

CONFORMED

**BYLAWS OF THE WISCONSIN CHAPTER
OF THE AMERICAN PLANNING ASSOCIATION**

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ARTICLE I:	GENERAL	ARTICLE VI:	CHAPTER BUDGET
§ 1.1	Name.	§ 6.1	Annual Program/Budget
§ 1.2	Purposes.		
§ 1.3	Nonprofit Nature of Chapter.	ARTICLE VII:	MEETINGS
		§ 7.1	Annual Meeting
ARTICLE II:	DEFINITIONS	§ 7.2	Required Meetings
§ 2.1	American Planning Association.	§ 7.3	Special Meetings
§ 2.2	American Institute of Certified Planners	§ 7.4	Parliamentary Procedure
§ 2.3	Executive Director	§ 7.5	Minutes
§ 2.4	Member's Address of Record	ARTICLE VIII:	VOTING
§ 2.5	Publication of the Chapter	§ 8.1	Method
		§ 8.2	Quorum
ARTICLE III:	MEMBERSHIP	ARTICLE IX:	ELECTION OF OFFICERS AND OTHER EXECUTIVE COMMITTEE MEMBERS
§ 3.1	Eligibility	§ 9.1	Nominating Committee
§ 3.2	Chapter-only Membership	§ 9.2	Nomination Report and Ballot.
§ 3.3	Termination and Reinstatement.	§ 9.3	Election and Tabulation.
		§ 9.4	Resignation or Death
ARTICLE IV:	OFFICERS	§ 9.5	Removal of Officers for Malfeasance
§ 4.1	Officers		
§ 4.2	Term of Office	ARTICLE X:	CHAPTER AWARDS
§ 4.3	Duties	ARTICLE XI:	AMENDMENTS
ARTICLE V:	COMMITTEES AND TASK FORCES		
§ 5.1	Standing Committees		
§ 5.2	Executive Committee		
§ 5.3	Professional Committee		
§ 5.4	Legislative Committee		
§ 5.5	Special Committees		

CONFORMED

ARTICLE 1 -- GENERAL

Section 1.1 **NAME.** The name of the chapter is the Wisconsin Chapter of the American Planning Association, and may also be referred to as WAPA. The name or the acronym may appear on correspondence, publications, and for other purposes, and is also referred to in these bylaws as the "Chapter." The area served by the Chapter is the State of Wisconsin.

Section 1.2 **PURPOSES.** The purposes of the Chapter are as follows:

- A. To facilitate the participation of members of the national American Planning Association ("APA") within the Chapter area, and further the purposes of the Wisconsin Chapter;
- B. To advance the art and science of planning [in the Chapter area];
- C. To encourage the exchange of information and planning experiences; and
- D. To advance the interests and welfare of the planning profession.

Section 1.3 **NONPROFIT NATURE OF CHAPTER.** The Wisconsin Chapter of the American Planning Association is a nonprofit corporation. 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. However, the Chapter may pay reasonable compensation for services rendered and may make payments and/or distributions in furtherance of Chapter purposes.

ARTICLE 2 -- DEFINITIONS

Section 2.1 **AMERICAN PLANNING ASSOCIATION.** The national organization, of which this Chapter is an integral part, is the American Planning Association. It is referred to in these bylaws as the "APA."

Section 2.2 **AMERICAN INSTITUTE OF CERTIFIED PLANNERS.** The American Institute of Certified Planners is the independent professional organization that recognizes members of the planning profession who have met the requirements for certification. It is referred to in these bylaws as "AICP."

Section 2.3 **EXECUTIVE DIRECTOR.** The term "Executive Director" as used in these bylaws refers to the duly appointed Executive Director of APA.

Section 2.4 **MEMBER'S ADDRESS OF RECORD.** A member's "address of record" shall be the address furnished by the member to the Chapter.

Section 2.5 **PUBLICATION OF THE CHAPTER.** A "publication of the Chapter" shall mean any publication of the Chapter which is mailed to all Chapter members at their current address of record, without special charge.

