 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 VII - Elections

Section 1 - Nomination and Elections

The Chairperson shall appoint the Election Committee at least three months prior to the annual Section meeting. The Nomination Committee shall solicit nominations for officers from the Section membership and shall have contacted all nominees to gain their acceptance of the nomination and willingness to serve if elected. A list of all interested nominees running for office shall be presented to the Section Membership via mailed notice at least thirty (30) days prior to the annual meeting. Membership notice and voting may be done by mailed ballot or other electronic means (such as website, email, etc.) as determined by the Election Committee. All votes must be received by 5 pm on the day prior to the annual meeting, unless otherwise decided by the Executive Committee. Votes shall be tallied by the non-section member of the Election Committee. In the event of a tie vote, the Executive Committee shall make declaration of a winner. The results of the election will announced at the Section Annual Meeting.

Section 2 – Terms of Office

The Section Chairperson will be elected for a two year term in the odd numbered years, starting in the fall. All other officers will be elected for one year terms.

Section 3 - Voting Privileges

All voting shall be done by regular, local and student members of the Section. An associate member shall designate in writing one individual who shall have voting privileges. A quorum shall consist of those regular, organizational, and local members at a scheduled Section meeting, or voting by a mailed ballot. All votes, except as otherwise provided for amendment of bylaws, shall be decided by a majority of those regular, organizational, and local members voting.

// Article VII was amended on September 20, 1986, to replace previous language on voting privileges. It was also 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 VIII - Meetings

Section 1 - Annual Meeting

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

Section 2 - Quarterly Meetings

There shall be at least three Section meetings a year, with one to be known as the "Annual Meeting." The time and place of the quarterly meetings shall be set by the Chairperson with approval of the Executive Committee. A minimum fifteen (15) day notice of all quarterly meetings shall be mailed, emailed or otherwise communicated to all members. Additional meetings may be called by the Chairperson and upon failure of the Chairperson to call required meetings, by the Executive Committee.

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

ARTICLE IX - Amendments

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 by the Secretary together with a ballot to all eligible voting members of the Section, and for adoption, shall require a two-thirds vote of those voting. A minimum period of fifteen (15) days from the date of mailing (or other electronic means) of such ballot shall be allowed for return of ballots.

Two copies of these Bylaws and all subsequent amendments shall be filed with the Secretary of the Florida Chapter American Planning Association. At least one copy of all formal publications of the Section, including such materials as the Chairperson's Annual 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.

// 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.//

Adopted the 17th day of January, 1983.
Amended the 29th day of August, 1983.
Amended the 28th day of January, 1985.
Amended the 20th day of September, 1986.
Amended the 3rd day of November, 2000.
Amended the 22nd day of August, 2003.
Amended the 15th day of November, 2007.
Amended the 19th day of November, 2008.