

Sustainable Communities Division of the American Planning Association Bylaws

ADOPTED (05-28-2020)

Article 1.0 Organization

1.1 Name

The name of the Division is the **Sustainable Communities Division** of the American Planning Association.

1.2 Purpose

The purpose of the Division is to advance the practice and state of the art of community sustainability planning by:

- 1.2.1 Increasing the understanding of sustainability as a key element of public policy formulation at all levels of government;
- 1.2.2 Promoting sustainable community planning as a critical element of neighborhood, community, regional, and national planning process;
- 1.2.3 Disseminating materials and information about current sustainability practice and theory to members of the Division;
- 1.2.4 Assisting the American Planning Association (APA) in influencing planning policy that affects community sustainability;
- 1.2.5 Facilitating connections with Divisions, Chapters, and Institutes within APA and with other professional associations contributing to sustainable community planning; and
- 1.2.6 Promoting professional communication among members of the Division through a variety of member services, including but not limited to e-bulletins, webinars, social media, conference sessions, workshops and other publications.

1.3 Decision-making

Decision-making on all Division matters shall rest with the Executive Committee, except where specified otherwise in these bylaws. The Executive Committee shall determine the means of disseminating information about decisions requiring a vote by Division membership to ensure accessibility..

Article 2.0 Membership

2.1 Eligibility

Voting membership is restricted to current APA members, who may join the Division upon payment of dues to APA. Individuals, agencies, firms, and institutions who are not members of APA but wish to participate in Division activities (except voting) may associate with the Division as "Division Affiliates."

2.2 Termination

Membership will be terminated upon failure to pay Division dues.

Article 3.0 Officers

3.1 Positions and Terms

The officers of the Division shall be: Chair, Chair-Elect, Past Chair, Secretary-Treasurer, Secretary-Treasurer Elect, and Past Secretary-Treasurer. The Chair and Secretary-Treasurer shall be chosen by an election of the Division membership. The term of office for the Chair shall be two years as Chair followed by one year as Past Chair. The Chair-Elect will serve for one-year and then transition into the Chair position. The term of office for the Secretary-Treasurer shall be two years as Secretary-Treasurer followed by one year as Past Secretary-Treasurer. The Secretary-Treasurer Elect will serve for one year and then transition into the Secretary-Treasurer position, they shall be elected on alternate years, such that five officers are serving on the Executive Committee in any given year. See Appendix A for an example.

Terms shall begin and end consistent with the APA Consolidated Election schedule. All elected positions will begin their terms on January 1.

3.2 Chair

The Chair shall:

- 3.2.1 Preside at all Division meetings;
- 3.2.2 Prepare an annual program, budget and calendar for approval by the Executive Committee;
- 3.2.3 Oversee such Division activities as policy, finance, publications, research, public relations, and contacts with related organizations;
- 3.2.4 Serve on the Divisions Council of APA;
- 3.2.5 Make other delegations and decisions as necessary to carry out the mission of the Division; and,
- 3.2.6 Serve as Past Chair for a year.

The Chair is further responsible for ensuring that the Division complies with requirements of the APA Corporate Bylaws, Division Performance Criteria, and Division Policies and Procedures.

The Past Chair shall advise the Chair and have no formal responsibilities, but remains an officer and a voting member of the Executive Committee.

3.3 Chair-Elect

The Chair-Elect will serve for one year prior to transitioning into the Chair position. The Chair-Elect shall:

- 3.3.1 Work with the Chair, to develop a better understanding and prepare for assuming the role of Chair the following year; and
- 3.3.2 When needed, fill in for the Chair or assist the Chair in fulfilling the obligations of the Chair. These obligations may include presiding at Division meetings, assisting with the development of the annual budget, assist with overseeing Division activities, represent the Division at Division Council meetings if the Chair is unable to attend, and any other obligations needed by the Chair.

3.4 Secretary-Treasurer

The Secretary-Treasurer shall:

- 3.4.1 Prepare minutes of the Executive Committee and Annual Business meetings;
- 3.4.2 Submit proposed Bylaw changes and amendments to the membership;
- 3.4.3 Manage Division funds in accordance with the Division budget;
- 3.4.5 Assist the Chair in preparation of the annual program, budget and calendar; and
- 3.4.6 Ensure that all required reports and filings are made in a timely fashion to APA.