ARTICLE 3 -- MEMBERSHIP

Section 3.1 **ELIGIBILITY.** A member of APA whose address of record is within the Chapter area shall automatically be eligible to be a Chapter member. An APA member whose Address of Record is outside the Chapter area also may become a Chapter member upon notification to the Secretary and upon payment of any applicable dues and assessments.

Section 3.2 **CHAPTER ONLY MEMBERSHIP.** A person who is not a member of APA may become a "Chapter only" member upon payment of Chapter application dues and assessments as established by the Chapter. Chapter-only members are entitled to vote in Chapter matters. A

chapter-only member may run for an elected office, but must become a full APA member if elected.

Section 3.3 TERMINATION AND REINSTATEMENT.

- A. Chapter membership, except chapter-only members, shall be terminated upon termination of APA membership.
- B. Chapter membership shall be terminated for failure to pay Chapter dues.
- C. Chapter membership shall be terminated when a member moves out of the Chapter area, unless the member requests to retain a nonresident membership and continues to pay Chapter dues.
- D. Chapter membership may be terminated if, after proper investigation and deliberation, the Chapter finds that the member has violated the AICP Code of Ethics and Professional Conduct. The Chapter reserves the right to recommend termination of membership in the APA or AICP for violation of ethical principles.

If a Chapter member has been terminated on the basis of unethical practices, reinstatement will be subject to conditions that may be established by the President based on the individual circumstances. If a member feels that he/she has been wrongly terminated or that reinstatement conditions are excessive, the member may approach the APA for a review of the situation by the Executive Committee, following a review and recommendation made by the Professional Development Committee.

ARTICLE 4 -- OFFICERS

Section 4.1 OFFICERS AND TERMS OF OFFICE. The officers of the Chapter shall be:

- A. President,
- B. Past President,
- C. Vice President for Chapter Affairs,
- D. Vice President for Professional Development,
- E. Secretary,
- F. Treasurer,
- G. At-Large Representative (Membership and Public Relations)
- H. At-Large Representative (Awards)
- I. District Representative (Southeastern Wisconsin District)
- J. District Representative (Northeastern Wisconsin District)
- K. District Representative (Northwestern Wisconsin District)
- L. District Representative (Southwestern Wisconsin District)
- M. Student Representative (University of Wisconsin-Madison)
- N. Student Representative (University of Wisconsin-Milwaukee)
- O. Planning Official Development Officer (PODO)

Section 4.2 TERM OF OFFICE. The term of office for all Executive Committee members, except student representatives, shall be for three (3) years. Student representatives shall serve for one (1) year.

- A. The President, Vice-President for Professional Development, Secretary, At-Large Representative for Membership, and District Representative for Northwestern Wisconsin shall be elected in the fall of 2002, 2005, 2008, and 2011; and take office on January 1, 2003, 2006, 2009 and 2012.
- B. The Vice-President for Chapter Affairs, Treasurer, and At-Large Representative for Awards shall be elected in the fall of 2000, 2003, 2006, and 2009; and take office on January 1, 2001, 2004, 2007 and 2010.
- C. The District Representatives for Southeastern Wisconsin, Northeastern Wisconsin, and Southwestern Wisconsin shall be elected in the fall of 2001, 2004, 2007, and 2010; and take office on January 1, 2002, 2005, 2008 and 2011.
- D. The student representatives shall be elected annually by the student members of the university which they represent, and take office on January 1 of the following year.

Section 4.3 PRESIDENT'S DUTIES. The President of WAPA shall:

- A. Assume overall responsibility for coordinating Chapter programs and activities.
- B. Develop and recommend an annual budget to be approved by the Executive Committee.
- C. Call meetings of the Chapter and of the Executive Committee and to preside at all official meetings.
- D. Appoint and discharge members of the Standing Committees, special committees, and task forces.
- E. Assign to special committees and task forces pertinent matters that fall within their province and specify guidelines for their conduct of business, as necessary.
- F. Appoint, subject to approval of the Executive Committee, the chapter legislative counsel and the newsletter editor.
- G. Appoint, subject to approval of the Executive Committee, an eligible Chapter member to complete the term of any office, other than that of President, if the office becomes vacant between elections.
- H. Represent the Chapter on the APA Chapter Presidents Council and serve as principal liaison between APA and the Chapter.
- I. Appoint, subject to approval of the Executive Committee, a Planning Commission member to represent the interests of all Planning Commission members of the Chapter. The citizen planner will serve as an ex-official (nonvoting) member of the executive committee. This person shall also be known as the Planning Official Development Officer (PODO).
- J. Act as spokesperson for the Chapter.

