

BYLAWS

PENNSYLVANIA CHAPTER OF THE AMERICAN PLANNING ASSOCIATION PITTSBURGH REGIONAL SECTION

Article I - GENERAL

Section 1 - Name

The name of the Section shall be the Pittsburgh Regional Section of the Pennsylvania Chapter of the American Planning Association.

Section 2 - Geographic Area

The area served by the Section shall be the following fifteen (15) counties of Pennsylvania: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Fayette, Fulton, Greene, Huntingdon, Indiana, Somerset, Washington and Westmoreland.

Section 3 - State Organization

The State organization of which this section is a part is the Pennsylvania Chapter of the American Planning Association, hereafter referred to as "PA APA".

Section 4 - Purpose

The purpose of the Section shall be:

- (1) to provide Section members with programs and services which can be delivered more effectively than at the Chapter level;
- (2) to announce and hold programs of interest to Section members;
- (3) to disseminate news of Section interest;
- (4) to take positions on issues of relevance only to the Section;
- (5) to generally advance the art and science of planning through the exchange of information and experience and encourage and guide the members in pursuit of their goals in planning.

Section 5 - Parliamentary Procedure

At meetings of the Section's general membership and of the Section Council, parliamentary procedures shall be governed by the current edition of "Roberts' Rules of Order."

Article II - MEMBERSHIP

Section 1 - Eligibility

- (1) All PA APA members whose addresses of record are within the geographical area of the Section shall be members of the Section.
- (2) PA APA members whose address of record is outside the geographical area of the Section may become voting members of the Section upon payment of any applicable dues and assessments, but may not hold Section office or represent the Section on the Chapter Board of Directors. They may, however, serve on Section committee.

Section 2 - Termination and Reinstatement

Termination of PA APA membership will automatically terminate Section membership concurrently. Section membership may also be terminated for failure to pay Section dues or assessments. Section membership may be reinstated only to PA APA members who have been returned to good standing, or have paid any outstanding Section dues or assessments.

Article III - MEMBERSHIP MEETINGS

Section 1 - Annual Meeting

There shall be an annual meeting of the Section membership at a time and place to be determined by the Section Council within the Section's geographical area.

Section 2 - Special Meetings

Special meetings may be called by the Section Chair, by a majority of the Section Council, or by a petition signed by at least ten (10) percent of the Section membership. The place, date, and time of the meeting shall be set by the Section Council and shall be within the geographical area.

Section 3 - Notice

The Section Secretary-Treasurer shall be responsible for notifying all Section members of the place, date and time of the annual meeting and of all special meetings. Said notice shall appear in the next publication of PA APA, or by a Section communication mailed to each member at least two (2) weeks prior to the date of the meeting.

Article IV - QUORUMS AND VOTING

Section 1 - Valid Vote

Except for the election of officers, a quorum for a valid vote, whether voting occurs in a duly called Section meeting or by mail ballot, shall be twenty (20) percent of the membership.

Section 2 - Official Position

The adoption by the Section of an official position on any issue of Section - only relevance may be done by either of the following methods:

- 1) by a simple majority of a valid vote of the Section membership; or
- 2) by a four-fifths majority vote of the Section Council as a whole.

Section 3 - Right to Petition

A mail vote on any official position shall be taken upon receipt of a petition by the Secretary-treasurer requesting such and signed by at least twenty (20) percent of the Chapter membership.

Article V - OFFICERS

Section 1 - Titles

The officers of the Section shall be "Section Chair" and "Secretary-Treasurer."

Section 2 - Section Chair

The Section Chair shall:

- (1) preside at meetings of the Section Council and of the membership;
- (2) provide leadership on the development of Section policies in coordination with the Section Council;
- (3) prepare an annual budget for approval by the Section Council;
- (4) have power to create, appoint, and discharge Section committees unless otherwise provided in these by-laws;
- (5) represent the Section on the PA APA Board of Directors; and
- (6) call and arrange for all meetings of the Section and perform other duties required by these by-laws, or customary to the office and any additional duties that may be assigned by the Section Council.

