



Bylaws
of the
American Planning Association
Louisiana Chapter

September 2017

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BYLAWS

AMERICAN PLANNING ASSOCIATION LOUISIANA CHAPTER

ARTICLE I – NAME AND AREA

The name of this chapter shall be the American Planning Association Louisiana Chapter (the Chapter). The area served by the Chapter shall be the State of Louisiana. The American Planning Association is referred to in these bylaws as “the Association” or as “APA.” The Chapter is also referred to in these bylaws as the APA LA. Established separately from these Bylaws, there is a Chapter Policies & Procedures (P&P) Manual which details the specific operating procedures of the Chapter and its Sections. This Chapter, for financial and tax reporting purposes, is designated an official 501(c)3.

ARTICLE II – CHAPTER PURPOSES

The purpose of the Chapter shall be to carry out the objectives and mission of APA as stated in Article 3 of the APA Articles of Incorporation, by (a) facilitating participation of all members of the Chapter and fostering a professional community among them; (b) advancing the art and science of planning in the Chapter area; (c) encouraging the exchange of information and professional experience in the Chapter area; (d) sponsoring activities that advance the interests and the welfare of the planning profession in the Chapter area; (e) encouraging and supporting the younger members of the profession in order to sustain the mission of APA in the future; and (f) providing members with opportunities for professional growth and development. The Chapter is not organized for profit and no part of any net earnings will accrue to the benefit of any private individual, member or otherwise.

ARTICLE III – CHAPTER SECTIONS

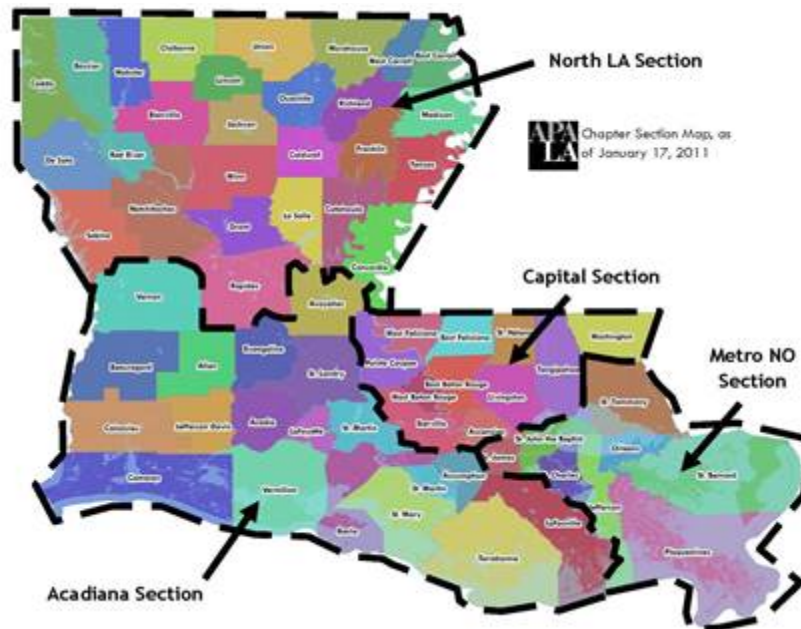
Section 1: Formation

Sections shall serve to foster local participation in professional planning activities and to provide accessible opportunities for involvement in the affairs of APA and the Chapter. Sections of the Chapter may be formed in specific and distinct geographic regions of Louisiana upon petition by two-thirds of the Chapter members who may be residing or working in the territory proposed in the petition. Section status must be approved by the Chapter Executive Committee. The organization and purposes of the Section shall be similar to that of the Chapter but limited to the Section's territory, which shall form a reasonably coherent unit. The name of the Section shall be geographically descriptive. A map of the Sections is included below.

There are four sections that are broken down by parish as follows:

- Metro New Orleans Section: (8 Parishes) Orleans, Jefferson, Plaquemines, St. Charles, St. John, St Tammany, St Bernard, and St. James.
- Capital Section: (11 Parishes) East Baton Rouge, Livingston, Tangipahoa, East Feliciana, West Feliciana, St. Helena, Ascension, West Baton Rouge, Iberville, Pointe Coupee, and Washington.