Section 4.3 VICE-PRESIDENT FOR CHAPTER AFFAIRS DUTIES. The Vice-President for Chapter Affairs shall:

- A. In the event of the absence or incapacity of the President, or if the President resigns or is otherwise unable to complete the term of office, the Vice-President for Chapter Affairs shall assume the ultimate authority of the president. If the Vice-President for Chapter Affairs is unable to carry out those duties, presidential authority shall pass first to the Vice-President for Professional Development, then to the Treasurer, then to the Secretary.
- B. Act as coordinator and liaison between the Executive Committee and the Legislative Committee.
- C. Act as coordinator and liaison for annual conferences and workshops, including the Upper Midwest Regional Conference.
- D. Carry out any other duties and authorities assigned by the President.

Section 4.4 VICE-PRESIDENT FOR PROFESSIONAL DEVELOPMENT DUTIES. The Vice-President for Professional Development shall:

- A. Be a member of the American Institute of Certified Planners (AICP) and promote membership in AICP.
- B. Act as coordinator and liaison between the Executive Committee the Professional Development Committee.
- C. Act as a mentor to planners who are preparing to take the AICP written examination by providing information and materials regarding AICP membership, and by the conduct of one or more professional development workshops annually.
- D. Promote participation in continuing education programs by planners, [including the Continuing Professional Development Program (CPDP) for AICP members], and prepare an annual education plan.
- E. Act as coordinator and liaison between the Executive Committee and the Universities with accredited planning degree programs in the State of Wisconsin.
- F. Act as the chapter ethics officer and review any charge against a chapter member regarding professional conduct and make recommendations to the Executive Committee with regard to disciplining any chapter member.

- G. Carry out any other duties and authorities assigned by the President.

Section 4.5 SECRETARY'S DUTIES. The Secretary shall:

- A. Assure that Chapter members and Executive Committee members are notified of meetings.
- B. Prepare and maintain Minutes of all Chapter and Executive Committee meetings.
- C. Notify Chapter members of their election or appointment to office or appointment to a special committee or task force.
- D. Maintain a current list of all Chapter officers and members of the Executive Committee (including their addresses and telephone numbers). Following an election or appointment, notify the Executive Director, in writing, within thirty (30) days of the election or appointment.
- E. Maintain an archive library consisting of at least one (1) copy of each publication of the Chapter, and send one (1) copy to the Executive Director.
- F. Submit to the Executive Director proposed amendments to Chapter bylaws.
- G. Handle all Chapter correspondence and mail election ballots.
- H. Perform election-related duties found in Articles 8 and 9.

Section 4.6 TREASURER'S DUTIES. The Treasurer shall:

- A. Receive, manage and disburse Chapter funds in accordance with the adopted budget.
- B. Collect Chapter dues and assessments not collected by APA.
- C. Assist the President in preparing an annual budget.
- D. Prepare a financial report for each meeting of the Executive Committee including a current balance sheet and an income statement reflecting Chapter operations since the date of the preceding financial report.
- E. Prepare and submit to the Executive Committee a written Treasurer's report quarterly and at the end of each fiscal year. The report shall include a current balance sheet and a statement of expenditures and revenues for the previous three-month period.
- F. Maintain financial records and accounts which shall be open for inspection at all times by Chapter members and which shall be subject to audit.

Section 4.7 AT-LARGE REPRESENTATIVE'S DUTIES

- A. The At-Large Representative for membership and public relations shall promote membership in APA and the chapter. The Representative shall prepare materials for the newsletter and through other appropriate delivery systems to accomplish these ends. The Representative shall also report projects, accomplishments of members and activities that will serve to promote membership in APA and the chapter, and serve to promote the planning profession.
- B. The At-Large Representative for awards shall oversee an appropriate awards program to further the professional purposes of the Chapter.
- C. At-Large Representatives shall carry out any other duties and authorities assigned by the President.

