



Bylaws of the Nevada Chapter of the American Planning Association

1.0 General

- 1.1 General: Name. The name of the Chapter is the Nevada Chapter of the American Planning Association, hereinafter referred to in these bylaws as the “Chapter.”
- 1.2 General: Mission Statement. The mission of the Nevada Chapter of the American Planning Association shall be “To promote public involvement and excellence in planning and to improve the quality of life in the State of Nevada through professional development and education.” Whenever possible, the mission statement shall be included on official stationery and other publications of the chapter.
- 1.3 General: Strategic Plan. A strategic plan to guide the use of the Chapter’s resources and to implement the Chapter’s mission statement is encouraged to be developed and periodically updated.
- 1.4 General: Chapter Area. The area served by the Chapter is the State of Nevada.
- 1.5 General: Purpose. The purposes of the Chapter shall be to: (a) enable fuller membership participation in the Association; (b) advise the APA Board of Directors and other committees of the Association on the implementation of APA policy; (c) advance the art and science of planning in the chapter area; (d) encourage the exchange of information and experience in the chapter area; (e) advance the interests and the welfare of sound planning principles in the chapter area. The Chapter is not organized for profit and no part of any net earnings will accrue to the benefit of any private individuals, member, or otherwise.
- 1.6 General: The American Planning Association. The national organization of which this Chapter is part is the American Planning Association, which is referred to in these bylaws as “the Association” or “APA.”
- 1.7 General: National Office. The term “National Office” refers to the Office of APA designated by APA to service Chapter and membership matters.

- 1.8 General: Executive Director. Unless otherwise qualified, the term “Executive Director,” when used in these Bylaws, refers to the duly appointed Executive Director of APA.
- 1.9 General: Address of Record. An APA member’s “address of record” shall be the address (postal and/or email) furnished to the Chapter by the National Office. It is the APA member’s responsibility to notify the National Office of any change of address. Nevada-Only members must furnish an address of record upon membership application and bear the responsibility to notify the Chapter Secretary of any change of address.
- 1.10 General: Publication of the Chapter. A “publication of the Chapter” shall mean any publication that is mailed to all Chapter members at their address of record, without special charge.
- 1.11 General: Parliamentary Procedure. At meetings of the membership and of the Executive Committee, parliamentary procedures shall be governed by Robert’s Rules of Orders (the pertinent edition of which may be designated by the President).

2.0 Members

- 2.1 Members: Eligibility. APA and Chapter membership is open to anyone who is interested in planning regardless of educational background or professional experience. All members of APA whose address of record is within the Chapter area shall automatically be Chapter members. Other interested persons may also become Nevada-Only members upon payment of any applicable dues and assessments.
- 2.2 Members: Nevada-Only Members. Members of the Chapter who are APA members living outside the Chapter area, or are not members of APA, shall be classified as “Nevada-Only Members.” Nevada-Only members shall enjoy full Chapter benefits and privileges, including participation in conferences and annual meetings, voting, and membership in the appropriate Section. Nevada-only members shall not receive benefits of APA membership through the Nevada Chapter.
- 2.3 Members: Meetings. There shall be at least one meeting of the Chapter membership in each calendar year. The meeting shall be held at a location within the Chapter area.
- 2.4 Members: Notice of Meetings. The Secretary shall notify the membership of the place, date, and time of the Annual Meetings in a publication of the Chapter, or by another communication, that is mailed, either by postal mail or an electronic format approved by the Executive Committee, to each member at least one month before the meeting.

