

**BYLAWS**  
**NEW YORK METROPOLITAN CHAPTER OF THE**  
**AMERICAN PLANNING ASSOCIATION**  
**AS AMENDED JUNE 2008**

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**ARTICLE I - NAME AND GEOGRAPHIC COVERAGE**

The name of the Chapter is the New York Metropolitan Chapter of the American Planning Association (APA). The geographic coverage of the Chapter shall be the City of New York, Nassau and Suffolk Counties on Long Island, Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester Counties in the lower Hudson Valley in New York State.

**ARTICLE II - PURPOSES**

**Section 1- General**

The purposes of the Chapter shall be to carry out the objectives and promote the code of ethics of the American Planning Association and its professional institute, the American Institute of Certified Planners, to advance the art and science of planning and the activity of planning: physical, environmental, economic and social, at the local, regional, state and national levels.

**Section 2 - Chapter-Related**

The additional purposes of the Chapter shall be to encourage the exchange of information and experience in the Chapter area, advance the interests and welfare of planning and the profession of planning in the Chapter area, guide the younger members of the field and profession of planning, cooperate with the Upstate New York Chapter and other chapters, as may be necessary, on matters of mutual interest.

**ARTICLE III - CHAPTER AREAS**

There shall be four areas of the New York Metropolitan Chapter established primarily to represent the special interests and to articulate policies for the members living in or working in these areas. The four areas shall be: (1) New York City, (2) Long Island, (3) Lower Hudson Valley East, and (4) Lower Hudson Valley West. Lower Hudson Valley East shall consist of Dutchess, Putnam, and Westchester Counties. Lower Hudson Valley West shall consist of Orange, Rockland, Sullivan, and Ulster Counties.

**ARTICLE IV - MEMBERSHIP**

**Section 1 - Regular Members**

All members of the APA whose address of record is within the Chapter area shall automatically be Chapter members.

**Section 2 - Non-Residential Members**

APA members whose address of record is outside the Chapter area may also become Chapter members upon payment of an assessment equal to the Chapter rebate from the National organization of the American Planning Association, plus the Chapter dues. These Chapter members may not hold office or represent the Chapter in National affairs, but may serve on Chapter committees.

### Section 3 - Chapter Affiliate Members

Non-APA members may become Chapter Affiliate members upon payment of an assessment equal to the Chapter dues. These Chapter members may be elected to the Executive Committee, but not serve as President or Vice President.

## **ARTICLE V - MEETINGS**

### Section 1 - Annual Meeting

There shall be an Annual Meeting of the Chapter membership between May 15 and June 30 of each calendar year. The Chapter Executive Committee shall determine the specific location, date and time of each Annual Meeting.

### Section 2 - Executive Committee Meetings

There shall be at least six meetings of the Chapter Executive Committee in each calendar year. The Committee shall determine the specific location, date and time of each meeting. A majority of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee.

### Section 3 - Special Meetings

A Special Meeting of the members may be called by the President, by the Executive Committee or by a petition signed by at least five percent of the members of the Chapter. The President or the Executive Committee shall set the place, date and time of any Special Meeting and shall provide members with a statement of the purpose of the meeting. A special meeting may be held via teleconference.

## **ARTICLE VI - FINANCES**

### Section 1 - Chapter Budget

The President, with the assistance of the Treasurer, shall prepare and the Executive Committee shall review and adopt or modify and adopt, not later than October 1 in each year, a budget setting forth objectives for which the funds of the Chapter may be expended and the amount authorized to be expended for each item for the fiscal year which shall cover the period from October 1 to September 30. The budget may be modified from time to time by a majority vote of the Executive Committee. The adopted budget shall be published in any Chapter publication or other mailing.

### Section 2 - Chapter Dues

The amount of Chapter dues shall be recommended by the Executive Committee and voted by the Chapter membership. Following the vote and tally, the results shall be reported to the Chapter membership and to the national office of the American Planning Association.