Section 4.8 DISTRICT REPRESENTATIVES. Districts Defined and District Representative Duties.

- A. SOUTHEASTERN WISCONSIN DISTRICT. The geographic area of the Southeastern Wisconsin District shall be Kenosha County, Milwaukee County, Ozaukee County, Racine County, Walworth County, Washington County, and Waukesha County.
- B. NORTHEASTERN WISCONSIN DISTRICT. The geographic area of the Northeastern Wisconsin District shall be Brown County, Calumet County, Door County, Florence County, Fond du Lac County, Green Lake County, Kewaunee County, Manitowoc County, Marinette County, Marquette County, Menomonee County, Oconto County, Outagamie County, Sheboygan County, Waupaca County, Waushara County, and Winnebago County.
- C. NORTHWESTERN WISCONSIN DISTRICT. The geographic area of the Northwestern Wisconsin District shall be Ashland County, Barron County, Bayfield County, Burnett County, Chippewa County, Clark County, Douglas County, Dunn County, Eau Claire County, Forest County, Iron County, Juneau County, Langlade County, Lincoln County, Marathon County, Oneida County, Portage County, Price County, Polk County, Rusk County, St. Croix County, Sawyer County, Taylor County, Vilas County, Washburn County, and Wood County
- D. SOUTHWESTERN WISCONSIN DISTRICT. The geographic area of the Southwestern Wisconsin District shall be Adams County, Buffalo County, Columbia County, Crawford County, Dane County, Dodge County, Grant County, Green County, Iowa County, Jackson County, Jefferson County, La Crosse County, Lafayette County, Monroe County, Pepin County, Pierce County, Richland County, Rock County, Sauk County, Trempealeau County, and Vernon County.
- E. ELECTION OF DISTRICT REPRESENTATIVES. The District Representatives shall be elected for 3-year terms as specified in Section 4.2 of these by-laws. The election process for District Representatives shall be at the same time as the election of Chapter officers. Candidates for District Representative shall be limited to Chapter members whose addresses of record is within the district represented. District Representatives shall be elected by a majority vote of the chapter members whose address of record in within the specific district.
- F. DUTIES OF DISTRICT REPRESENTATIVES. Each District Representative shall perform the following duties:
 - 1. Act as liaison between the members of the district and Executive Committee and represent the interests and concerns of the district to the Executive Committee.
 - 2. District Representatives shall be responsible for planning and presenting Chapter programs which address planning activities or problems within the District. Programs shall be presented in that district.
 - 3. District Representatives shall be members of the Chapter Legislative Committee.
 - 4. District Representatives shall carry out any other duties and authorities assigned by the President.

Section 4.9 STUDENT REPRESENTATIVES

- A. There shall be two (2) Student Representatives on the Chapter Executive Committee. One Student Representative shall be enrolled as a graduate student in the University of Wisconsin-Madison Urban and Regional Planning Program, and one Student Representative shall be enrolled as a graduate student in the University of Wisconsin-Milwaukee Urban Planning Program and each representative shall also be a student member of APA.
- B. ELECTION. Each Student Representative shall be elected annually for a term of one year. Only student members of the Chapter enrolled at the specific institution listed above shall be eligible to vote for the Student Representative. The students shall conduct their own election and report the results to the Secretary, who shall also be responsible for informing student members of the purposes of the Chapter and the duties of the Student Representative. A Student Representative may designate another student meeting the

qualifications specified in Subsection A above for the purpose of attending an Executive Committee meeting on his or her behalf.

- C. DUTIES. The Student Representatives shall perform the following duties:
1. Serve on the Executive Committee of the Chapter.
 2. Advise the Executive Committee and the Chapter of the interests and concerns of planning students.
 3. Advise the Executive Committee on desirable Chapter services to planning students.
 4. Act as liaison between the student membership and the Chapter.
 5. Encourage and coordinate programs jointly sponsored by institutions of higher education and the Chapter.

