

NEW YORK UPSTATE CHAPTER of the AMERICAN PLANNING ASSOCIATION

BYLAWS

Adopted in 1989, as amended September 1996, December 1998 and December 2005.

ARTICLE I. NAME AND AREA

Section 1. The name of this Chapter shall be the New York Upstate Chapter of the American Planning Association.

Section 2. The area served by the Chapter is Columbia, Greene and Delaware Counties and all Counties to the North and West in New York State.

ARTICLE II. PURPOSE

The purpose of this Chapter shall be to facilitate the individual participation of members in the affairs of the American Planning Association and to further the purposes of the American Planning Association in the New York Upstate Chapter area.

ARTICLE III. DEFINITIONS

“APA” shall refer to the National level of the American Planning Association.

“AICP” shall refer to the American Institute of Certified Planners.

“Chapter” shall refer to New York Upstate Chapter of the American Planning Association.

“Chapter Bylaws” shall refer to the bylaws adopted by the Executive Board in 1986 and revised from time to time.

“Executive Board” shall refer to the board members of the Chapter.

“Section” shall refer to the five geographic subsections in the Chapter.

ARTICLE IV. MEMBERS

Section 1. All members of APA whose address of record is within the Chapter's geographic area shall be APA members of the Chapter. Members of APA whose address of record is outside the Chapter area may also become APA members of the Chapter upon notification to APA and payment of applicable dues and assessments.

Section 2. All members of APA whose address of record is within a Section's geographic area shall be Section members of the Section. Members of APA whose address of record is outside the Section area may also become Section members of the Chapter upon notification to the Section and payment of applicable dues and assessments.

Section 3. National dues for APA Members shall be set by APA. Chapter dues and assessments shall be set by an affirmative vote of a majority of the entire membership of the Executive Board provided that notice of the proposed change in dues has been given to the Chapter membership at least thirty days prior to the vote of the Executive Board. Dues and assessments for Section members shall be set and collected as provided for in the Bylaws of the respective Sections. APA shall collect National and Chapter dues; the Sections shall collect Section dues.

Section 4. Chapter memberships will be terminated upon termination of APA membership.

ARTICLE V. OFFICERS

Section 1. The officers of the Chapter shall be a President, a Vice President, a Director of Legislative Affairs, a Secretary, a Treasurer, a Professional Development Officer, a Membership Officer, a Public Relations Officer, an Education Officer, a Member-At-Large, and a Past-President. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter, assigned by the Executive Board, or those duties that are customary to their respective offices.

Section 2. The officers shall be elected by mail ballot to serve for two years or until their successors are elected, and their term of office shall begin on January 1 in odd-numbered years.

Section 3. No Chapter member shall be eligible to serve more than two consecutive 2-year terms in the same office.

Section 4. A Nominating Committee of not less than three members of the Chapter shall be appointed by the President, subject to approval of the Executive Board. At least one member of the Nominating Committee shall be a current member of the Executive Board. The Nominating Committee shall nominate at least one candidate and no more than two candidates for each Chapter office. All persons nominated shall be APA and New York Upstate Chapter members. The Nominating Committee shall take into consideration the desirability of nominating candidates for office who will be representative of the entire geographical area of the Chapter.

Section 5. A Nominating Committee shall be appointed by the President by April 1. The Nominating Committee shall submit to the Executive Board its list of nominations for Chapter Officers by September 1. Any Chapter member eligible to hold office shall be placed on the ballot by the Nominating Committee if a petition signed by not less than ten Chapter members nominating said Chapter member is received by the Nominating Committee by May 1. A ballot containing the names of all candidates shall be distributed to all Chapter members between September 1 and October 1; completed ballots shall be returned to the Chairman of the Nominating Committee within sixty days after the date of distribution. Ballots shall be counted by the members of the Nominating Committee and shall be returned to the Secretary by December 1. The election may be in the form of a mail or electronic ballot. If an electronic ballot is used, provision shall be made for members to submit a mail ballot as an alternate. Chapter Officers shall be elected by the affirmative vote of a plurality of those Chapter members actually voting. The results of the election shall be posted on the Chapter website and published in the next issue of the Chapter Newsletter following the vote. Elected candidates shall officially take office on January 1 following the election.

Section 6. If, due to unforeseen circumstances, the Executive Board finds that the election timetable set forth in this Section cannot be followed, the Committee may depart from the timetable, provided that an attempt is made to conform as closely as possible to the required election timing.