Section 3 - Secretary-Treasurer

The Secretary-Treasurer shall:

- (1) maintain an accurate current list of members of the Section, based on data provided by the PA APA Executive Director;
- (2) notify members and Section Council members of meetings;
- (3) prepare and report minutes of Section and Section Council meetings;

- (4) transmit to the PA APA Executive Director a list of all Section officers, including their addresses and telephone numbers, within thirty (30) days after their election;
- (5) notify the PA APA Executive Director of the results of all Section voting, specifying the percentage of the membership eligible to vote who cast ballots, the number voting for each candidate or "aye" and "nay" votes on each issue;
- (6) submit to the PA APA Executive Director a copy of any amendment proposed to these by-laws;
- (7) receive and disburse Section funds, with the approval of the Section Council for any expenditure greater than fifty dollars (\$50.00);
- (8) collect Section assessments;
- (9) assist the Section Chair in preparing an annual budget for review by the Section Council;
- (10) maintain accounts which shall be open to inspection by members of the Section Council and subject to audit;
- (11) prepare for each annual meeting of the membership and each meeting of the Section Council a financial report to include a current balance sheet and a statement indicating the amounts remaining in each budgeted category; and
- (12) perform such other duties as required by these by-laws, as assigned by the Section Council, or as are customary to the office.

Section 4 - Vacancies

The Section Council shall by appointment fill any office vacancy with a member from the Section Council. Officers so appointed shall serve only to the end of the unexpired term of the vacated office.

Article VI - SECTION COUNCIL

Section 1 - Composition

The Section Council shall consist of the Section Chair, the Secretary-Treasurer and three other members, all of whom shall be voting members of the Council. Of the total of five, at least two (2) shall be Professional Planners and at least two (2) shall be Citizen Planners. A Professional Planner shall be an individual who earns a majority of his / her income practicing planning or who is retired from such an occupation. A Citizen Planner shall be an individual who has an interest in furthering the purposes of the PA APA, but who is not a professional planner.

Section 2 - Other Members

The Section Council may appoint additional members to the Council, including but not limited to the chairs of committees created by Council, but such appointed members shall not have voting rights on Council business.

Section 3 - Duties

The Section Council shall:

- (1) manage the affairs of the Section;
- (2) report to the Section membership all business which it has considered or acted upon between Section meetings;
- (3) put into effect actions voted on by the membership;
- (4) be responsible for all Section property;
- (5) consider, approve, and adopt all an annual Section budget;
- (6) authorize and approve all contracts and expenditures, except as otherwise provided herein; as long as such expenditures do not exceed amounts of anticipated funds;
- (7) cause, at its option, an audit to be made of the accounts of the Secretary-Treasurer;
- (8) appoint, from among its members, the following representatives to the PA APA Board of Directors:
 - (i) a Professional Planner representative;
 - (ii) a Professional Planner alternative;
 - (iii) a Citizen Planner representative;
 - (iv) a Citizen Planner alternative, and
- (9) perform such other functions as are delegated herein, or by the members of the Section, or by the PA APA Board of Directors.

Section 4 - Meetings and Quorums

Meetings of the Section Council shall be called by the Section Chair or by a majority of the Section Council members. There shall be in each year at least four (4) meetings of the Section Council. A majority of the voting members of the Section Council shall constitute a quorum for the transaction of business at meetings of the Council.

Section 5 - Vacancies

The Section Council shall, by appointment, fill any vacancies that occur during a term of elected office, but such appointment shall be only for the unexpired portion of the term of the office vacated.

Section 6 - Appointments to the PA APA Board of Directors

The Section Council shall appoint representatives to the PA APA Board of Directors (see Section 3, Duties, paragraph (8) above). The appointments shall be for two (2) year terms, with the first appointments beginning October 1, 1985, and every subsequent appointment shall commence on each second anniversary thereafter. The Professional Development representative or the

alternate shall be entitled to one (1) vote in PA APA Board business, and the Citizen Planner representative or the Citizen Planner alternate shall be entitled to one (1) vote in PA APA Board business.

Article VII - FINANCES

Section 1 - Budget

The Section Chair, with the assistance of the Secretary-Treasurer, shall prepare the annual budget. Section Council shall review, modify by majority vote if desired, and adopt an annual budget no later than February 1 in each year. Such budget shall set forth objectives for which funds of the Section shall be expended and the amount authorized to be extended for each objective. The budget may be modified from time to time by a majority vote of the Section Council. The original budget and any subsequent modifications shall, after adoption, be published in the PA APA newsletter or other mailing to the Section membership.