The Past Secretary-Treasurer shall advise the Secretary-Treasurer and have no formal responsibilities, but remains an officer and a voting member of the Executive Committee.

3.5 Secretary-Treasurer Elect

The Secretary-Treasurer Elect will serve for one year prior to transitioning into the Secretary-Treasurer position. The Secretary-Treasurer Elect shall:

- 3.5.1 Work with the Secretary-Treasurer to develop a better understanding and prepare for assuming the role of Secretary-Treasurer the following year.
- 3.5.2 When needed, fill in for the Secretary-Treasurer or assist the Secretary-Treasurer in fulfilling the obligations of the Secretary-Treasurer. These obligations may include preparing minutes for Executive Committee and Annual Business meetings,

manage Division funds, assist in the preparation of the annual program, budget and calendar, and ensure that required reports and filings are made with APA.

3.6 Succession

If either the Chair or Secretary-Treasurer position becomes vacant, the respective Past position will assume the role for the duration of the term, returning to the normal position rotation after the term expires. If the respective Past position is unable to assume the role, then the respective Elect position will assume the role for the duration of the term, returning to the normal position rotation after the term expires. If neither the respective Past or Elect position is able to assume the role, the position shall be filled by an appointment of the Executive Committee within three months and serve in that respective position until the earliest of the next normal position rotation or scheduled election.

3.7 Election of Officers

Elections are to be completed consistent with the APA consolidated election schedule. Results are to be announced consistent with the announcement of other APA elected positions. The Chair-Elect and Secretary-Treasurer Elect shall be elected on alternate years, allowing for the Chair-Elect to assume Chair responsibilities on alternate years from the Secretary-Treasurer.

Division Affiliates are not eligible to vote or hold elected office. All candidates must be current members of APA and the Division and may not hold any national APA office. A sitting officer may not run for a consecutive term because they are needed in their respective "Past" position to ensure there are three officers on the Executive Committee at any one time. Similarly, a sitting Secretary-Treasurer may not run for Chair, or vice versa. Officers may run for positions in the future. Chairs are limited to two full terms in any one division, per APA bylaws.

An Election Committee consisting of two or more Division members shall be appointed by the **Chair**. Members of the Nominating Committee shall not be eligible candidates for office. At least one person shall be nominated for each office; individuals may nominate themselves. The Election Committee shall prepare an election announcement which includes a call for nominations and submission of candidate material for the Executive Committee's approval. The Election Committee shall evaluate submitted nominations and qualifications and provide a recommendation for Executive Committee consideration and approval regarding the top two candidates to run for the election. The Executive Committee can override the recommendation of the Election Committee by two-thirds vote of all voting members. The Election Committee's process shall be organized consistent with the APA consolidated election schedule.

3.8 Termination of Division Officers

In the event that a Division officer is unable to perform his/her duties and/or not functioning within the guidelines of their elected position outlined by the APA and Division bylaws and the Division Performance Criteria and Policies, the subject Division officer may be asked to resign or be terminated from his/her position by the majority vote of the Executive Committee.

Article 4.0 Executive Committee

4.1 Composition

Executive Committee shall consist of the officers of the Division, and any other volunteer leaders (e.g., Committee Chairs) as determined by a majority decision of the officers of the Division. For the purposes of official voting, the list of volunteer leaders, or their respective leadership positions, shall be approved at the first Executive Committee meeting after the start of the calendar year. Until that vote occurs, the previous approved list shall rule.

4.2 Terms of unelected members

Unelected members of the Executive Committee shall serve at the discretion of the Chair.

4.3 Duties

The Executive Committee shall manage the affairs of the Division, adopt an annual program and budget, and authorize expenditures consistent with the budget.

4.4 Meetings

Meetings of the Executive Committee shall be called by the Chair or by a majority of the Executive Committee members. A majority of the Executive Committee shall constitute a quorum. Meetings may be held in person or via other communications media.