- **Acadiana Section:** (18 Parishes) St. Martin, Lafayette, Vermilion, St. Mary, Terrebonne, Lafourche, Assumption, Acadia, Jefferson Davis, Calcasieu, Cameron, Iberia, Beauregard, Allen, Evangeline, St. Landry, Vernon, and Avoyelles.
- **North LA Section:** (27 Parishes) Caddo, Bossier, Webster, Claiborne, Lincoln, Union, Morehouse, West Carroll, East Carroll, DeSoto, Red River, Bienville, Jackson, Ouachita, Richland, Madison, Sabine, Natchitoches, Winn, Grant, Caldwell, LaSalle, Franklin, Catahoula, Tensas, Concordia, and Rapides.



Section 2: Bylaws

Sections shall adopt bylaws to govern Section affairs. Section Bylaws shall provide for, at a minimum, the election of officers, their terms and duties, the collection, expenditure and accounting of funds, and such other activities that the Section may wish to address. Section Bylaws shall not conflict with Chapter Bylaws and Articles of Incorporation or the Articles of Incorporation and Bylaws of APA. Copies of Section Bylaws and Bylaw amendments shall be filed with the Chapter Secretary as required in the Policies and Procedures.

For Policies and Procedures of the Chapter, updates shall be completed as necessary. Changes to the P&P shall be approved by the Executive Committee, unless a vote of the membership is required, at which time they shall be published to the general membership for a vote. Policies which require the approval of the general membership shall be considered approved if voted affirmatively upon by a majority of members, with at least 10% of the general membership voting.

Section 3: Directors

The principal elected officer of each Section shall be titled Section Director.

Section 4: Financial Reporting

The Section shall provide information to the Chapter Treasurer regarding all financial accounts and activities in keeping with the guidelines outlined in the Chapter P&P Manual and in accordance with APA policy.

ARTICLE IV – MEMBERSHIP

Section 1: Members, Resident

All members of APA, who have also chosen to pay Chapter dues in accordance with National APA policy, whose address of record as provided to the National Office is located in the Chapter area shall automatically be members of the Chapter.

Section 2: Members, Non-resident

APA members whose address of record as provided to the National Office is not located within the Chapter area but who indicate their interest may also become Chapter members upon payment of applicable dues. However, these non-resident members shall not be eligible to hold a Chapter or Section Office until they physically reside in Louisiana.

Section 3: Termination and Reinstatement of Membership

Any member ceasing to be a member of APA shall automatically cease to be a member of the Chapter. Once applicable dues are paid, Chapter membership shall be automatically reinstated.

ARTICLE V – FINANCES

Section 1: Budget and Fiscal Year

For the purposes of financial reporting and accounting, the Fiscal Year of the Chapter shall be the same as that of the National APA. The Chapter Treasurer shall prepare and the Executive Committee shall review and adopt, or modify and adopt, a balanced budget in accordance with the established procedures in the attached P&P. The budget may be modified from time to time by majority vote of the Executive Committee. The original budget and any subsequent modifications shall, after adoption, be made available for review by the general membership. Investment of Chapter funds shall be reviewed by the Executive Committee as part of its review and adoption of the annual budget.

Section 2: Annual Dues

Chapter dues are established and assessed by National APA, and are equal to a percentage of the member's National dues rate, exclusive of any Division dues or AICP dues. This percentage will be reported by the National APA to the Chapter, and the Chapter shall ensure that its members are informed of any rate changes.

Section 3: Collection

Dues of members shall be collected by the National Office of APA pursuant to the APA Bylaws. Chapter dues, assessed at the level determined by the National APA, are collected by National

in accordance with their policies and procedures. "Chapter Only" membership is no longer an eligible activity. Chapter Membership Officer

ARTICLE VI – CHAPTER OFFICERS

Section 1: Officers

The officers of the Chapter shall be as follows:

- Chapter President;
- Chapter Vice-President;
- Chapter Secretary;
- Chapter Treasurer;
- Chapter Membership Officer;
- Chapter Information Officer;
- Chapter Outreach and Advocacy Officer;
- Chapter Professional Development Officer; and
- Chapter Immediate Past President.

Following the conclusion of any Chapter Election cycle, there will exist, for a brief period of time, a Chapter President-Elect. This Officer will work in transition with the outgoing Chapter President until the start of their term, at which time they become the Chapter President.