Section 4.10 PLANNING OFFICIAL DEVELOPMENT OFFICER (PODO)

- A. The PODO shall be appointed by the President, subject to the approval of the Executive Committee, for a term of three years. The PODO shall serve as a voting member of the Executive Committee and shall:
1. Educate citizen planners in Wisconsin towns, villages, cities and counties.
 2. Use newsletter articles, website information, and written materials; conduct sessions at Chapter conferences or stand-alone workshops to fulfill the education function.
 3. Monitor quality of review of planning and zoning issues by citizen planners.

ARTICLE 5 -- COMMITTEES AND TASK FORCES

Section 5.1 STANDING COMMITTEES. The following standing committees shall be active at all times. The President is responsible for appointing chairpersons and new committee members in the event of a vacant position.

Section 5.2 EXECUTIVE COMMITTEE:

- A. COMPOSITION: The voting members of the Executive Committee shall consist of the President, Vice-President for Chapter Affairs, the Vice-President for Professional Development, the Past President, the Secretary, the Treasurer, the two At-Large Representatives, the four District Representatives, ~~and~~ the two Student Representatives (or their qualified substitutes), and the Planning Official Development Officer.
- B. DUTIES: The Executive Committee shall perform the following duties:
1. Manage the affairs of the Chapter.
 2. Adopt the annual budget of the Chapter.
 3. Set the annual Chapter dues based on an examination of the financial needs of the Chapter and the services desired by the membership. Prior to increasing Chapter dues, the Board shall provide notice and explanation for such change to the membership at least six months prior to the dues increase. The Treasurer shall submit the dues rate to the national office of APA within thirty days of any change approved by the Executive Committee.
 4. Report to the membership all business which it has considered or acted on between Chapter meetings.
 5. Put into effect the votes of the Chapter.
 6. Authorize expenditures consistent with the adopted budget.
 7. Review and approve, deny or table all nominations for Chapter awards.
 8. Assist, upon request, the AICP to investigate alleged violations of the Code of Ethics and Professional Responsibility by a Chapter member.

9. Review and comment on proposed APA programs and budgets.
10. Adopt and disseminate Chapter policies and positions.
11. Remove Chapter officers and Executive Committee Members from office for malfeasance, misfeasance, nonfeasance or incapacity.
12. Establish fees, rights and privileges of "Chapter-only" members.
13. Perform such other functions as necessary to carry out the purposes of the Chapter.

C. MEETINGS AND QUORUMS: Meetings of the Executive Committee shall be called by the President or by a majority of the Executive Committee members. There shall be, in each year, at least six (6) meetings of the Executive Committee, in addition to the annual meeting. A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business. Substitutes for Student Representatives shall be counted toward the quorum.

Section 5.3 PROFESSIONAL DEVELOPMENT COMMITTEE

- A. COMPOSITION: The Vice-President for Professional Development shall appoint at least three (3) Chapter members to serve on the Professional Development Committee. The Vice-President for Professional Development shall serve as chairperson.
- B. DUTIES: The Chapter Professional Development Committee shall perform the following duties:
1. Encourage and promote continuing education and professional development for Chapter members.
 2. Act as liaison with graduate planning programs in institutions of higher education in the state.
 3. Advise prospective members of AICP as to the qualifications, purposes and programs of the AICP.
 4. Inform members of the Chapter about the the AICP Code of Ethics and Professional Responsibility. Assist in interpreting the the AICP Code of Ethics and Professional Responsibility for Chapter members.
 5. Inquire into the conduct of individual members with regard to professional ethics and make appropriate recommendations for action by the Executive Committee.

Section 5.4 LEGISLATIVE COMMITTEE

- A. COMPOSITION: The Legislative Committee shall consist of the Vice-President for Chapter Affairs and the four District Representatives. The Vice-President for Chapter Affairs shall serve as the chairperson of the Committee.
- B. DUTIES: The Chapter Legislative Committee shall perform the following duties:
1. Monitor pending legislation regarding important issues such as planning, land use, and community development.
 2. Communicate legislative information to members and respond to member concerns, both on a daily basis and through scheduled workshops and other events.
 3. Elicit participation and responses on legislative matters from members.
 4. Prepare original legislative material and assist in the revision of pending bills.
 5. Foster a network of contacts and resources and form alliances with other groups to implement and accomplish Chapter objectives.
- C. NON-MEMBER ASSISTANCE: If desired, the chair of the Legislative Committee may elect to seek assistance from persons who are not APA or WAPA members for specific identified tasks.