### Section 3 - Chapter Area Finances

Each Chapter Area Program Committee shall be allowed to maintain bank accounts and investments held jointly with the Metro Chapter for the Chapter Area's exclusive use. Each Chapter Area having bank accounts and investments shall have a Chapter Area Treasurer appointed by the Chapter Area Director. Each account shall have three signatures: the Metro Chapter President, the Chapter Area Director and the Chapter Area Treasurer. Two of the three signatures shall be required to access the funds. Each Chapter Area Director shall submit an Annual Statement by September 30 of each year to the Executive Committee stating the expenses and revenue, and starting and ending balance for the period from October 1st to September 30th of each Calendar Year. The Chapter Area Director shall provide a budget update at each Executive Committee Meeting.

## **ARTICLE VII - OFFICERS**

The Officers of the Chapter shall be President, Vice President for Programs, Vice President for Committees, Vice President for Professional Development, Vice President for Intergovernmental Affairs, Secretary and Treasurer. The terms of office shall be two years.

### **Section 1 - President**

The President shall preside at the meetings of the Executive Committee and of the membership. The President shall provide leadership on the development of Chapter policies in coordination with the Executive Committee. The President shall prepare an annual budget for approval by the Executive Committee. The President shall have power to create, appoint and discharge all Chapter committees unless otherwise provided in these Bylaws and serve as a non-voting ex-officio member of all committees. The President shall represent the Chapter on the APA Chapter Presidents Council. The President shall call meetings and perform other duties required by these Bylaws, or customary to the office and any additional duties that may be assigned or are deemed as customary to the office. The President shall prepare an annual report for the Annual Meeting.

### **Section 2 - Vice President for Programs**

The Vice President for Programs shall assist the President in the guidance and coordination of Chapter committee activities and serve as chairperson of the Annual Meeting and the Annual Chapter Conference. The Vice President for Programs shall carry out any other duties assigned by the President. In the absence of, or in the event of incapacity of the President, the Vice President for Programs shall assume the duties of the President. The Vice President for Programs shall perform such other duties required by these Bylaws or customary to the office. The Vice President for Programs shall prepare an annual report for the Annual Chapter Meeting.

### **Section 3 - Vice President for Committees**

The Vice President for Committees shall assist the President in the guidance and coordination of committees. The Vice President for Committees shall prepare an annual report for the Annual Chapter Meeting.

### **Section 4 - Vice President for Professional Development**

The Vice President for Professional Development shall provide leadership and coordinate the professional development activities of the practicing planner and the planning students and serve as Chapter liaison with the American Institute of Certified Planners (AICP). The Vice President for Professional Development shall prepare an annual report for the Annual Meeting.

### **Section 5 - Vice President for Intergovernmental Affairs**

The Vice President for Intergovernmental Affairs shall assist the President in advancing planning in the Chapter area and nationally, shall coordinate the Chapter's response to Planning Information Principles (PIPs) formulated by the National Office of APA, shall coordinate the Chapter's review of APA's policy guides and serve as one of the Chapter delegates at the Annual National conference Delegates Assembly and serve as Chapter liaison with regard to cooperation with the Upstate New York Chapter and other Chapters, as may be necessary, on matters of mutual interest. The Vice President for Intergovernmental Affairs shall carry out any other duties assigned by the President. The Vice President for Intergovernmental Affairs shall prepare an annual report for the Annual Chapter Meeting.

### **Section 6 - Secretary**

The Secretary shall: (a) maintain an accurate list of the members of the Chapter; (b) notify members and Executive Committee members of meetings; (c) transmit to the membership a list of all Chapter officers (including their addresses and telephone numbers) within 30 days of their election; (d) notify the Chapter

President of the results of all Chapter voting, and, in so doing, specify the quorum and the number voting for each candidate of “aye” and “nay” on each issue; and (e) perform such other duties required by these Bylaws or customary to the office. The Secretary shall prepare an annual report for the Annual Chapter Meeting.