Section 2: Qualifications

All Officers of the Chapter shall be Members of APA and of the Chapter, resident in the State of Louisiana and in good standing with the Chapter and National APA. Student members of the APA shall only be eligible for the position of Student Representative.

Section 3: Chapter Officer Duties

A. Chapter President shall have the following duties:

1. Appointing committee members;
2. Directing the preparation of a program and budget;
3. In conjunction with the Chapter Treasurer, and with the consent of the Executive Committee when appropriate, responsible for signing contracts, forms and other documents that require such signatures;
4. Calling and presiding over meetings of the Chapter and Executive Committee;
5. Serving on the Chapter President's Council of the Association;
6. Serving as an ex-officio member of all committees and Co-Chair of the Conference Committee;
7. Appointing members to assist other Chapter Officers in completion of their duties, as necessary;
8. Preparing an annual report of the President's activities;

9. Upon completion of their Term of Office, serve as the Past President for a term not to exceed one year.

B. Chapter Vice President shall have the following duties:

1. Act as President in the absence or incapacity of the President.
2. Appointing committee members to assist in the development of a Professional Development Program for the Chapter (in accordance with Article VIII, Section 3).
3. Develop an annual program of professional development activities;
4. Chair the Chapter Legislative Committee.
5. Ensuring that all meetings or activities of the Executive Committee, and all Chapter Business meetings, are conducted in accordance with established Policies and Procedures of the Chapter, and in accordance with Robert's Rules of Order when the Chapter Policies do not have an applicable procedure.

C. Chapter Membership Officer shall have the following duties:

1. Carrying out duties assigned by the President,
2. Develop an annual Membership Program, including strategies for the recruitment of new members and the retention of existing members, for the Chapter with input from each Section.
3. Act as Chair of the Chapter Election Committee.
4. Performing such other duties as required by these bylaws or customary to the office or as assigned by the Executive Committee.
5. Maintaining an accurate list of the members of the Chapter.
6. Processing, with the Chapter Treasurer, Section Membership reimbursement requests

D. Chapter Treasurer shall have the following duties:

1. Receiving and disbursing of Chapter funds;
2. Assisting the President in preparing an annual budget for review by the Executive Committee;
3. Maintaining accounts which shall be open to inspection by officers and subject to audit;
4. Preparing for each meeting of membership and Executive Committee a financial report to include a current balance sheet and income statement reflecting the preceding three months of Chapter operations. The report shall be made available for review by all chapter members.
5. Act as co-chair of the Chapter Annual Conference Committee;
6. Performing such other duties required by these Bylaws or customary to the office, or assigned by the Executive Committee.
7. Submit a standard financial review for non-profit organizations prepared by a Certified Public Accountant to the Executive committee every three years. The review report shall be posted on the APA LA website for review by all chapter members and forwarded to National APA as required by the National bylaws.
8. Coordinate reporting of financial affairs of the Chapter to APA and to collect and compile similar reports from each of the Sections.

E. Chapter Information Officer shall have the following duties:

1. Dissemination of information regarding State and National activities, training opportunities, and other news and notification that would benefit members.

2. Supervise the Awards Program with assistance from the Chapter Outreach and Advocacy Officer.
3. Publication of the Chapter newsletter in paper or electronic format.
4. Maintenance of Chapter website content.
5. Use and promotion of other media, including social media.

F. Chapter Outreach and Advocacy Officer shall have the following duties:

1. Dissemination of information regarding State Chapter and Section activities and planning issues to the general public, allied professionals, and the media
2. Responsible for public news releases and cultivating relationships with the press.
3. Issuing press releases and encouraging coverage of planning-related events.
4. Assist the Public/ Membership Information Office in promoting the Awards Program and award winners.
5. Respond to changes in State policy, funding levels, and statutes.

G. Chapter Secretary shall have the following duties:

1. Notifying Executive Committee members of meetings and informing the Chapter Public Information Officer of the meetings to be included on the newsletter
2. Preparing and reporting minutes of Chapter and Executive Committee meetings;
3. Maintaining a list of all Chapter and Section officers (including their addresses and telephone numbers);
4. Transmitting to APA the record of Chapter voting on Bylaw changes, Association matters, and national affairs;
5. Transmitting to APA two copies of all Chapter Bylaws adopted or amended;
6. Performing such other duties required by these Bylaws, or customary to the office, or assigned by the Executive Committee.