Section 5.5 SPECIAL COMMITTEES. The President may establish any number of other committees necessary to further the purposes, programs, and objectives of the Chapter. The President has the authority to appoint and remove chairpersons and committee members. Such special committees may include, but are not limited to the following:

- A. Nominating Committee (see Article 9).
- B. Teller Committee (see Article 9).
- C. Conference Planning Committee
- D. Bylaws Committee
- E. Special Projects Committee
- F. Awards Jury

ARTICLE 6 -- CHAPTER BUDGET

Section 6.1 ANNUAL PROGRAM/BUDGET.

The President shall develop and recommend to the Executive Committee an annual budget and the Executive Committee then shall either adopt the President's budget or an amended budget. Any amended budget of funds shall be adopted by the Executive Committee. The budget year of the Chapter shall be the calendar year beginning in January.

ARTICLE 7 -- MEETINGS

Section 7.1 ANNUAL MEETING. There shall be an annual meeting of the Chapter membership and Executive Committee in each calendar year held at a location within the Chapter area. This meeting is generally held in October of each year, in conjunction with the fall conference, but could be scheduled at other times by the Executive Committee. The Executive Committee shall determine the specific location, date and time of each annual meeting. The Secretary shall notify the membership of the location, date and time of the annual meeting in a publication of the Chapter which is mailed to each member at least one month prior to the meeting.

Section 7.2 REQUIRED MEETINGS. In addition to the annual meeting, the President shall call at least six (6) Executive Committee meetings during the year and may call such additional meetings as necessary to conduct Chapter business. Upon the failure of the President to call the required number of meetings, the Executive Committee shall call such meetings by majority vote of its members. Each Executive Committee member shall be notified by mail at least ten (10) days in advance of the exact location, date and time of such meetings. Meetings of the Executive Committee shall be open to any Chapter member.

Section 7.3 SPECIAL MEETINGS. A special meeting of the membership may be called by the President, by the Executive Committee or by a petition signed by at least five percent (5%) of the Chapter members. The location, date and time shall be set by the President or by the Executive Committee, provided that the location shall be within the Chapter area. Notice of a special meeting shall be given to members as provided in Section 7.1 of these bylaws and shall include a statement of the purpose of the special meeting.

Section 7.4 PARLIAMENTARY PROCEDURE. At meetings of the membership and of the Executive Committee parliamentary procedure shall be governed by Robert's Rules of Order, the pertinent edition of which shall be designated by the President.

Section 7.5 MINUTES. Minutes of all Chapter and Executive Committee meetings shall be kept by the Secretary and made part of the permanent record of the Chapter. Copies of the Minutes shall be sent to the Executive Director. The annual meeting shall be recorded by the Secretary.

ARTICLE 8 -- VOTING

Section 8.1 METHOD. Election of Chapter officers and members of the Executive Committee shall follow the election requirements in Article 9. Ballots for the adoption of amendments to these bylaws and any other matter the Executive Committee deems necessary shall be by mail ballot of the membership. For any reason other than election of Chapter officers and the Executive Committee mailed ballots shall be returned to the Secretary no more than 30 days after the date upon which they were mailed to the Chapter members and shall be tallied by the Teller Committee no more than two (2) weeks after being returned to the Secretary. If any ballot is mailed along with a Chapter officer and Executive Committee election ballot they may be returned by the dates required for the Board election ballot and tallied by the Teller Committee along with the tally of the Board election results.

Section 8.2 QUORUM. For election of the Executive Committee, for adoption of amendments to these bylaws and for other matters which may be placed before the entire Chapter membership, no quorum requirements shall be applicable. A simple majority vote shall be deemed sufficient to decide the question.