#### Section 7 - Treasurer

The Treasurer shall: (a) receive and disburse Chapter funds; (b) collect Chapter dues and assessments not collected by the National Office; (c) assist the President in preparing an annual budget for review by the Executive Committee; (d) maintain accounts which shall be open to inspection by officers and subject to audit; (e) prepare for each meeting of the membership and of the Executive Committee a financial report to include a current balance sheet and an income statement reflecting the preceding 12 months of Chapter operations; (f) report quarterly the status of each budget line item and (g) perform such other duties as required by these Bylaws or customary to the office. The Treasurer shall prepare an annual treasurer's report for the Annual Chapter Meeting. The Treasurer shall report to the President and Executive Committee any extraordinary problem(s).

### **ARTICLE VIII - EXECUTIVE COMMITTEE**

#### Section 1 – Composition

The Executive Committee shall consist of the officers enumerated in Article VII; an Area Director from each Chapter area: New York City, Long Island, Lower Hudson Valley East and Lower Hudson Valley West; one student representative from one of the four Planning Accreditation Board (PAB) accredited schools (Columbia, Hunter, Pratt and New York University), the immediate past President of the Chapter, a public information coordinator, a newsletter coordinator; and a legal affairs coordinator. The latter three positions shall not be voting members of the Executive Committee.

#### Section 2 - Terms of Office

Terms of office for Officers and Area Directors shall be two years. Officers and Area Directors shall be elected according to the provisions of Article XI. Terms of office for the student representative and the immediate past president shall be one year. The student representative shall be elected according to the provisions of Article IX. Coordinators shall be appointed by the President. All terms shall start on October 1 and shall terminate on September 30.

#### Section 3 - Qualifications

The President and all Vice Presidents must be members of the American Planning Association. All members of the Executive Committee must be Chapter members. In addition, the Vice President for Professional Development must be a member of the American Institute of Certified Planners; Area Directors must have their principal place of business or residence located in the area they serve and the student representative must be registered in one of the four PAB planning schools in the Chapter area.

#### Section 4 - Duties

The Executive Committee shall: (a) manage the affairs of the Chapter; (b) report to the Chapter membership upon all business which it has considered or acted upon between Chapter meetings; (c) put into effect the votes of the Chapter; (d) authorize expenditures consistent with the budget, (e) fill vacancies in offices occurring between elections (members of the Executive Committee so elected, shall hold office only for the balance of the current term until their successors are elected); (f) take action without a meeting if a written consent, setting forth the action taken, is signed by each member of the Committee, and (g) perform such other functions as are delegated herein or by the members of the Chapter.

#### Section 5 - Removal

Any member of the Executive Committee who shall miss three consecutive executive committee meetings without a valid reason for said absence shall be considered to have resigned from the Executive Committee. Following the third such absence, the Executive Committee member shall be notified in writing and provided with an opportunity to explain the reasons for the absences prior to the next regular Board Meeting.

#### Section 6 - Notices of Meetings

Notices of the meetings of the Executive Committee shall be mailed, faxed or e-mailed to all committee members and to all duly elected representatives of the AICP-accredited planning schools.

### **ARTICLE IX - STUDENT REPRESENTATIVES**

#### Section 1 - Composition

The student body of each PAB accredited school in the Chapter area shall elect a student to represent APA members from each school at Executive Committee meetings. The four student representatives shall elect from among themselves one voting representative to the Executive Committee.

### **ARTICLE X - COMMITTEES**

#### Section 1 - Standing and Ad Hoc Committees

There shall be the following standing committees: Nominating and Teller, Professional Development, and Area Program for each Chapter Area. All members shall be appointed by the President. In addition, the President, with the advice and consent of the Executive Committee, shall appoint such committees as are deemed necessary for carrying out the objectives of the Chapter. Ad hoc committees shall be discharged when their work is completed.

#### Section 2 - Nominating and Teller Committee

The Nominating Committee shall consist of a minimum of three members, eligible to hold office and one of whom shall be a member of the Executive Committee. The Nominating Committee shall be appointed by January 15 of each year.

