



## **Bylaws**

### **ARTICLE 1: NAME AND AREA SERVED**

The name of this Section of the American Planning Association shall be Inland Empire Section, commonly known as IES-APA. The areas served by the Section shall be the counties of San Bernardino and Riverside. The Section shall be a nonprofit organization.

### **ARTICLE 2: PURPOSE**

The purpose of the Inland Empire Section, American Planning Association shall be to promote planning-related activities and continuing education functions, as follows:

1. To provide an arena for communication and exchange of information among those engaged or interested in planning related activities.
2. To provide membership awareness and involvement in the affairs of the Association.
3. To increase public awareness of the importance of planning.
4. To encourage a high degree of professionalism in the conduct of its members and
5. To provide occasional social functions in order to foster a sense of community within and among Inland Empire Section members.

This purpose may generally be coordinated with the California Chapter of the American Planning Association.

### **ARTICLE 3: MEMBERSHIP**

Any California Chapter 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. Membership is terminated when a name no longer appears on the national register of members in good standing.

California “Chapter-Only” members whose address of record is located in the Section area shall also automatically be a member of the Section.

### **ARTICLE 4: OFFICERS, SECTION, AND EXECUTIVE BOARD**

#### **4.1 Board Composition**

#### **4.1.1 Elected Officers**

A description of the duties and functions of Elected Officers is found in Section 4.6 of these Bylaws. Elected officers shall be voting members of the Section Board.

There shall be four (4) officers of the Executive Board by a vote of the Section Membership. These officers shall be a:

1. Section Director
2. Vice Director for Policy
3. Professional Development Officer
4. Director-Elect

#### **4.1.2 Appointed Officers**

A description of the duties and functions of Appointed Officers is found in Article 4.7 of these Bylaws. Appointed officers shall be voting members of the Section Board.

Appointed officers may select an alternate to represent them at the Section Board meetings. Alternatives acting for an Appointed Officer will be a full voting member of the Section Board.

The Section Director may appoint additional officers to fulfill specific Section duties. Appointment of officers requires the approval of at least two of the following: Director Elect, Vice Director of Policy and Professional Development Officer.

The Appointed Officer may be removed for any valid reason by the Section Director with the approval of at least two of the following: Director Elect, Vice Director of Policy and Professional Development Officer.

Other Board members may elect to add additional Board Members but shall not be members of the Executive Board.

#### **4.1.3 Executive Board**

There shall be an Executive Board established to conduct the business of the Section. This Board shall consist of at least eight (8) members. If there are only eight members, they shall be the elected and appointed officers listed in Article 4.1.1 and 4.7 and the Immediate Past Director. The Section Director may appoint, with the consent of the Executive Board, additional persons to the Board as may be necessary to implement the purposes of the Section.

### **4.2 Election Procedures**

#### **4.2.1 Term of the Office**

There will be no term limits.

The Director-Elect will assume the Director position after one (1) year.

The term of the Past Director-Elect will be one (1) year.

The term of the Section Director shall be two (2) years, commencing on January 1 of odd-numbered years.

The term of the Director Elect shall be one (1) year, commencing on January 1 of even numbered years. The Director Elect shall move into the position of the Section Director after serving one year as Director Elect.

The term of the Vice Director of Administration shall be two (2) years, commencing on January 1 of odd-numbered years.

The term of the Professional Development Officer shall be two (2) years, commencing on January 1 of odd-numbered years.

#### **4.2.2 Election Schedule**

Elections shall be conducted by Section balloting prior to December 1 each year. Summary of election schedule:

September 1 – Nomination Committee should be formed prior to this date.

September – The Newsletter publishes a call for nominations and outlines the procedure for petition submittals.

September 30 – Deadline for the submission of nomination petitions and candidate’s statements.

November – Ballots are sent to membership.

December 1 – Final date for Section members to return ballots to the Nominating Committee.

January – Transition Board Meeting – New elected officers assume office.

#### **4.3 Board Vacancies**

##### **4.3.1 Vacancies**

The Section Director, with the consent of the Section Executive Board, shall fill vacancies of the Section officers occurring during the term. Officers so appointed shall serve the unexpired terms of their predecessor in the office. However, in the case a vacancy occurs in the office of the Director, the post of Director shall be assumed by the Director-Elect. In the case that the Director-Elect declines or is unable to assume the post or was appointed by the Board to the post of Director-Elect to fill a previous vacancy, the post of Director shall be assumed by the Vice Director for Policy. The post of Director shall be assumed by the Professional Development Officer if the Vice Director for Policy is unable to assume the post. The post of Director shall always be held by an elected Board member.

