

BY-LAWS
SACRAMENTO VALLEY SECTION
CALIFORNIA CHAPTER
AMERICAN PLANNING ASSOCIATION

ARTICLE 1: NAME AND AREA SERVED

The name of this Section shall be SACRAMENTO VALLEY SECTION (“Section”), California Chapter of the American Planning Association (“Association”). The area served by the Section shall be the counties of Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yolo, and Yuba. The Section shall be a nonprofit organization.

ARTICLE 2: PURPOSE

The purpose of the Sacramento Valley Section of the California Chapter of the American Planning Association shall be to carry out purposes and objectives of promoting planning related activities and continuing education functions, as stated in the following Mission Statement:

The Section constitutes an organization of professional planners, planning commissioners, students and those in related professions who support the planning process, dedicates our resources and services for:

Communication: Increasing awareness and involvement in community issues and the planning process, for both our membership and our community.

Education: Providing and contributing to public forums for teaching, exchanging information and lending our professional experience regarding planning issues.

Advocacy: Implementing decision-making processes, based on sound planning and community development principles, to effectively resolve land use, natural resource and development issues.

Professionalism: Training and guiding members according to the National American Planning Association’s (“APA”) standards of professional integrity and promoting membership in the American Institute of Certified Planners.

The purpose may be generally coordinated with the Association.

ARTICLE 3: MEMBERSHIP

3.1 Section Membership

Any national or Association member whose address of record is located in the Section area, as provided by the member to the national APA office, shall automatically be a member of the Section. Full Section membership is terminated when a name no longer appears on the national or California Association register of members in good standing.

3.2 Section Affiliate Membership

“Section Affiliate” members are individuals that are interested in furthering the purpose of the Section. Section Affiliate members receive all Section publications.

Section Affiliate Members will receive the same discounts to Section events as full and California Association APA members. Fees for Section Affiliate Membership is to be set by the Section Board and collected by the Membership Director. In accordance with Section By-Laws, these members may not hold any Section office. Section Affiliate members will not be eligible to be a member of the AICP, as prescribed by APA and AICP By-Laws.

ARTICLE 4: OFFICERS AND EXECUTIVE BOARD

4.1 Elected Officers

The elected officers of the Section shall be:

Section Director

Secretary

Treasurer

Director of Professional Development

Director of Programs

Membership Director

Section Director-Elect

Past Section Director (Executive Board member only when there is not a Section Director-Elect; see also Section 4.3)

4.2 Appointed Officers

Additional Section Officers may be appointed to serve at the discretion of the elected officers in the accomplishment of section duties. These officials may be appointed to manage the Divisions (Cascade, North Valley, Sacramento, and Sierra) or to fulfill specific committee duties, such as:

News and Information Director

Student Representative

Young Planner Group (YPG) Representative

Division Directors

Legislation Director

University Representative

Website Director

Association of Environmental Professionals (AEP) Liaison

Awards Director

Planning Commission Representative

Sponsorship Chair

California Planning Foundation (CPF) Liaison

Section Historian

Parliamentarian

Other Committee or Professional Organization Representatives, as deemed necessary to fulfill the purposes and objectives of the Section, may be appointed by the Elected Officers.

4.3 Executive Board

The elected officers enumerated in Section 4.1 shall constitute the Executive Board of the Section to conduct business of the Section at such time as the full Section Board cannot meet. The Past Section Director shall be a member of the Executive Board at any time there is not a Section Director-Elect. The Executive Board shall include either the Past Section Director or Section Director-Elect, but not both at the same time.

4.4 Section Board

The elected officers listed in Section 4.1 and the appointed officers listed in Section 4.2 shall constitute the Section Board.

4.5 Student Representative

The Student Representative shall be a full-time student enrolled in 8 units or more per semester/quarter of college level course work at a state accredited university. The student shall be engaged in planning or related course work. Selection shall be made by appointment, subsequent to nomination of a candidate by the Executive Board in accordance with Section 4.8.

4.6 Term of Office

The term of office of each elected or appointed officer (except for Section Director-Elect) shall be for two (2) years, commencing on January 1st. Officers appointed to a vacant position shall fill the unexpired term which shall not exceed the term of the office vacated.