ARTICLE 9 -- ELECTION OF OFFICERS AND OTHER EXECUTIVE COMMITTEE MEMBERS

Section 9.1 NOMINATING COMMITTEE

- A. At least fifteen weeks prior to October 1 (by June 15), the President shall appoint a Nominating Committee composed of at least three (3) Chapter members. The Past President shall be the chairperson of the Nomination Committee. In the event that the Past President is unable to serve in this capacity, the President shall appoint a chairperson who shall be a member of the Executive Committee.
- B. Not less than thirteen weeks prior to October 1 (by July 1), the Nominating Committee shall submit to the Executive Committee for its review and approval a report containing a list of at least one (1) eligible nominee for each Executive Committee position up for election, except student representatives. The Nominating Committee shall strive to nominate more than one (1) member for each position.

Section 9.2 NOMINATION REPORT AND BALLOT.

- A. In the Spring newsletter of the Chapter, there shall be a notice announcing the upcoming election and the positions that are opened. Anyone interested in serving on the Board in the available positions shall contact the Secretary prior to June 15. The nominating committee will then include the interested person in the list of eligible candidates for final selection of nominees.
- B. Not less than eleven weeks prior to October 1 (by July 15), the Secretary shall mail, or include with the current newsletter as a separate insert, to each Chapter member a copy of the report of the Nominating Committee together with a notice that petition forms for nominating additional candidates for any position are available from the Secretary. To be valid, any petition nominating an additional candidate for any position must be signed by at least five percent (5%) of the Chapter members eligible to vote on that position and must be received by the Secretary at least eight weeks prior to October 1 (by August 10).
- C. Not less than seven weeks prior to October 1 (by August 15), the Secretary shall send by first-class mail to each Chapter member a ballot containing the names of the candidates submitted by the Nominating Committee, the names of any candidates nominated by valid petition and containing a space for a write-in vote for each position.
- D. All completed ballots shall be returned to the Secretary by September 15 at which time the election shall be closed.

Section 9.3 ELECTION AND TABULATION.

- A. The President shall appoint a Teller Committee, consisting of at least two (2) Chapter members, to count and verify the mailed ballots.
- B. Ballots shall be returned to the Secretary in a signed and sealed envelope postmarked not later than September 15. Ballots shall be counted by the Teller Committee prior to October 1. Those candidates receiving the greatest number of votes for each position shall be elected. In the case of a tie vote, the winner shall be determined by the toss of a coin.

Section 9.4 RESIGNATION OR DEATH.

- A. If an officer, other than the President, resigns or dies while in office, the President shall appoint a replacement, subject to the approval of the Executive Committee.

Section 9.5 REMOVAL OF OFFICERS FOR MALFEASANCE.

- A. By a two-thirds vote, the Executive Committee may remove an Executive Committee member for malfeasance.
- B. When an Executive Committee member has been removed for malfeasance, the President shall appoint a replacement, subject to the approval of the Executive Committee.

ARTICLE 10 -- CHAPTER AWARDS

Section 10.1 GENERAL

- A. The Chapter shall develop and maintain an awards program to recognize excellent service by individuals and groups significantly contributing to the advancement of the art and science of planning in the Chapter area. Awards may be made to individuals or groups, to members or nonmembers of APA and to professional planners, citizen planners, elected officials or students.
- B. The At-Large Representative for Awards shall be responsible for overseeing the awards program. He or she shall describe the specific purposes and characteristics of the awards program and solicit, receive and review nominations.
- C. The Executive Committee shall review and approve the general plan for the awards program, as well as nominations for awards. The awards program shall recognize individuals, groups and projects and the Executive Committee need not feel compelled to make awards each year.
- D. Members of the Executive Committee may be considered eligible for an award, as may the agencies or firms with which they are associated.
- E. The awards shall be formally announced at the Chapter annual meeting.

ARTICLE 11 -- AMENDMENTS

Section 11.1 GENERAL

- A. Bylaw amendments may be proposed by the Executive Committee or by a petition signed by at least ten percent (10%) of the Chapter membership. These bylaws may be amended by submitting the proposed amendment(s) in writing to the Chapter members together with a mail ballot and the recommendations of the Bylaws Committee and the Executive Committee. The mail ballot shall be conducted in accordance with the provisions of Article 9 of these bylaws.