Section 7. An elected officer of the Chapter may be removed from office by the Executive Board if the officer has had three consecutive unexcused absences from Executive Board meetings or for non-performance of duties as specified in these Bylaws as determined by the Executive Board. At least two consecutive Executive Board meetings shall be required to enact such a motion: the first shall be for the making of the motion and the submission of grounds, and the second shall be for the consideration of a response by the officer so charged, with a two-thirds vote of the entire membership of the Executive Board required to sustain the motion.

Section 8. The Executive Board shall elect a qualified member to serve the un-expired term of any office vacated, except President, in which case the Vice President becomes President.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. President. The President shall lead the Chapter and Executive Board to carry out the Chapter mission, oversee Executive Board activities, provide liaison to APA, and represent the Chapter on the Chapter Presidents Council, appoint and oversee the newsletter editor, and create, appoint and discharge all Chapter committees including designating their chairs unless otherwise provided in these bylaws.

Section 2. Vice President. The Vice President shall coordinate activities with other planning organizations, coordinate the annual awards program, and work with the Sections on running the annual conference, and carry out other duties as assigned by the President. The Vice President, in the absence of, or in the event of the incapacity of, the President, shall assume the duties of the President.

Section 3. Director of Legislative Affairs. The Director of Legislative Affairs shall monitor and prepare responses to state and national legislative proposals and work with other organizations to address planning-related legislative issues.

Section 4. Secretary. The Secretary shall maintain attendance records and keep minutes of all Executive Board meetings, maintain copies of all official correspondence, and maintain accurate addresses and phone numbers of all Executive Board members.

Section 5. Treasurer. The Treasurer shall receive and disburse all Chapter funds, maintain an accounting of such funds, prepare annual financial reports, work with APA to provide all required financial reports, and work with the Executive Board to develop an annual budget.

Section 6. Professional Development Officer. The Professional Development Officer shall coordinate Chapter activities related to the AICP exam and opportunities for AICP members to receive continuing education credits, work with the national AICP, and provide professional development opportunities for all Chapter members.

Section 7. Membership Officer. The Membership Officer shall maintain the Chapter's membership list, provide this list to each Section, coordinate membership recruitment efforts, and prepare and maintain a Chapter directory.

Section 8. Public Relations Officer. The Public Relations Officer shall prepare and distribute press releases as directed by the Executive Board.

Section 9. Education Officer. The Education Officer shall work with Sections to build and maintain a relationship with the college level planning schools and to develop and implement programs for K-12 students. The Education officer is also responsible for coordinating the annual student reception in the Fall with the host planning school and to lead the Chapter's involvement in the Michael J. Krasner Scholarship program at the University at Buffalo.

Section 10. Member-At-Large. The Member-At-Large shall assist the President in carrying out the Chapter's programs and other duties as assigned by the President or Executive Board.

Section 11. Past-President. The Past-President shall serve the Executive Board with sage advice, shall review the Chapter Bylaws and propose any necessary revisions, and shall assist the President in carrying out the Chapter's programs.

Section 12. The officers shall perform such other duties as required by these Bylaws or as customary to their office.

ARTICLE VII. MEETINGS

Section 1. An Annual Meeting of the Chapter membership shall be held in each calendar year. The meeting shall be held at a location within the Chapter area, except that if the meeting is a joint meeting with a neighboring Chapter of APA, it may be held within that Chapter area.

Section 2. Special meetings of the membership may be called by the President, the Executive Board, or by a petition signed by at least five percent of the Chapter members.

Section 3. The Executive Board shall determine the specific location, date, and time of each Annual Meeting and special meeting. The Secretary shall notify the Chapter membership of the place, date, and time of the Annual Meeting in a publication of the Chapter, or by another communication, that is mailed to each member at least one month before the meeting.

ARTICLE VIII. CHAPTER EXECUTIVE BOARD

Section 1. Executive Board members shall include the following: officers of the Chapter as listed in ARTICLE V of these Bylaws, Section Directors (or designated Alternate), Student Representatives, Planning Official Development Officer, Liaison to Association of County Planning Directors, and Canadian Officer and up to three persons with special portfolios. A majority of the Officers shall constitute a quorum of the Chapter Executive Board for the transaction of business. Each member of the Executive Board shall have one vote on matters before the board. Unless otherwise indicated, a majority vote of those present is required to approve a motion.

Section 2. A Student Representative from each accredited planning school and SUNY-ESF in the Chapter shall be appointed by the School. Each Student Representative shall have one vote on the Executive Board. Each Student Representative shall have an alternative to serve on the Executive Board in their absence. The Student Representatives shall advise on student interests and needs of students; evaluate the extent to which the Chapter's program and services meet the needs of students; and make the recommendations on how the Chapter can help meet the needs of students.