H. Chapter Professional Development Officer shall have the following duties:

1. Carrying out duties assigned by the President;
2. Act as Co-Chair of the Annual Conference Committee;
3. Advise prospective members of the American Institute of Certified Planners (AICP) as to the qualifications, purposes, and programs of AICP, AICP's Code of Ethics and Professional Conduct, the Ethical Principles in Planning, and the AICP Bylaws;
4. Advise members of the AICP on the requirements of and participation in the AICP Certification Maintenance (CM) Program.
5. Disseminate information on changes, updates, and revisions to the requirements and programs offered through the AICP, as well as solicit comments and input from Chapter membership on the same for presentation to Chapter Executive Committee and AICP Commission.
6. Provide a regular reporting of the progress made on submittal of Chapter offered and sponsored programs (including those through Sections or divisions) for consideration of AICP CM credits. This report will include information on session date, time, location, subject, speaker, and CM hours approved.

I. Chapter Immediate Past President - Following the completion of the Chapter President's term of office, the incumbent will become the immediate Past President and will serve on

the Executive Committee, in an advisory role, for the first year following the completion of their term. The Chapter's Immediate Past President has the following duties:

1. Carrying out duties assigned by the President,
2. Continue as ex-officio member of all committees;
3. Preparation of a transitional report which summarizes and activities completed during the term as president, along with outcomes and follow-up steps for submittal to the Executive Committee at the time of the Annual Meeting following their assumption of this position;
4. Assist the President in the transition to their position to the APA Chapter President's Council and APA committees.

J. President-Elect - This is a non-voting, advisory officer, the term of which commences immediately following the announcement of voting results and ends on January 1 of the calendar year the President takes office. The duties of this role include those necessary to ensure a smooth transition from one Chapter President to the next. The President-Elect shall be included in all business deliberations from the conclusion of the election cycle until they take office, so that they may be informed regarding the business of the Chapter prior to their taking office.

Section 4: Term of Office

All Officers shall serve for a three-year term of office, consistent with the practice of the National APA. The terms of office of all officers shall begin on January 1 immediately following the Chapter election and shall be three years in length. Term limits are two concurrent terms.

Section 5: Annual Report

The Chapter President shall prepare an annual written report which shall be posted online on the Chapter's official website and presented to the Executive Committee in accordance with the policies and procedures established in the Chapter's P&P Manual.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall consist of the following voting members: the Chapter President, Chapter Vice President, Membership Officer, Treasurer, Chapter Information Officer, Outreach and Advocacy Officer, Chapter Secretary, Chair of the Planning Commissioner Training Committee, Professional Development Officer, Chapter Immediate Past President (as applicable), all Section Directors (Metro New Orleans Section, Capital Section, Acadiana Section, and North Louisiana Section), and a Student Representative. In addition, the immediate past Chapter President shall serve on the Committee for one year following the expiration of his or her term in an advisory capacity.

The following shall be non-voting members of the Executive Committee: Chairs of any standing or "ad hoc" committee established by other appropriate means.

Section 2: Duties

The Executive Committee shall report upon all business that it has considered or acted upon between Chapter meetings; shall determine when and how Committee reports shall be made public, shall put into effect the votes of the Chapter, shall make recommendations on applications for Association membership, if required or requested by the Association; shall be the custodian of all Chapter property; shall approve the annual budget and program; shall authorize and approve all contracts and expenditures, except as otherwise provided herein, but shall not incur liabilities exceeding amounts of anticipated funds; may at any time cause an audit to be made of the accounts of the Chapter Treasurer; shall approve appointments to the committees of the Chapter, shall adopt and disseminate Chapter policies; shall remove Chapter or Section officers from office for malfeasance or incapacity; and shall perform such other functions as are delegated herein or by the voting members of the Chapter or by the Association Bylaws.

The Executive Committee may fill vacancies in offices occurring between elections, officers so elected to hold office only for the balance of the current term until their successors are elected and installed.

The Executive Committee may adopt rules and procedures for the day-to-day operation of the Chapter in accordance with the Bylaws.