##### **4.3.2 Nonperformance of elected Officers**

Any elected officer may be removed from office for non-performance upon a written motion adopted by five (5) Members of the Executive Board. This motion will require a statement setting forth the grounds for non-performance. Due process will require at least two consecutive Board meetings to adopt this motion, the first for the making of the motion and submission of grounds, and the second to consider submission of the response by the Officer so charged, at which time the Board shall sustain or deny the motion.

#### **4.4 Voting and Election**

##### **4.4.1 Eligibility to Vote and/or Hold Office**

Those eligible to vote in elections for Section Officers and/or hold office as a Section Officer shall be all members in good standing of the Section, as defined in Article 3.

##### **4.4.2 Voting Procedure**

Voting for Section Officers shall be by secret ballot mailed or printed in the Section Newsletter not less than ten (10) days prior to the date specified for the return of the ballot. "Write in" candidates will be accepted or recognized as legitimate candidates running for office as long as they meet minimum qualifications as determined by the Nomination Committee as ratified by the Section Board.

##### **4.4.3 Counting of Votes**

The Nomination Committee shall count and verify all faxed or emailed votes.

##### **4.4.4 Results of Elections**

The candidates for each office receiving the largest number of qualified votes shall be declared elected. The results of the vote shall be published, and all candidates notified of these results.

#### **4.5 Duties of the Section Board and Committee**

The duties of the Section Board shall be to:

1. Establish policies, formulate programs and provide guidance in carrying out the purposes of the Section.
2. Adopt an annual Section budget.
3. Authorize the appointment of staff deemed necessary to assist in carrying out the affairs of the Section.
4. Receive and consider resolutions, petitions and recommendations from the members of the Section.
5. To consider and grant appointments upon recommendations by the Section Director.
6. Notify the Section members of the Section meetings.
7. Conduct correspondence of the Section.
8. Consider and authorize the formulation of subsections or functional departments within the Section, and
9. Perform any other duties necessary or desirable to carry out the purposes of the Section.

## **4.6 Duties of Elected Officers**

### **4.6.1 Section Director**

The duties of the Section Director shall be:

1. To appoint, with the consent of the Executive Board: Vacant appointed board positions (i.e. Vice Director for Programs, Newsletter Editor, etc...).
2. To represent others and regularly report on Membership, Section concerns, issues and activities to California Chapter Board.
3. To represent and promote Section and Chapter concerns before the Chapter President's Council at National Conferences and at other forums.
4. To maintain a liaison with other Section Directors, especially those of adjacent sections.
5. To maintain a liaison with as many members of the National Board of Governors as feasible or appropriate.
6. To develop and maintain working contact with the National Executive Directors, and Assistant Executive Directors (APA, AICP).
7. To communicate Chapter concerns to the Section Board and Section membership and to facilitate communication from the Section membership to the Executive Board and the Chapter.
8. To initiate and maintain, with assistance from the Board, contacts and joint programs with allied professional groups.
9. To represent the Section in formal correspondence, transmittals and public events.
10. To monitor planning and related activities and communicate this to the Executive Board.
11. To oversee, monitor and make recommendations relative to the newsletter, newsletter staff and newsletter format as appropriate.
12. To ensure the Vice-Director for Administration is providing financial records and reports are kept up-to-date.

### **4.6.2 Vice Director for Policy**

The duties for the vice Director for Policy shall be:

1. To develop and maintain Section legislative review and response capability and present legislative policy items to the Section Board in a timely manner.
2. To promote, develop and coordinate Section task forces or committees concerned with policy areas, critical planning issues; promote adoption of these group's recommendations wherever possible and appropriate; consider ways to implement adopted policy statements.
3. To develop and maintain a strong working relationship with the Chapter Vice President for State and Local Affairs.
4. To develop and maintain a working relationship with chapter legislative advocates and representatives.
5. To support the Section Director in Chapter President's Council meetings and activities.
6. To act as liaison with Chapter Newsletter Editor.

### **4.6.3 Professional Development Officer**

The duties of the Professional Development Officer shall be:

1. To promote membership in APA and AICP, to welcome new and prospective members and to help resolve membership problems.
2. To arrange and coordinate counseling of members desiring to take the AICP exam.
3. To develop programs in collaboration with the Vice Director for Programs to address Professional Development needs (seminars, symposiums, etc.).
4. To develop and maintain working relationships with the Chapter Professional Development committee and assist with their needs and activities in the Section area.
5. To maintain the membership roster received through the Chapter's treasurer, develop and carry out processes for keeping the Section mailing list current in collaboration with the Vice Director for Programs, Vice Director for Administration, Cal Chapter Executive Secretary and Newsletter Editor.
6. 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 report to the Section Board where appropriate.
7. To maintain contact with the California Planners Foundation and make reports, recommendations when appropriate or when opportunities arise.

