

BYLAWS OF THE CENTRAL PENNSYLVANIA SECTION OF THE PENNSYLVANIA CHAPTER OF APA

[See areas highlighted in yellow for proposed revisions]

Article I: General

Section 1 - Name

The name of the Section shall be the Central Pennsylvania Section of the Pennsylvania Chapter of APA, a Chapter of the American Planning Association.

Section 2 - Geographic Area

The area served by the Section shall be the following eighteen (18) counties of Pennsylvania: Adams, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Juniata, Lancaster, Lebanon, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, Union, and York.

Section 3 - State and National Organizations

The State and National Organizations of which this Section is a part of is the Pennsylvania Chapter of APA, a Chapter of the American Planning Association, and the American Planning Association respectively, herein referred to as "the Chapter," and as "the Association," or "APA".

Section 4 - Purpose

The purpose of the Section shall be:

- (1) To provide the opportunity for Section members to actively participate in Section/Chapter activities;
- (2) To further planning by educating members on various planning topics through program meetings and workshops;
- (3) To provide professional development training and promote membership on the American Institute of Certified Planners (AICP) of the American Planning Association;
- (4) To disseminate news of Section interest;
- (5) To further the purpose of the Association in the Section area.

Section 5 - Parliamentary Procedure

At the meeting 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 Chapter members whose addresses of record are within the geographical area of the Section shall be members of the Section.
- (2) Chapter members whose addresses of record are 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 committees.

Section 2 - Termination and Reinstatement

Termination of Chapter 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 Chapter members who have been returned to good standing, or have paid any outstanding Section dues or assessments.

Article III: Membership Meetings

Section 1 - Annual Meetings

There shall be an Annual Meeting of the Section membership in each fiscal year. The meeting shall be held at a location within the Section area. The Section Council shall determine the specific location, date and time of each Annual Meeting.

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 five (5) percent of the Section membership. The ~~place~~ location, date and time of the meeting shall be set by the Section Council and shall be within the geographical area. Notice of meeting shall include a Statement of Purpose.

Section 3 - Notice

Section Secretary-Treasurer shall be responsible for notifying all Section members of the ~~place~~ location, date, and time of the annual meeting and of all special meetings. Said notice shall appear in the next publication of the Chapter, or by a Section communication mailed, ~~by postal or electronic transmission~~, 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 election of officers, a quorum for a valid vote, whether voting occurs in a duly called Section meeting or by mail ballot, shall be ~~fifteen (15%) percent~~ ten percent (10%) of 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;
- (2) By a 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 petition by the Secretary-Treasurer requesting such and signed by at least fifteen (15%) percent of the Chapter membership.~~ Upon receipt of a petition requesting action on any official position, which is signed by no less than 20 Section members, the Secretary-Treasurer shall mail, by postal or electronic transmission, the petition to the Section membership for a vote.

Article V: Officers

Section 1 - Titles

The officers of the Section shall be a Section Chair, a Vice-Chair and a 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 bylaws;

- (5) Transmit to the Chapter President and Chapter ~~Executive Director~~ Administrator a listing of Section Council and other Section committee members (including their addresses and phone numbers) within 30 days of their election/appointment; and
- (6) and arrange for all meetings of the Section and perform other duties required by these bylaws, or customary to the office and any additional duties that may be assigned by the Section Council.

Section 3 - Vice Chair

The Section Vice-Chair shall:

- (1) Preside at meetings of the Section Council and the membership in the absence of the Chair,
- (2) Assist the Chair with managing the affairs of the Section.