- 2.5 Members: 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 10% of the members of the Chapter. The place, date and time shall be set by the President or by the Executive Committee, provided that the location shall be given to members as in Section 2.4 and shall include a statement of the purpose of the Special Meeting.
- 2.6 Members: Quorum Requirements. At Annual and Special Meetings and in mail or electronic mail ballots, except ballots for election of officers, a quorum shall be 25% of the Chapter membership.
- 2.7 Members: Termination. For APA members, Chapter membership will be terminated upon termination of APA membership. Nevada-Only membership will be terminated for failure to pay Chapter dues and assessments. APA members who move to another state bear the responsibility to notify the national office for transferral of Chapter membership.
- 3.0 **Officers**
- 3.1 Officers: Election and Terms. The officers of the Chapter shall be President, Vice-President, Secretary and Treasurer. The terms of office shall be two years, from January 1 of each even-numbered year to December 31 of the following year.
- 3.2 Officers: Requirements. Each officer of the Chapter must be a member of APA when elected and maintain APA membership during the length of his/her term.
- 3.3 Officers: President. The president shall preside at 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 Chapter committees unless otherwise provided in these Bylaws. 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 by the Executive Committee.
- 3.4 Officers: Vice President. The Vice President shall assist the President in the guidance and coordination of committee activities. The Vice President shall carry out any other duties assigned by the President. The Vice President shall serve as President when the President is unable to complete his/her duties.
- 3.5 Officers: Secretary. The Secretary shall: (a) maintain an accurate list of the members of the Chapter; (b) notify members and the Executive Committee members of meetings,

prepare and report minutes of Chapter and Executive Committee meetings; (c) transmit to the Executive Director of APA a list of all Chapter officers (including their address and telephone numbers) within 30 days of their election; (d) notify the Executive Director of APA of the results of all Chapter voting, and, in so doing, specify the quorum and the number voting for each candidate or "aye" and "nay" on each issue; (e) transmit to the Executive Director of APA one copy of each publication of the Chapter; (f) submit to the Executive Director of APA proposed Bylaws or Amendments as required by the Bylaws of APA; (g) maintain files of all correspondence, reports, publications, etc., belonging to the Chapter; and (h) perform such other duties as required by these Bylaws or customary to the office.

3.6 Officers: Treasurer. The Treasurer shall (a) receive and disburse Chapter funds in accordance with the annual budget adopted by the Executive Committee or as specifically authorized by the Executive Committee; (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; and (f) perform such other duties as required by these Bylaws or customary in the office.

4.0 **Executive Committee**

4.1 Executive Committee: Composition. The Executive Committee shall consist of the Chapter Officers, the immediate past President of the Chapter, and the Director, Assistant Director, Secretary, and Treasurer (or the Section Director's designee) of each Section of the Chapter. The immediate past President shall serve as a non-voting member of the Executive Committee, except when the immediate past President is required to break a tie.

4.2 Executive Committee: Duties. The Executive Committee shall: (a) manage the affairs of the Chapter; (b) report to the membership upon all business which is considered or acted upon between Chapter meetings; (c) put into effect the votes of the Chapter; (d) adopt the annual budget or authorize special expenditure of funds when necessary without incurring liabilities exceeding normally expected revenue; and (e) perform such other functions as are delegated herein or by the members of the Chapter.

4.3 Executive Committee: Meetings and Quorums. 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 three meetings of the Executive Committee, one of which shall be by physical attendance of the Committee, and may be held in conjunction with the

annual conference. A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee.

- 4.4 Executive Committee: Acting without Meeting. An action may be taken by the Executive Committee without a meeting if a written consent, setting forth the action taken, is signed by seven or more voting members of the Committee.
- 4.5 Executive Committee: Vacancies. The Executive Committee may fill Officers' vacancies between elections, Officers so appointed shall serve only the unexpired portion of the term unless they are nominated and elected pursuant to Article 9.0 of these Bylaws.

5.0 Committees

- 5.1 Committees: Nominating Committee. The Nominating Committee shall consist of four Chapter members, one of whom shall be a member of the Executive Committee. Two must be from Northern Nevada Section and two must be from Southern Nevada Section.
- 5.2 Committees: Professional Development Committee. The President shall appoint six Chapter members who are members of the American Institute of Certified Planners (AICP) to serve on the Chapter Professional Development Committee. Three must be from Northern Nevada Section and three must be from Southern Nevada Section. The President shall designate a Chairperson from among the Committee. The duties of the Committee shall be: (a) to advise prospective members of the American Institute of Certified Planners as to qualifications, purposes, and programs of the Institute, the Institute Code of Professional Responsibility, the Guidelines for Social Responsibility, of the Planner and the Rules of Reference to Institute Membership and (b) to advise members of the American Institute of Certified Planners concerning opportunities and/or requirements for continuing education and professional development.
- 5.3 Committees: Other Committees. The President, with the advice and consent of the Executive Committee, shall appoint other Committees to consist of at least three Chapter members.

