

Bylaws of the Metro New Orleans Section
American Planning Association

Adopted May 7, 1999

Amended February 16, 2001; June 14, 2013

Bylaws of the Metro New Orleans Section American Planning Association

ARTICLE I - Name and Geographic Area

Section 1. Name

- A. The name of the organization shall be the Metro New Orleans Section of the Louisiana Chapter of the American Planning Association.
- B. As used in these Bylaws, the Metro New Orleans Section is referred to as “the Section”; the Louisiana Chapter is referred to as “the Chapter”; and the American Planning Association is referred to as “the Association” and abbreviated as “APA.” The American Institute of Certified Planners is abbreviated as “AICP.”

Section 2. Geographic Area

The geographic area covered by the Section shall be defined and approved by the Chapter.

ARTICLE II - Purposes

- A. The purpose of the Section is to promote the dissemination of information on the profession of planning and on planning programs; and,
- B. To provide a forum for the expression of views on important planning policy matters; and,
- C. To carry on the business of, and promote the interests and objectives of, the Association and Chapter.

ARTICLE III - Membership

Section 1. Membership

All Chapter members residing in the Section area shall be Section members, as determined by the Chapter Vice-President of Membership.

Section 2. Dues

- A. Section dues are included within annual dues paid to the Chapter.
- B. The Section shall charge no additional dues above and beyond annual dues paid to the Chapter.

ARTICLE IV - Section Officers

Section 1. Number, Type, Eligibility and Term of Office

- A. Elected officers of the Section shall be known as the Director, Assistant Director, Secretary, Treasurer, and Membership Director.
- B. A Student Representative from the planning student organization of a Planning Accreditation Board accredited university planning program shall be an appointed officer.
- C. The Section Executive Committee shall consist of the Director, Assistant Director, Secretary, Treasurer, Membership Director, and Student Representative.

- D. Only Section members are eligible to hold elected office.
- E. The term of office for all elected officers shall be two (2) years.
- F. No member shall serve more than two (2) consecutive terms in the same Section officer position.

Section 2. Vacated Offices

- A. Officers may be removed from office by a petition signed by fifty-one percent (51%) of the Section members and presented to the Chapter Executive Committee for action.
- B. In the event that any office, other than that of Director, becomes vacant during the year, the Director shall appoint a member to fill the term of office.
- C. In the event that the Director's office becomes vacant during the year, the Assistant Director shall fulfill the duties of the Director for the remainder of the term.

Section 3. Duties of the Officers

- A. The Director shall call meetings of the Section and the Executive Committee; shall preside at those meetings; shall create, appoint, and discharge standing and special committees; shall speak and correspond in the name of the Section on Chapter and Association business; shall serve as a member of the Chapter Executive Committee; and shall perform other duties as are customary to the office. The Director, serving in the capacity of Past-Director, may serve on the Section Executive Committee for a term of one (1) year in an advisory role.
- B. The Assistant Director shall assume the duties of the Director in the event of a resignation or removal from office of the Director; shall become Acting Director in the event of the temporary absence of the Director; shall serve as the Programs Committee Chair; and shall perform other duties as are customary to the office.
- C. The Secretary shall keep minutes of the meetings; shall file two (2) copies of the Section Bylaws and amendments thereto with the Chapter within one (1) month after adoption or amendment; shall act as Communications Officer by compiling information for and producing the Section Newsletter and/or other media; and shall perform other duties as are customary to the office.
- D. The Treasurer shall maintain financial records of the Section; shall prepare an Annual Budget for approval by the Section Executive Committee; shall receive all monies in the name of the Section and deposit them in the bank account of the Section from which funds shall be disbursed in accordance with the Section budget; shall receive claims for payment owed by the Section which must be in writing, signed, and submitted to the Treasurer; shall keep accounts which at all times be open for the inspection of the Executive Committee; shall prepare an annual financial statement for presentation to the membership; and shall perform other duties as are customary to the office.
- E. The Membership Director shall maintain an up-to-date roster of Section members; shall have it available upon request; shall maintain a roster of expected attendance at Section functions, where applicable; shall provide a Directory of Section Membership to the Election Committee for use in balloting; shall disseminate information on upcoming

Section events to members; and shall furnish contact information to the Secretary (in the capacity of Communications Officer) to be used for disseminating media to members.

- F. The Student Representative shall disseminate Section information and related events to planning students and other interested students and student organizations of colleges and universities within the geographic area of the Section; and shall promote the advantages of membership in the Chapter, and coordinate student/Section activities.