Section 3. The Planning Official Development Officer will be nominated by the New York Planning Federation. The Liaison to the Association of County Planning Directors will be nominated by the Association of County Planning Directors and the Canadian Officer shall be nominated by Ontario Provincial Planners Institute. These nominations are subject to confirmation by the Executive Board, and such confirmation shall not be unduly withheld.

Section 4. Up to three additional Chapter members with special portfolios and specific terms of office may be appointed to the Executive Board by a majority vote of the Executive Board. Special portfolios may include major committee responsibilities for development or implementation of programs and special expertise needed by the Executive Board.

Section 5. The Executive Board shall have general supervision of the affairs of the Chapter between the Chapter's business meetings, fix the hour and place of Chapter meetings, make recommendations to the Chapter, and shall perform such other duties as are specified in these Bylaws or customary to an Executive Board. The Executive Board shall be subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter.

Section 6. Regular meetings of the Executive Board shall be held at least four times a year, and special meetings of the Board may be called by the President and shall be called upon the written request of three members of the Executive Board.

ARTICLE IX. COMMITTEES

Such other standing or special committees shall be appointed by the President as the Executive Board shall from time to time deem necessary to carry on the work of the Chapter. The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE X. SECTIONS

Section 1. Sections shall serve to provide members with a tangible local expression of the purposes and objectives of APA and a vehicle for maximum membership involvement in the affairs of APA. The Sections are organized to facilitate the accomplishments and purposes of the Chapter as set forth in these Bylaws in all matters of interest and concern in the areas served by the Sections.

Section 2. The following Sections are recognized within the Chapter: Capital District, Central New York, Genesee/Finger Lakes, Southern Tier, and Western New York. The boundaries of the Sections are shown on the Map of New York on the following page.

Section 3. A Section of the Chapter shall be formed upon receipt of petitions signed by two-thirds of the Chapter members whose addresses of record are within the geographic area of the proposed Section. A Section of the Chapter may be formed upon receipt of petitions signed by one-third of the Chapter members whose addresses of record are within the geographic area of the proposed Section and the approval of the Executive Board.

Section 4. The boundaries of the Sections may be changed by a 2/3 vote of the entire members of the Executive Board followed by a mail or electronic ballot, to the members of the affected Sections and, for adoption, shall require a majority of the votes cast in each Section. If an electronic ballot is used, provision shall be made for members to submit a mail ballot as an alternate. A period of at least thirty days shall be allowed for the return of ballots.

Section 5. Sections shall adopt Bylaws to govern Section affairs. Section Bylaws shall not conflict with these Bylaws or the Articles of Incorporation and Bylaws of APA. Before adoption, copies of proposed Bylaws or amendments to Section Bylaws shall be sent to each member of the Chapter Executive Board for review and comment. Upon adoption of the Bylaws or amendments to the Bylaws, they shall be promptly filed with the Executive Director of APA.

Section 6. The principal elected officer of the Section shall be titled Section Director. The Section Director will serve as a voting member of the Executive Board. In the event a Section Director is unable to attend an Executive Board meeting, the Section Director shall appoint an Alternate from that Section to attend in their stead. The Alternate shall have one vote at the Executive Board meeting assigned to him/her. The Section Director shall also prepare reports for the Executive Board describing the activities of the Section, coordinate Chapter and Section activities, and carry out other duties assigned by the President or the Executive Board.

Section 7. It is the responsibility of each Section, in turn, to host the Annual Chapter Conference. The order of Chapter Conference hosting is as follows: Western, Central, Southern Tier, Capital, and Genesee/Finger Lakes. Should a Section be unable to host a conference in its turn, the Executive Board, in close consultation with the Section Directors, can revise the order of the Chapter Conference rotation. The Chapter shall provide sufficient advance funds to allow the Section to cover the early costs of hosting the Chapter Conference. The proceeds of each Chapter Conference, after expenses and repayment of any funds that were forwarded to the Section, are to be divided evenly between the hosting Section and the Chapter.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order the Chapter or the Executive Board may adopt.

ARTICLE XII. AMENDMENT OF BYLAWS

Upon authorization by the Executive Board, or upon petition signed by five percent of the Chapter members, any proposed amendment to these Bylaws shall, after discussion at an Executive Board meeting, be submitted by the Secretary, together with a mail or electronic ballot, to the Chapter members and, for adoption, shall require a majority of the votes cast. If an electronic ballot is used, provision shall be made for members to submit a mail ballot as an alternate. A period of at least thirty days shall be allowed for the return of ballots.