The elected positions of Section Director, Secretary, and Director of Programs shall be elected to serve at the beginning of even-numbered years. The elected positions of Treasurer, Director of Professional Development, and Membership Director shall be elected to serve at the beginning of odd-numbered years.

In order to bring the elected officer terms of office into alignment with the Chapter, the positions of Section Director, Secretary, and Director of Programs shall be elected in June 2014 for an 18-month term beginning on July 1, 2014. The positions of Treasurer, Director of Professional Development, and Membership Director shall be elected in December 2014 for two-year terms beginning on January 1, 2015.

The position of Section director-Elect shall be elected to serve a one-year term concurrent with the final 12-months of the Section Director's term. The Section Director-Elect shall first be elected in December 2014 for a one-year term beginning on January 1, 2015. All currently elected and appointed officers except Section Director, as well as the Section membership at large, are eligible to run for Section Director-Elect.

4.7 Nomination of Section Officers

A Nominating Committee of not less than three (3) Section members shall be appointed by the Section Director prior to October 1st of each election year. The Nominating Committee shall actively solicit nominations. The Nominating Committee shall render its report in time for voting to take place prior to January 1st of each election year. The membership shall have the opportunity to submit name(s) for nomination as candidates for Section Officers by petitions containing signatures of not less than ten (10) Section members eligible to vote. The petition shall be submitted to the Nomination Committee on or before the 1st of December of each election year.

The Nominating Committee shall submit the names and qualifications of all candidates meeting the minimum qualifications for inclusion on the election ballot. For those positions without candidates (if any), the Nominating Committee shall select and submit candidate names.

4.8 Vacancies

The Section Director, with the concurrence of at least 50 percent of the Executive Board, shall fill vacancies of Section elected or appointed officers occurring during the term, to serve the unexpired term of their predecessor in office. In the event that the vacancy occurs in the position of Section Director, the Secretary shall assume the position as Acting Section Director until the Executive Board meets and confirms the appointment of a Section Director.

In the event that a position is not filled during the annual election, the Section Director, with the concurrence of at least 50 percent of the Executive Committee shall appoint a member in good standing to fill the position within sixty (60) days of the Section Election.

4.9 Non-Performance of Officers

Any elected officer may be removed from the office for non-performance upon a motion adopted by two-thirds (2/3) of the Section Board. A motion will require that:

- A. The grounds for non-performance must be submitted to the Executive Board. These include but are not limited to: Non-attendance at three (3) or more Board or Committee meetings; failure to execute adopted programs; incurring legal liability for the Section based on dilatory performance of duties; or other criteria that may be added to this subsection.
- B. Due process will consist of at least two (2) consecutive Board meetings to conclude a motion. The first of these will be to consider submission of the response by the Officer so charged. The Executive Board will then sustain or deny the motion.

4.10 Eligibility to Vote and/or Hold Office

All members of the Section, as defined in Article 3.1 are eligible to vote in elections for Section Officer and/or hold office as a Section Officer. Members of the Section will be accepted as legitimate nominated and “write in” candidates.

4.11 Voting Procedure

Voting for Section Officers shall be by secret ballot either mailed or by electronic means not less than ten (10) days prior to the date specified for the return of the ballot. If a “write in” candidate is elected, the Nominating Committee shall determine if the candidate meets the minimum membership qualifications, as defined in Article 3.1. The Nominating Committee shall notify the Executive Board within thirty (30) days as to its findings.

4.12 Counting of Votes

The nominating committee, as identified in Section 4.7, will be responsible for the counting and verifying the votes.

4.13 Duties of Elected and Appointed Officers

A. Section Director

The duties of the Section Director shall be:

1. To preside at Section meetings, and at meetings of the Section Board;
2. To appoint, with consent of the Section Board, all Section committees;
3. To represent the Section at official functions;
4. To prepare and submit an annual budget to the Section Board for review and adoption;
5. To serve on the California Association Board as the Section representative;
6. To carry out the policies and programs established by the Section Board and be responsible for the management of Section affairs; and
7. To perform other such duties as are customary to the office of the Director, consistent with these By-Laws and the purposes and policies of the Section.

B. Secretary

The Secretary shall preside at all meetings and represent the Section in the absence of the Section Director.

In the event of an extended absence or disability of the Section Director, the Section Board may authorize the Secretary to act as the Section Director for the duration of said absence or disability.