Section 3: Meetings

Meetings of the Executive Committee shall be called by the President or by a majority of the Committee Members. There shall be, in each year, at least four meetings of the Executive Committee. The physical location for the meeting shall rotate amongst the Chapter Sections. Executive Committee members shall be considered present and allowed to vote whether physically present or via conference call-in. A majority of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee except that action proposed at a meeting of less than a quorum may subsequently be approved in writing by additional members sufficient to constitute a quorum. A passage of a resolution shall require the affirmative vote of a majority of a quorum of the Executive Committee.

Section 4: Acting Without Meeting

An action may be taken by the Executive Committee without a meeting if a written consent (including the use of electronic consent via email or fax), setting forth the action taken, is signed by a simple majority of the Executive Committee members.

ARTICLE VIII – COMMITTEES

Section 1: Committee Composition

The President, with the advice and consent of the Executive Committee, shall establish such committees as are deemed necessary for the carrying out of objectives of the Chapter.

Committees may be designated either as standing committees or ad hoc committees the latter of which shall have a specified date of termination. Standing committee shall be deemed to be continued upon election of a new President unless they are changed within 90 days after said election.

Section 2: Standing Committees

The Chapter recognizes the need to establish the following standing committees in order to undertake their normal business of operations and professional development activities.

- A. Election Committee:** Chaired by the Chapter Membership Officer, the Election Committee shall consist of no less than four members representative of all four sections of the Chapter. The Election Committee shall manage the process of election/nominations assisting candidates in developing their information or filing petition (as applicable) to be placed on the ballot for consideration. The process of elections and certification of the vote shall be managed through the designated APA process, and the procedures for certification of Election results is identified in the Policies and Procedures attached to these Bylaws.
- B. Professional Development Committee:** Chaired by the Professional Development Officer, the Professional Development Committee shall consist of no less than four members representative of all four sections of the Chapter who will assist the PDO in the provision of their duties to the Chapter.
- C. Legislative Committee:** Chaired by the Vice President, the Legislative Committee shall consist of no less than four members representative of all four sections of the Chapter and shall perform the following duties:
 - 1. Monitor actions of the Louisiana legislature, state and local governments as they apply to planning matters and practice/acceptance of planning in the State;
 - 2. Provide a regular briefing/white paper of activities occurring to inform and educate members and other of the activities and their importance to the practice of planning;
 - 3. Identify opportunities to incorporate an update on legislative activities (federal, state and local) into a roundtable discussion with is part of the Chapter's educational offerings;
 - 4. Work with the Chapter President to provide input to applicable work groups and committees convened through legislative action where APA LA has been invited to provide input on planning-related issues for the state;
 - 5. Identify appropriate changes to existing planning enabling and education legislation of the state;
 - 6. Monitor major national policy issues identified through the APA legislative and policy advocacy network and advise the Chapter regarding appropriate action related to these matters.
- D. Annual Conference Committee:** Co-chaired by the Chapter President, Chapter Treasurer, and Chapter Professional Development Officer, the Conference Committee will assist the local hosts in negotiation of all contracts and financial responsibilities for the provision of the conference, as well as coordinate the development of the educational offerings provided to the Chapter members.

ARTICLE IX – ELECTIONS

Chapter and Section elections shall be conducted via the APA nationally designated process. An Election Committee shall be appointed thirty (30) days prior to the APA nomination submittal deadline (Article VIII, Section 2) and shall follow the procedures set forth in the Chapter Policies and Procedures Manual. New Officers take office on January 1 following election.

ARTICLE X – STUDENT REPRESENTATIVES

Section 1: Student Representatives

The Chapter Executive Committee shall receive a State Student Representative elected from the recognized professional planning student organization from the PAB accredited program operating in the State. In the event that the accredited program has no suitable applicant or chooses not to conduct such an election, the Executive Committee may appoint a Student Representative from members who are attending one of the affiliated disciplines at the State Universities. The State Student Representative shall be a voting member of the Executive Committee and participate in all called meetings of the Committee and the Annual Chapter Meeting.

In the event that the State Student Representative ceases to be a full-time student, the PAB accredited program shall designate a replacement student to complete the term of office. The Student Representatives must be a member of APA.