6.0 Finance

- 6.1 Finance: Budget. The President, in consultation with the Treasurer, shall prepare by December 1 an annual budget which the Executive Committee may modify and shall adopt. The budget shall set forth the objectives for which funds for the Chapter may be expended and the amount authorized to be expended for each object. The budget may be modified by majority vote of the members of the Executive Committee.
- 6.2 Finance: Annual Dues: The annual Chapter dues shall be determined by vote at the annual meeting of the Chapter or by mail or electronic mail ballot, pursuant to Article 2.6

of the Bylaws.

6.3 Finance: Collection and Delinquencies. The dues of regular members shall be collected by the National Office of APA. The dues of Nevada-Only members shall be collected by the Chapter.

6.4 Finance: Fiscal Year. The fiscal year shall be from October 1 to September 30.

7.0 Sections

7.1 Sections: Formation of Northern and Southern Sections. The Northern Nevada Section encompasses the following counties. Washoe, Mineral, Elko, Eureka, Carson City, Pershing, Humboldt, Storey, Douglas, Churchill, Lander. The Southern Nevada Section encompasses the following counties: Clark, Nye, White Pine, Esmeralda, Lincoln. Chapter members living outside the State may become a member of the Section of their choice, without additional fee.

7.2 Sections: Formation of Additional Sections. Additional Sections of the Chapter may be formed upon petitions signed by two-thirds of the members whose addresses of record are within the geographic areas of the proposed Sections and upon approval of the Chapter Executive Committee. The Territory of a Section shall be a reasonable coherent unit and the name of the Section shall be geographically descriptive.

7.3 Sections: Bylaws. Sections shall adopt Bylaws to govern Section affairs. Section Bylaws shall not conflict with these Bylaws of the Articles of Incorporation and Bylaws of APA. Copies of Section Bylaws or Bylaw Amendments shall be sent to each member of the Chapter Executive Committee and filed with the Executive Director of APA.

8.0 Amendments

Bylaw amendments may be proposed by the Executive Committee or by a petition signed by 20% of the Chapter membership. The membership may amend these Bylaws by a majority vote, if by mail or electronic ballot. Bylaw amendments may also be effected by a majority vote at Annual or Special Meetings of the membership, provided that the amendments were published in a publication of the Chapter membership at least one month prior to the Meeting and that a quorum is present at the time of the vote.

9.0 Elections

9.1 Elections: Method of Balloting. Election of Chapter Officers shall be by mail or by electronic ballot of the membership. No quorum requirement shall be applicable. Elections shall be held in each odd-numbered year.

- 9.2 Elections: Nominations. The Nominating Committee shall submit the names of all candidates for Chapter offices to the Secretary at least 45 days prior to the annual meeting to verify their eligibility. Eligible candidates for elected office must be members of both the Chapter and APA. The Secretary shall also verify a list of Chapter members who are eligible to vote at least 45 days prior to the annual meeting.
- 9.3 Elections: Balloting. The Nominating Committee shall prepare postage paid mail ballots, or use an electronic format as approved by the Executive Committee, and ensure that ballots and position statements are distributed to each eligible Chapter member at least 21 days prior to the annual meeting. The Nominating Committee shall collect and count each returned ballot and post the election results at the annual meeting.

Adopted 1980.

Revised at Annual Meeting, October 1996.

Revised by mail ballot, March 1999.

Revised at Annual Meeting, October 2012

Revised and Amended by Mail Ballot, May 2016

Approved by the Chapter Executive Committee June 17, 2016