4.5 Decision-making

The Executive Committee shall make decisions by a majority of votes when a quorum is present, or by a majority of all Executive Committee members if the decision is not made in a meeting (e.g., via email). Executive Committee procedures shall be informal for meetings with fewer than 12 people; for meetings with 12 or more people procedure shall be governed by Robert's Rules of Order.

Article 5.0 Other Committees

The Executive Committee may form (and dissolve) other Committees, drawn from Division membership, to carry out the activities of the Division. The Chair shall appoint a Committee Chair for each Committee.

Article 6.0 Member Services

The Chair shall present an annual work program of membership services for review and adoption by the Executive Committee. The programming of member services shall fulfill APA's Divisions Performance Criteria.

Article 7.0 Finance

7.1 Dues

Dues shall conform to the standardized Divisions dues schedule for all APA membership categories. Dues are collected by APA.

7.2 Budget

The Chair, assisted by the Secretary-Treasurer and other officers, shall prepare an annual budget the term of which shall coincide with the APA fiscal year of October 1 through September 30. A proposed budget shall be prepared for review and approval by the Executive Committee at least 60 days prior to the start of the next fiscal year.

7.3 Reporting

The Secretary-Treasurer shall report on the division's financial status as requested by the Executive Committee and prepare an annual financial report for each fiscal year. This information shall be in a form and content necessary for submittal to the Divisions Council in a manner consistent with the "Division Performance Review Process." The financial report shall be made accessible to all members.

7.4 Other Revenues

Subject to approval by the Executive Committee and by APA, the Division may accept contributions, donations, and grants. The Executive Committee may establish fees for publications and services to be offered to non-members, or for special services to members.

7.5 Contracts

Divisions may not enter into agreements or contracts with organizations outside of APA without prior knowledge of, review and approval by, APA.

7.6 Staff

Retention of Staff shall not occur without approval of the Executive Director of APA.

Article 8.0 Publications, Media, and Branding

8.1 Identification

The Division shall utilize developed APA branding, logos, and imagery for all publications and media produced by or for the Division. Division publications shall be identified with the full name, as, "a Division of the American Planning Association;" and with the uniform logotype of the Association.

8.2 Member Communications

The Division is required to produce and disseminate regularly-scheduled communications to Division members in conformance with Divisions Performance Criteria. The purpose of these communications is to provide a benefit to Division members including opportunities to contribute articles and other content, stay current on Division or generalized urban planning industry news, and share information with other Division members.

8.3 Division Website

The Division will utilize the APA website platform or other web-based tool to maintain a point of contact for Division activities and long-term retention of pertinent members communications.

8.4 Other media communications

The Division may also maintain a presence through social media, e-bulletins, or other communications to help disseminate member communications and to connect to Division membership and affiliates.

Article 9.0 Public Policy

No member shall represent the Division on matters of public policy in an official capacity without first obtaining the approval of the Executive Committee. No member shall represent the APA on matters of public policy in an official capacity without first obtaining the approval of the Executive Committee and APA.

Article 10.0 Amendments to these Bylaws

Amendments to these bylaws may be proposed by the Executive Committee or by a petition signed by at least ten current Division members. A copy of the proposed bylaws or amendments shall be filed with APA for review and approval before distribution to members for comment. If no response is received by APA within 14 days of notification, the Division may proceed with its adoption of the proposed amendments or replacement bylaws as drafted. The Secretary shall submit the proposed amendments or replacement bylaws to the membership for their consideration. Bylaws shall be amended by a majority of valid ballots received. Adopted bylaws shall be filed with APA.

Appendix A. Example of Terms of Officers

The current configuration of terms of officers ensures that there are a minimum of four officers at any given time by year of the new election cycle.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Person A	Chair	Chair	Past Chair			
Person B		Chair-Elect	Chair	Chair	Past Chair	
Person C				Chair-Elect	Chair	Chair
Person X		Secretary-Treasurer	Secretary-Treasurer	Past Secretary-Treasurer		
Person Y			Secretary-Treasurer Elect	Secretary-Treasurer	Secretary-Treasurer	Past Secretary-Treasurer
Person Z					Secretary-Treasurer Elect	Secretary-Treasurer