#### Section 3 - Professional Development Committee (PDC)

The Professional Development Committee shall consist of at least five but not more than seven members, and all of them shall be members of the American Institute of Certified Planners (AICP). The Vice President for Professional Development shall chair this committee. The PDC shall perform the following duties:

- (a) Advise new applicants and Chapter members wishing to advance through membership categories;
- (b) Review AICP membership applications referred to the Committee by the National office, and counsel qualified applicants to prepare for the written examination;
- (c) Advise the Chapter Executive Committee on professional standing, professional planning practice, licensing, certification, professional development; membership, ethics and other related concerns;
- (d) Assist members in the development of their professional capabilities by such means as providing continuing education opportunities and seminars to improve skills and to enhance professional development;

- (e) Assist student members and related disciplines in entering and advancing in the planning profession; and
- (f) Review applications for accreditation of planning degree programs of schools within the Metropolitan area, pursuant to the recognition criteria established by the Association, and foster and strengthen the relationship between the Chapter and the schools offering planning courses in the Metropolitan area.

Section 4 - Area Program Committees

Each Area Director shall appoint an Area Program Committee with the advice of the Chapter President. Each committee shall develop and implement a schedule of programs responsive to issues of concern within the Area and/or to the Chapter. Members of the committees shall have their principal place of business or residence located in the area they serve.

**ARTICLE XI - ELECTIONS**

Election of Officers and Area Directors on the Chapter Executive Committee shall be by mail ballot or by secure on-line vote, in a method accepted by APA National, of the membership. The process is initiated with the appointment of a Nominating Committee by February 1 and new officers assume office by October 1. It is desirable to complete the process by mid-June to enable new officers to acquaint themselves with their responsibilities before assuming office. Therefore, the following schedule guidelines should be followed:

January 15	President appoints Nominating Committee.
February 1	E-mail or newsletter notification to Chapter members of names of nominating committee members and call for nominations.
March 1	Nominating Committee forwards candidate recommendations to the Executive Committee.
March 15	Executive Committee acts on report of Nominating Committee and sets election schedule.
April 1	Deadline for receiving background and position statements from candidates. Petition candidates shall have signatures of at least 20 chapter members in good standing.
April 15	Chapter newsletter publishes names of candidates with their background and position statements.
April 21	Ballots are mailed or Chapter members are notified of and provided link to on-line balloting, in accordance with procedure accepted by APA National.
May 12	Deadline for receipt of ballots or close of on-line voting.
May 15 to June 30	Counting by Teller Committee and results announced at the Annual Meeting and published in the Chapter newsletter.

**ARTICLE XII - AMENDMENTS**

Bylaw amendments may be proposed by the Executive Committee or by a petition signed by five percent of the Chapter membership. The membership may amend these Bylaws by a majority vote of those voting by mail ballot or by secure on-line vote, in a method accepted by APA National.

### **ARTICLE XIII - QUORUMS AND VOTING**

All Regular, Affiliate, Non-Resident and Chapter Members are eligible to vote on Chapter affairs.

#### **Section 1 - Chapter Positions or Resolutions**

The adoption by the Chapter of a position or resolution on a planning issue may be done by any of the following methods: (1) by majority vote of the Regular Members of the Chapter voting by mail ballot or by secure on-line vote, in a method accepted by APA National, or (2) by a majority vote of the Executive Committee, or (3) by a majority vote of Regular Members at a meeting provided a notice of the meeting and the issue to be decided are provided to Chapter members ten days in advance of the meeting. In the event that the adoption of an urgent position or resolution by the Chapter is required before the next scheduled Executive Committee Meeting, a majority vote of the Executive Committee may be obtained via teleconference, facsimile or e-mail, according to the provisions of Article V.

#### **Section 2 – Petition Call for Vote**

A vote on any Chapter issue shall be undertaken on receipt of a petition of five percent of the Chapter members eligible to vote. The adoption of a position on an issue by this method also requires a majority vote of those voting.

#### **Section 3 - Quorum**

A quorum for a valid vote on Chapter affairs shall be five percent of the Chapter's members either attending a duly called Chapter meeting or responding to a mail ballot or secure on-line vote.