ARTICLE V - Elections

Section 1. Nominations of Officers

- A. The Election Committee shall be responsible for conducting the election in conformance with these Bylaws.
- B. Prior to the September Section meeting at which the Elections Committee is formed, the Executive Committee shall communicate to all Section members the schedule of the upcoming election, the process for nominations, and the responsibilities of the Election Committee.
- C. The Election Committee shall be formed at a September meeting of the Section. The Election Committee shall consist of three Section members, none of whom may be an elected officer at the time of the formation of the Election Committee. The Election Committee shall be organized on a volunteer basis, and the membership of the Election Committee shall be approved by a majority of those Section members present at the September meeting of the Section. If an Election Committee cannot be formed by volunteers, the Executive Committee shall nominate a committee to be approved by a majority of those Section members present at the September meeting of the Section.
- D. Ballots shall be mailed in paper or electronic format to all Section members on or before November 1 prior to the election. The ballot shall list the names of the candidates alphabetically for each office; shall indicate the closing date for postmark or electronic or fax submission of ballots to be November 20; and shall state the date, time, and place of the Election Committee to count the ballots. Only ballots received postmarked or faxed or e-mailed on or before the closing date of the election shall be valid.
- E. All Section members are eligible to vote in the election of officers.
- F. The Election Committee at an open meeting shall count ballots, the time and place of which shall be announced on the ballot. Results shall be reported to the Executive Committee before December 1.
- G. The candidate for each office receiving the majority of the votes cast is elected.
- H. Should no candidate for an office receive a majority of the votes cast, the Election Committee shall conduct a runoff election between the two persons receiving the largest number of votes in the undetermined race. Runoff ballots shall be mailed, faxed, or e-mailed to Section members no later than December 1 and must be returned postmarked, faxed or e-mailed no later than December 15.
- I. Formal notification to the membership of the election results shall be made no later than January 31, after the election is held, at which time the new officers assume office.

Section 2. Timetable

September	Election Committee formed.
October	Close of nominations, as established by the Election Committee.
November 1	Ballots mailed.
November 20	Election closing date for postmark of ballots or electronic or fax submission of ballots.
December 1	Runoff ballots mailed (if necessary).
December 15	Closing date for postmark of runoff ballots or electronic or fax submission of ballots.
January	Introduction of the newly elected Officers to take place no later than January 31.

ARTICLE VI - Official Section Positions

Section 1. Content

The Section may prepare, adopt, and make public an official Section position on matters of planning policy. Such positions should be reserved for matters that might have effects on the practice of the planning profession in the community

Section 2. Method of Adopting Official Section Positions

- A. Proposed official Section position statements must be distributed in writing to all members of the Section and the Chapter Executive Committee a minimum of ten (10) days prior to the meeting at which the position will be considered for adoption.
- B. Written notices of meetings at which voting on official Section positions will take place must state the proposal being considered for adoption and the place and time of the meeting.
- C. Only members of the Section are eligible to vote on adoption of official Section positions. Any Section member may vote by proxy, if said proxy is in writing, duly signed, and names another Section member present at the meeting for which the proxy is given. The proxy shall state the specific matter(s) for which it is given.
- D. Adoption of a proposal requires at least a two-thirds majority vote of those members present or voting by proxy to be reported as an official expression of Section opinion.

Section 3. Responsibility

- A. Reference to the Metro New Orleans Section of the American Planning Association should not be made so as to imply collective responsibility for a statement or opinion unless the voting procedure outlined in Article VI, Section 2 for adoption an official Section position is followed.
- B. Position papers prepared by special committees, but not adopted under the provisions of Article VI Section 2, should be so described in any press releases or formal presentations.

ARTICLE VII - Meetings

Section 1. Frequency of Meetings

The Director shall call at least eight (8) regular meetings per year, preferably twelve (12), at a time and place reasonably convenient to the membership at large.

Section 2. Notification of Meetings

Meeting Notices stating the time and place of the meetings shall be mailed, faxed or e-mailed to the members at least seven (7) days prior to the meetings.

Section 3. Nature of Meetings

Regular meetings may be exclusively business meetings, exclusively program meetings, or a combination of the two. The September meeting shall be for annual business, the review of proposed changes to the bylaws, and for matters related to elections.

Section 4. Special Meetings

In the event of urgent Section business, the Director or a majority of the Section Executive Committee may call special meetings.

ARTICLE VIII - Committees

Section 1. Standing Committees

The Programs Committee may consist of at least three (3) members of the Section as appointed by the Director, to provide the members with informative programs. This Committee is responsible for the presentation of such programs to the membership at Section meetings. The Assistant Section Director shall be the Chair of the Programs Committee.

Section 2. Special Committees

The Director may create and appoint Chairs and members of Special Committees when particular topics require concentrated discussion or study. Examples of such topics may be membership, professional development, awards, hosting of planning conferences, or planning policy issues. Special Committees shall report their findings to the Executive Committee.

ARTICLE IX - Fiscal Year

The Fiscal Year for the Section shall be concurrent with the fiscal year of the Chapter.

ARTICLE X - Bylaws Adoptions and Amendments

Section 1. Proposal of Amendments

- A. Any Section member may propose amendments to the Bylaws.
- B. Such proposals shall be reviewed by the Executive Committee, which will present the proposal to the membership at large. Voting on an amendment shall be as prescribed in Article X, Section 2.

Section 2. Voting on Adoption and Amendments

- A. Written notice and the content of proposed amendments must be distributed to all members of the Section at least ten (10) days prior to voting on adoption of Bylaws or amendments thereto.
- B. A decisive vote for adoption or amendments of the Bylaws shall be two-thirds of those members present or voting by proxy at the Section meeting. Any member may vote by proxy, if said proxy is in writing, duly signed and names another Section member present at the meeting for which the proxy is given.

ARTICLE XI - Rules of Procedure

- A. The Metro New Orleans Section of the American Planning Association shall have a Strategic Plan to be updated as needed.
- B. Except as provided herein, Robert's Rules of Order, as revised, shall govern all matters of procedure.

These Metro New Orleans Section Bylaws are adopted on this 7th day of May, 1999; revised February 16, 2001 and June 14, 2013.