Section 4 - Secretary-Treasurer

The Secretary-Treasurer shall:

- (1) Maintain an accurate current list of members of the Section, based on data provided by the Chapter ~~Executive Director~~ Administrator;
- (2) Notify members and Section Council members of meetings;
- (3) Prepare and report minutes of Section and Section Council meetings;
- (4) Notify the Chapter ~~Executive Director~~ Administrator of the results of all Section voting, specifying the percentages of the membership eligible to vote who cast ballots, the number voting for each candidate or "aye" and "nay" votes on each issue;
- (5) Submit to the Chapter ~~Executive Director~~ Administrator a copy of any amendment proposed to these ~~by~~ bylaws;
- (6) Receive and disburse Section funds, with the approval of the Section Council for any expenditure greater than fifty dollars (\$50.00);
- (7) Collect Section assessments;
- (8) Assist the Section Chair in preparing annual budgets for review by the Section Council;
- (9) Maintain accounts which shall be open to inspection by members of the Section Council and subject to audit;
- (10) 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 amount remaining in each budget category;

- (11) Perform such other duties as required by these **bB**ylaws, as assigned by the Section Council, or as are customary to the office.

Article VI: Section Council

Section 1 - Composition

The Section Council shall consist of the Section Chair, Vice-Chair, the Secretary-Treasurer, and four (4) members-at-large all of whom shall be voting members of the Council. Of the total seven (7), at least two (2) members shall be Professional Planners and at least two (2) shall be **Planning Commissioners/Planning Officials**. 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 **Planning Commissioner/Planning Official** shall be any appointed or elected official who is involved in planning decisions for the betterment of a **community, region, state, or country state, region, county, city, borough or township**, and who has an interest in furthering the purposes of the Chapter, 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 on all business, which it has considered or acted upon between Section **business meetings**;
- (3) Put into effect actions voted on by the membership;
- (4) Be responsible for Section property;
- (5) Consider, approve, and adopt an annual Section budget;
- (6) Authorize and approve all contacts 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 Chapter Board of Directors:

- (i) A Professional Planner representative;
 - (ii) A Professional Planner alternate;
 - (iii) A Planning Commissioner/Planning Official representative;
 - (iv) A Planning Commissioner/Planning Official alternate.
- (9) Perform such other functions as are delegated herein, or by the members of the Section, or by the Chapter Board of Directors.

Section 4 - Meeting 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 - Acting Without Meetings

In cases of special urgency, an action may be taken by the Council without a meeting if a telephone or email survey is made by the Chairman. The Chairman shall endeavor to contact all Council members, regardless of the outcome of the vote. At the next meeting, the votes of the Committee shall be recorded in the minutes.

Section 6 - Terms of Office

The terms of office of all elected Section Council members shall be ~~three (3)~~ two (2) years. Members of the Council shall take office on ~~June~~ January 1 of ~~the election~~ each even-numbered year.

[Note: Council Members elected in 2015 would serve until 12/31/17 to get on track with the amended Bylaws and be consistent with the Chapter.]

Section 7 - Vacancies

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

Section 8 - Appointments to the Chapter Board of Directors

The Section Council shall appoint representatives to the Chapter Board of Directors (see Section 3, Duties, paragraph [8] above). The appointments shall be for two (2) year terms, ~~with the first appointment beginning January 1, 2005, and every subsequent appointment shall commence on each second anniversary thereafter~~ beginning on January 1 of each even-numbered year. The Professional Planner representative or the alternate Professional Planner representative shall be entitled to one (1) vote in Chapter Board business and the Planning Commissioner/Planning Official representative or the Planning Commissioner/Planning Official alternate shall be entitled to one (1) vote in Chapter Board business.

Article VII: Committees

Section 1 - Appointments

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 ~~eh the~~ pleasure of the Council. In addition, the Section Council may recommend Section members for appointment to Chapter committees.

Section 2 - Nominating Committee

The Nominating Committee shall consist of three (3) Section members, who are not candidates for office. The Committee shall be appointed by the Section Chair, with the concurrence of the Section Council, by ~~March 15~~ September 1 of the election ~~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 VIII: Finances

Section 1 - Budget

The Section Chair, with the assistance of the Secretary-Treasurer, shall prepare, and the Section Council shall review, modify by majority vote if desired, and then adopt an annual budget no later than December 31 each year. Such budget shall set forth objectives for which the funds of the Section shall be expended and the amount to be authorized to be expended for each objective. The budget may be modified from time to time by a majority vote of the Section Council. A copy of the original budget and any subsequent modifications shall, after adoption, be sent to the Chapter ~~office~~ Administrator.