Section 2 - Annual Section Dues

The Section Council, may, by majority vote, authorize a mail ballot of the Section membership to establish the levy and collection of section dues in a specific annual amount. If a majority of members voting approve, and if the PA APA Board of Directors concur, the annual dues shall be established. The ballot shall set forth particular reasons why the collection of annual dues is necessary, and how the funds collected will be used to supplement the allocations received from PA APA. Section dues shall be billed and collected by the Section Secretary-Treasurer.

Article VIII - COMMITTEES

Section 1 - Appointment

The Section Chair may appoint, with the concurrence of the Section Council, such committees as are deemed necessary for carrying out the objectives of the Section. The duties of each committee shall be set forth by the Section Council and each committee shall serve at the pleasure of the Council. In addition, the Section Council may recommend Section members for appointment to PA APA committee.

Section 2 - Nominating Committee

The Nominating Committee shall consist of three (3) Section members, one of whom shall be a member of the Section Council. The Section Chair shall appoint the Committee, with the concurrence of the Section Council, by February 1, of each odd-numbered year.

Section 3 - Teller Committee

The Section Chair, with the concurrence of the Section Council, shall appoint a Teller Committee of three (3) Section members who are not candidates on

the adopted slate, but who may be the same members who served on the Nominating Committee.

Article IX - ELECTIONS

Section 1 - Term of Office

The term of office of all members of the Section Council shall begin June 1 of each odd numbered year and shall be two (2) years in length.

Section 2 - Procedure

- (1) The Nominating Committee shall select at least one (1) candidate for each seat on the Council, so as to guarantee that at least two (2) members of the Council shall be citizen members and at least two (2) members professional members. All candidates shall be members of the Section in good standing. The Committee shall submit the names of the proposed candidates to the Secretary-Treasurer by March 1, and the slate shall be published in the next issue of the PA APA newsletter.
- (2) The name of any member of the Section who is eligible to hold office and is proposed for membership on the Section Council, for Section Chair or for Secretary-Treasurer, shall be placed on the ballot by the Secretary-Treasurer upon receipt of a petition making such a proposal submitted by March 1, and signed by not less than twenty (20) Section members who are eligible to vote.
- (3) Nominations shall be considered closed at midnight on March 1.
- (4) Once nominations have been closed, the Section Chair shall immediately appoint a Teller Committee.
- (5) The Teller Committee shall prepare a paper ballot that shall contain the names of all candidates, including those nominated by petition, in alphabetical order to each position on the Section Council.
- (6) The Teller Committee shall by March 15, mail a ballot and preaddressed return envelope to each Section member. Each ballot shall prominently state that the ballot will be voided if postmarked later than April 15.
- (7) The Teller Committee shall meet, open all ballots, and tally only those ballots received in the preaddressed envelopes and postmarked not later than April 15. The Section Council members shall be elected by the affirmed active written ballots of a plurality of the members voting. The Teller Committee will enclose all ballots and tally sheets in a sealed envelope and transmit the ballots by April 30, to the Section Chair with a memo, signed by all the members of the Committee, which states the results of the election.
- (8) In the event of a tie vote, the members receiving the tie vote shall cast lots during the first meeting of the incoming Section Council. If a

member receiving a tie vote fails to appear at the meeting, the incoming Section Chair shall cast lots for the absent member or members.

- (9) The Section Chair shall advise all candidates and the Section Council of the election results by May 10, and provide a copy of the Teller Committee memo and the tally sheet and ballots to the Secretary-Treasurer for inclusion in the Section files. The Secretary-Treasurer shall immediately inform the Executive Director of PA APA of the election results for publication in the next PA APA newsletter. At the direction of the Section Chair, the Secretary-Treasurer may also send notices of the election.

Article X - ADOPTION AND AMENDMENT

Amendments to these by-laws may be proposed by a majority vote of the Section Council or by a petition signed by at least twenty (20) Chapter members. A proposed amendment shall be submitted, together with a ballot and self-addressed envelope, to all Chapter members by the Secretary-Treasurer. The proposed amendment shall be adopted upon an affirmative vote of two-thirds (2/3) of those voting. A period of fifteen (15) days from date of mailing shall be allowed for return of ballots.

Adopted this _____ day of _____, _____.

Secretary-Treasurer

Section Chair