The duties of the Secretary shall be:

1. To receive and be held responsible for all records of the Section;
2. To assist the Section Director in developing and distributing the Section Board meeting agendas; and
3. To take and distribute Section Board minutes.

The Secretary shall have such other duties as are assigned by the Section Director.

C. Treasurer

The duties of the Treasurer shall be:

1. To act as treasurer for the Section;
2. To receive and be held responsible for all funds, dues or assessments of the Section;
3. To assist the Section Director in developing the Section budget and make financial reports on a regular basis;
4. To submit quarterly financial reports to the Section Board for adoption;
5. To submit quarterly financial reports, including an end-of-the-year financial report, to the Chapter to be added to the Chapter tax returns and kept on file in the Chapter offices; and
6. To coordinate and approve the disbursement of Section funds.

The Treasurer shall have such other duties as are assigned by the Section Director.

D. Director of Professional Development

The duties of the Director of Professional Development shall be:

1. To organize a professional development program for the Section;
2. To coordinate counseling of members desiring to take the AICP exam and supervise programs developed to address professional development needs;
3. To develop annual seminars which address professional development of the Section membership;
4. To develop and maintain working relationships with the Association Vice President for Professional Development and the Chairpersons of the Association Professional Development Committee; assist with their needs and activities in the Section's area;
5. To monitor and coordinate any planning school accreditation/recognition issues in the Section; to recruit, make recommendations for, maintain liaison with student representatives from organized planning curriculums in the Section and to report to Section Board where appropriate; and
6. To assist the Membership Director with membership retention.

E. Director of Programs

The duties of the Director of Programs shall be:

1. To develop, recommend, and maintain a calendar of Section-related programs and awards; to make necessary arrangements to carry out these programs and events; and to work with the Division Directors to develop and coordinate program meetings;
2. To assist and support the Section Director in developing relationships, joint programs with allied professions, and public groups;
3. To maintain contact with the Association Vice President of Conferences to coordinate local efforts for Association programs; and
4. To preside over program committee meetings.

F. Membership Director

The duties of the Membership Director shall be:

1. To maintain a current accounting of Section membership, including a Section Affiliate Membership List;
2. To promote APA membership to prospective members;
3. To coordinate membership drives and other recruitment as directed by the Section Board;
4. Collect fees for Section Affiliate Memberships and forward them to the Treasurer;
5. To promote diversity within the Section and coordinate diversity activities with the Association Membership Inclusion Director; and
6. To develop and implement a strategy for membership retention.

G. Section Director-Elect

The Section Director-Elect shall serve as a one-year understudy to the Section Director in anticipation of being a candidate for Section Director at the completion of the second year of the Section Director's term.

The duties of the Section Director Elect shall be:

1. To assist the Section Director in carrying out the policies and programs established by the Executive Board, and to assist the Section Director with the affairs of the Section; and
2. Such other duties as assigned by the Section Director.

H. Past Section Director

The duties of the Past Section Director shall be:

1. To effect a smooth transition from the outgoing administration to the incoming administration;
2. To assist the incoming Section Board with orientation and contact with the Association Board; and
3. To undertake and seek other assignments as the Board and Past Section Director may find mutually agreeable.

I. News and Information Director

The duties of the News and Information Director shall be:

1. To collect, edit, coordinate and arrange for posting of Section news and relevant information to the Section Website;
2. To coordinate Section news with the Section Board, the Director of Programs, and other contributors;
3. To coordinate with the Section Website Director to maintain current news and relevant information on the Website; and
4. To maintain contact with the Association Vice President for Public Information and assist in coordinating local arrangements and public information for Association programs.

J. Student Representative

The duties of the Student Representative shall be:

1. To advise the Section Board concerning student affairs and coordinate activities with the Young Planners Group Representative;
2. To promote an efficient communication network between planning students and the Section;
3. To improve student/professional interaction at Section programs and activities; and
4. To maintain liaison with the Association Student Representative.

K. Young Planners Group (YPG) Representative

The duties of the Young Planners Group Representative shall be:

1. To advise the Section Board concerning activities and programs of the Young Planners Group;
2. To promote an efficient communication network between young planners, students and the Section; and
3. To improve young planner interaction at Section programs and activities.