Section 2 - Annual Section Dues

The Section Council may, by majority vote, authorize a mail, ~~by postal or any other secure electronic or telephonic transmission,~~ 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 Chapter Board of Directors concurs, the annual dues shall be established. The ballot shall set forth particular reasons why the collection of annual section dues is necessary and how the funds

collected will be used to supplement the allocations received from the Chapter. Section dues shall be billed and collected by the Secretary-Treasurer.

Section 3 - Fiscal Year

The Section Fiscal Year shall run from January 1 to December 31.

Article IX: Elections

Section 1 - Procedure

- (1) The Nominating Committee shall select at least one (1) candidate for each office. 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 ~~April 15~~ **October 1** of the election year.
- (2) This section pertains to potential candidates not selected by the Nominating Committee. The name of any member of the Section who is eligible to hold office and is willing to serve on the Section Council shall be placed on the ballot by the Secretary-Treasurer upon receipt of ~~such request~~ **a petition** by ~~April 15~~ **October 1** of the election year. **The petition must state the name of the candidate and the position being sought and must be signed by not less than 20 Section members who are eligible to vote. A brief candidate biography and position statement must accompany the petition. The Secretary-Treasurer shall make this option known to Section members.**
- (3) Nominations shall be considered closed at midnight on ~~April 15~~ **October 1** of the election year.
- (4) Once nominations have been closed, the Section Chair shall immediately appoint a Teller Committee.
- (5) The ~~Teller Committee~~ **Secretary/Treasurer** shall prepare a ballot that shall contain the names of all candidates, including those nominated by petition, in alphabetical order for each position on the Section Council.
- (6) The Secretary/Treasurer shall, by ~~May 1~~ **October 15** of ~~the election~~ **each odd-numbered** year, ~~distribute mail, by postal or any other secure electronic or telephonic transmission,~~ a ballot to each Section voting member. Each ballot shall prominently state that the ballot will be voided if dated later than ~~May 15~~ **November 15**.
- (7) The ~~Teller Committee shall meet and tally all ballots dated~~ **results of the election shall be ascertained by the Teller Committee** not later than ~~May 15~~ **November 22**. The Section Council members shall be elected by the affirmative written ballots of a plurality of the members voting. The Teller Committee ~~Chair~~ **will shall** enclose all ballots and tally sheets in

a sealed envelope and transmit them by ~~May 22~~ November 22 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 Section Council shall elect one (1) of the tied candidates.
- (9) The Section Chair shall advise all candidates and the Section Council of the election results prior to ~~June 4~~ December 1 of the election year, 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 results of the election shall be given to the membership in the next regularly scheduled publication of the Chapter newsletter following the election.

Article X: Bylaws

Section 1 - Amendments

Amendments to these ~~by~~ Bylaws may be proposed by a majority vote of the Section Council or by a petition signed by at least twenty (20) ~~Chapter~~ Section voting members. A proposed amendment shall be ~~submitted~~ mailed, by postal or any other secure electronic or telephonic transmission, together with a ballot ~~and self-addressed envelope,~~ to all ~~Chapter~~ Section voting members by the Secretary-Treasurer. ~~If postal transmission is used, a self-addressed envelope must be provided for return of the ballot.~~ 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.

Section 2 - Chapter Compatibility

Section Bylaws shall not conflict with Chapter Bylaws or the Articles of Incorporation and Bylaws of APA. Copies of Section Bylaws or Bylaw Amendment shall be sent to the Chapter President promptly upon their adoption.

Adopted by the Central Section of the PA Chapter of APA this ____ day of _____, 2015.

Rachelle Abbott, Section Chair

ATTEST:

Pamela Shellenberger, Section Secretary-Treasurer