Each Section shall reach out to other planning-related education programs offered at the universities/colleges in their Section boundaries to invite student representative of these programs to participate in the Section's Executive Committee

Section 2: Duties

Student Representatives shall advise the Chapter and the Section on the conduct of services to students and the evolving character of the planning and planning allied professions. The Stud Rep shall also coordinate information and activities with student representatives in the Sections to ensure appropriate levels of student participation in Chapter activities.

ARTICLE XI – CHAPTER MEETINGS

Section 1: Meetings

There shall be an Annual Meeting at a time and place to be determined by the Executive Committee, but no later than the end of March. Every effort to combine this meeting with the Annual State Conference should be made to allow the largest possible member attendance. At this meeting, the schedule for Executive Committee meetings for the remainder of the year shall be established. Other meetings may be called by the President, or by a two-thirds approval of the Executive Committee.

Section 2: Notices

Notices of all meetings of the Chapter shall be mailed in paper or electronic format, as well as posted on the Chapter's official website, to all members at least twenty days prior to the date of the meeting, except in an emergency, when, with the approval of the Executive Committee, the President may call a meeting on shorter notice.

ARTICLE XII – QUORUMS AND VOTING

The adoption by the Chapter of a position on a planning issue may be done by either of the following methods: (1) by the affirmative vote of a majority of a quorum of the members of the Chapter, such vote to be taken by mail in accordance with Article XIII procedures or (2) by an affirmative vote of two-thirds of a quorum of the Executive Committee. An electronic or mail vote on any Chapter issue shall be undertaken on receipt of a petition of at least twenty-five (25) Chapter members eligible to vote.

All Chapter Members are eligible to vote on Chapter affairs. A quorum for a valid vote on Chapter affairs shall be fifteen (15) members attending a duly called meeting or, in an electronic or mail vote, ten percent (10%) of those eligible to vote.

In national affairs and in adopting and amending Chapter Bylaws all voting shall be done only by those eligible for Association voting. A quorum, for a valid vote on Institute matters, Bylaw changes or national affairs, whether voting occurs in a Chapter meeting or by mail ballot, shall be ten percent (10%) of Chapter membership so qualified to vote. A report of Chapter voting on such matters whether or not a quorum was obtained, shall be filed with the Chapter President and shall include a record of the number of yea and nay votes and the number then eligible for voting.

ARTICLE XIII – ADOPTION AND AMENDMENTS

Section 1: Adoption of Bylaws

Adoption of these Bylaws shall be by an affirmative vote of a majority vote of at least ten percent (10%) of Chapter Members.

Section 2: Amendment of Bylaws

Upon authorization by the Executive Committee, or upon petition signed by at least twenty-five (25) voting members of the Chapter, any proposed amendment to these Bylaws shall be submitted by the Secretary, together with a form of ballot, to all eligible voting members of the Chapter and, for adoption, shall require an affirmative vote of a majority vote of at least ten percent (10%) of Chapter Members. A period of fifteen (15) days from date of mailing, whether in paper or electronic format, of such form of ballot shall be allowed for return of ballots.

Section 3: Amendment of Policies and Procedure

For Policies and Procedures of the Chapter, amendments shall be completed as necessary. Changes to the P&P shall be approved by the Executive Committee, unless a vote of the

membership is required, at which time they shall be published to the general membership for a vote. Policies which require the approval of the general membership shall be considered approved if voted affirmatively upon by 10% of the general membership.

ARTICLE XIV – STRATEGIC PLAN

The Chapter shall adopt a five-year strategic plan to outline its objectives for growth and development of programs and services. This plan is to be created by the Executive Committee and presented to the Chapter members for acceptance. This plan is to be reviewed on an annual basis and considered for amendment or revision every three years. Copies of the final plan, as approved by the Executive Committee and majority of Chapter Members, are to be kept on file with the Chapter Secretary, , and posted on the Chapter website.

Each Section should submit to the Chapter President and the Executive Committee a three year Strategic Plan following the election of officers. These Plans should be submitted no later than March 31 of the year in which the term begins. Once approved by Executive Committee, the Section Plans shall be posted online and kept up to date by each Section.

AMERICAN PLANNING ASSOCIATION
Louisiana Chapter
President

Witness:

THUS DONE and signed on this ___ day of _____, 2017, in the presence of undersigned competent witnesses and me, Notary, after due reading of the whole.