L. Division Directors

The duties of the Division Directors shall be:

1. To provide input to the Section Board related to the special needs of members in specified regions of the Section;
2. To develop an annual budget for the Division(s) to be submitted to the Treasurer for review and approval by the Section Board;
3. To organize meetings or workshops during the year for members in the specified region;
4. To assist the Director of Professional Development and the Director of Programs in organizing meetings and workshops that address the needs of the Section membership; and
5. To assist the Section News and Information Director to publicize Section and regional activities.

M. Legislation Director

The duties of the Legislation Director shall be:

1. To keep the Section Board and Membership apprised of California and National legislation of interest to our profession;
2. Coordinate Planning Legislative Update activities; and
3. Participate in Association legislative review.

N. University Representative

The duties of the University Representative shall be:

1. To act as a liaison between the Section Board and the planning schools and programs within the region;
2. To provide support to the Section Student Representative;
3. Coordinate with local Universities and Higher Education Institutions to promote planning education for the Section Membership; and
4. Coordinate with the Section Board to schedule workshops and courses at local Universities and Higher Education Institutions for continuing education of Section members.

O. Website Director

The duties of the Website Director shall be:

1. To maintain the functionality and content of the Section Website;
2. To coordinate with the Section News and Information Director to ensure timely updates of relevant information;
3. To coordinate with Section Board Members to ensure information relevant to their roles is reflected on the Website in a timely manner; and
4. To coordinate with the Association Vice President of Public Information to assist in publishing Section information to the Association Website.

P. Association of Environmental Professionals (AEP) Liaison

The Duties of the AEP Liaison shall be:

1. To act as a liaison between the Section Board and the Superior California Chapter AEP Board;
2. To assist the Director of Programs and the Program Committee with activities and programs involving both organizations; and
3. Apprise the Section Membership of opportunities to benefit from AEP programs and activities.

Q. Awards Director

The Duties of the Awards Director shall be:

1. To solicit from the Membership and from outside sources, potential award-winning plans, projects, programs, and people from specified categories during each calendar year;
2. Assist Award applicants with submittals to the Sacramento Valley Section and the California Chapter;
3. Select Awards Jury of five, including one Young Planner Group member, and send all award application materials to Jury members;
4. Convene an Awards Jury meeting to deliberate on awards;
5. Coordinate the awards nomination process for and selection of the Local Vision Awards, Legacy Award, and other recognitions;
6. Arrange to have award certificates, plaques, trophies and the like prepared for each award winner; and
7. Coordinate the Annual Awards Program at the beginning of each calendar year.

R. Planning Commission Representative

The Duties of the Planning Commission Representative shall be:

1. To represent the interests of Planning Commission Members of APA;
2. Assist the Director of Programs and the Program committee in the development of Planning Commissioner-related training, programs and activities within the Section; and
3. Participate in Section Planning Commissioner meetings as appropriate.

S. Sponsorship Chair

The Duties of the Sponsorship Chair shall be:

1. To develop an annual Sponsorship Program including identification of potential sponsors, recruitment and retention, sponsorship benefits, and sponsor recognition;
2. Coordinate an annual Sponsorship Fund Drive at the beginning of each calendar year; and
3. Identify opportunities to recognize Sponsors at Section programs and activities during the year.

T. California Planning Foundation (CPF) Liaison

The Duties of the CPF Liaison shall be:

1. Represent the Section in events and activities sponsored by the CPF Board of Directors;
2. Coordinate the Section's contribution of scholarship monies and/or raffle prizes and gifts to benefit the CPF's Scholarship Program; and
3. Assist in furthering the activities of the California Planning Foundation, including professional development workshops.

U. Section Historian

The Duties of the Section Historian shall be:

1. To record and preserve major accomplishments of the Section, including but not limited to Chapter and National Awards, Local, State or National recognition, and any other unique aspects of Section accomplishments;
2. Develop and maintain a depository to archive, store or display Section accomplishments; and
3. Coordinate as necessary with the Chapter Historian and the archive program at California State University, Northridge.

V. Parliamentarian

The Duties of the Parliamentarian shall be:

1. To stay current on any Chapter By-law changes which affect the Section;
2. Provide information and opinions to the Section Board with respect to the Section By-laws, procedures, and protocol;
3. Maintain the Section By-laws and make revisions as directed by the Section Board; and
4. Insure that the By-laws are kept current, posted to the Section Website, and disseminated to Board Members in a timely manner.

