

Minimum Chapter Performance Criteria

- 1. Each chapter shall prepare and maintain a long-range plan of development and submit same to APA staff and the CPC Executive Committee every five years.**
- 2. Mission Statement: Each chapter shall develop a mission statement, which defines the chapter's core function(s) or purpose(s) and submit to APA staff and the CPC Executive Committee.**
- 3. Annual Work Plan: Each chapter shall prepare a Chapter Work Plan, which identifies specific quantifiable goals for the coming year(s), based on the mission statement. The Chapter Work Plan shall not exceed a four year span. This Work Plan can be a listing of goals and objectives, much of which correspond to these criteria. The work plan is to be submitted to APA staff and the CPC Executive Committee.**
- 4. Each chapter must prepare and submit the financial report for the previous (or most recent) fiscal year to APA staff and the CPC Executive Committee annually. The report shall include the identification of all sources of income as well as expenditures.**
- 5. Bylaws: Chapter shall operate under a current set of bylaws. Chapters shall review their bylaws no less than once every four years and update as needed. These bylaws shall be sent to APA staff and the CPC Executive Committee.**
- 6. Each chapter must send its chapter president or proxy to at least one of the two leadership meetings held in any given calendar year.**
- 7. Each chapter must hold a business meeting annually in person or via electronic communications.**
- 8. At least three (3) times per year, each chapter shall publish and send to its members, the CPC Executive Committee and APA staff, a newsletter or comparable publication that focuses on current information and concerns relevant to its chapter. This publication may be in an electronic form.**
- 9. Chapter publications shall be identified with the full name of the chapter as "a Chapter of the American Planning Association," and with the uniform logotype of the Association.**
- 10. Each chapter shall provide and maintain a current list of all elected chapter officers to APA staff.**