ARTICLE 5: MEETINGS

5.1 Section Board Meetings

The Section Director may call such meetings as deemed necessary to carry out the purposes and objectives of the Section. A simple majority of the Section Board as defined in Section 4.4 shall constitute a quorum for the purposes of transacting business at a meeting of the Section Board. The Section Board may vote on all matters pertaining to Section business unless otherwise specified in the By-Laws.

5.2 Executive Board Meetings

A simple majority of the Executive Board, as defined in Section 4.3, shall constitute a quorum for the purpose of transacting business at a meeting of the Executive Board. A majority of those present may take action on any given item unless otherwise specified in the By-Laws.

5.3 Notice of Meetings

No official Section business shall transpire at these meetings unless reasonable notice of the time and place of the Section Board meeting or the Executive Board meeting is duly noticed at least seven (7) calendar days prior to the time of the meeting by mailing, facsimile or e-mail sent to the last known address of each Board Member. The business to be transacted at the meeting need not be specified in the notice of the meeting unless specifically required by law of these By-laws.

ARTICLE 6: DIVISIONS

6.1 Purpose and Function of the Divisions

Divisions shall serve to provide members with a tangible local expression of APA purposes and objectives and a vehicle for maximum membership involvement in the affairs of the Association. The Divisions are organized to facilitate the accomplishment of the purpose of the Sacramento Valley Section as set forth in these By-Laws in all matters of interest and concern in the areas served by the Division.

6.2 Division Service Area

Within the Section, a Division may be established to serve the membership of a geographically defined sub-area Division from other areas of the Section.

6.3 Formation of a Division

- A. The Section Board may on its own motion, create any Division, or Alternatively, petitions requesting formation of, or a change in, a Division may be submitted to the Executive Board of the Section signed by at least fifteen (15) members of the Division eligible to vote. The petition shall set forth the following information:
1. Area to be included (at least one county); and
 2. Nomination of a Division Director as identified in Section 4.2.

6.4 Petitions

If a petition is filed, the Section Board may accept or reject the petition. Should the Board vote to reject the petition, the Board shall identify corrective measures that can be taken to ensure acceptance of an amended petition.

6.5 Budget and Financial Responsibilities

Individual Divisions shall have the authority to maintain bank accounts for the purpose of transacting Division business. The Division shall participate in preparing the Section Budget prior to the beginning of each fiscal year and shall submit an annual financial report within sixty (60) days of the end of each fiscal year, as well as other financial reports as required. The signature of the Section Treasurer shall be required on any bank account set up by the Division.

Divisions may receive financial support from the Section by requesting a contribution. Such financial support shall be based upon the submitted and approved Division budget.

6.6 Division Director

The Section Board shall appoint each Division Director.

ARTICLE 7: ADOPTION AND AMENDMENT PROCEDURES

- 7.1 Adoption of these By-Laws shall be by a two-thirds (2/3) affirmative vote of the Section Board.

7.2 Amendment

Upon authorization of the Section Board, or upon petition of ten (10) percent of the members of the Section, any proposed amendment to these By-Laws shall be placed on the agenda for a vote by the Section Board. No less than fifty (50) days or at least one (1) Board meeting shall be allowed from the date of placing the amendment on the agenda prior to a vote. Adoption shall require the affirmative vote of two-thirds (2/3) of the full Section Board. Unless otherwise specified, the amendment shall become effective upon adoption of the affirmative vote.

ARTICLE 8: PROCEDURE FOR ESTABLISHING SECTION POLICY

8.1 Section Policies Affecting Internal Affairs

The Section Director, with the concurrence of the Section Board, may from time to time, establish policies as necessary for the management of Section internal affairs, consistent with the provisions of these By-Laws.

8.2 Public Statements

- A. The Section’s mission statement, relating to communication and advocacy, should guide all public statements by Section Board Members. Whenever possible, the Section Director shall serve as the spokesperson for the Section.
- B. Public position statements and endorsements on planning issues should be reviewed by the Section Board prior to release.
- C. The Section’s mission does not include endorsements of candidates for public office.

8.3 Exclusions

This subsection shall not exclude the Section from participating in other organizations or events wherein public statements of policy or position are made on behalf of or in the name of a non-Section organization or event.

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