#### **4.6.4 Director – Elect**

The duties of the Director-Elect shall be:

1. To preside at all meetings and represent the Section in the absence of the Director. In the event of an extended absence or disability of the Director, the Executive Board may authorize the Director Elect to act as Director for the duration of said absence or disability.
2. The Director-Elect shall participate with the Vice Director for Administration on a Budget Committee to prepare the Section's annual budget for review and adoption.
3. Perform other duties as may be assigned by the Section Executive Board.

#### **4.6.5 Immediate Past Director**

The Immediate Past Director shall assist in workshop and program planning; act as mentor to the Student Representative, Section Director and Director-Elect when appointed, and such duties as may be assigned by the Section Executive Board.

### **4.7 Duties of Appointed Officers**

#### **4.7.2 Vice Director(s) for Programs**

The duties of the Vice Director(s) for 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.
2. To assist and support the Section Director in developing relationships, joint programs with allied professional and public groups.
3. To maintain contact with the Chapter Vice President of Public Information and coordinate local efforts for Chapter programs.
4. To preside over the program meetings.

### **4.7.3 Editor**

The duties of the Editor shall be:

1. To work with various agencies, individuals, universities, and other sources to acquire articles for inclusion into the IES-APA website or other Section related publications.
2. To format, edit, or otherwise prepare articles for publishing.
3. To format, edit, or otherwise prepare related graphics for publishing.
4. To assist in the preparation of other Section related collateral material for workshops, award programs, and other special events.
5. To assist the Board with establishing and implementing advertising opportunities for the Section website as well as workshops, award programs, and other special events.

### **4.7.4 Awards Program Director(s)**

The duties of the Awards Program Director(s) shall be:

1. To publicize the Section's Annual Awards Program and solicit nominees.
2. To arrange judging for the nominees and select winners in each category.
3. To organize an Annual Awards Banquet for the purpose of honoring award winners.

### **4.7.5 Vice Director for Membership**

The duties of the Membership Director shall be:

1. To coordinate with the Executive Director of Administration on a current list of Section membership.
2. To develop and oversee initiatives and programs to increase APA membership.

#### **4.7.5.1 Cahuilla District Membership Coordinator**

The duties of the Cahuilla District Membership Coordinator shall be:

1. To coordinate with the Executive Director of Administration and Vice Director of Membership on a current list of Section membership
2. To develop and oversee initiatives and programs to increase APA membership within the Cahuilla District and Inland Empire Section.

### **4.7.6 Planning Commissioner**

The duties of the Planning Commissioner shall be:

1. To act as a liaison between the Section Board and Planning Commissioners in representative cities and counties.
2. To advise the Section Board of Planning Commission issues.
3. To increase awareness of and membership to CCAPA among Planning Commissioners in representative cities and counties.
4. To represent the Section Board and Planning Commissioners at official functions.

#### **4.7.7 Planning Diversity Director**

The duties of the Planning Diversity Director shall be:

1. To increase diversity in the Section membership as well as on the Board.
2. To educate members to better serve diverse communities.
3. To work with the Board in coordinating activities (e.g. Awards Banquet, professional development, recruitments, planning school curriculum) to meet diversity goals.
4. To coordinate with the California Chapter of the American Planning Association Membership Inclusion Director.

#### **4.7.8 Student Representative(s)**

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 planning-related course work. The Board shall request a nomination from a College and University in the Section offering course work in planning and related fields. Selection shall be made by appointment, in accordance with Article 4.1.2.

The duties of the Student Representative(s) shall be:

1. To advise the Section Board concerning student affairs.
2. To represent the Section and planning students at official functions.
3. To maintain liaison with planning schools and their students.
4. To encourage student membership in the APA.
5. To provide liaison between the California Chapter Student Representative and the students.
6. To improve student/professional interaction at Section programs and activities.
7. To assist in the recruitment process for future Student representatives.

#### **4.7.9 University Liaison**

The duties of the University Liaison shall be:

1. To work with the Student Representative(s).
2. To promote APA to colleges/universities with planning programs that does not have a Student Representative on the Inland Empire Section Board.
3. To coordinate Student Planning Conferences.
4. To provide liaison between the California Chapter Student Representative and the Section Board.

#### **4.7.10 Section Historian**

The duties of the Section Historian shall be:

1. Mission: Promote the importance of History as it relates to Planning, urban Design and Historic Preservation.
2. Keep a fresh and updated Historian Corner in the Section's Website.
3. Organize the Annual Historical Symposium.

4. Provide a relevant article for each edition of the Section's Newsletter.
5. Act as a liaison between the Urban Design and the Historic Preservation APA Divisions.
6. Coordinate and promote events in conjunction with Chapter's Historian activities.
7. Promote Historian's mission through the APA Ambassador Program.

#### **4.7.11 Other Appointed Officers**

Other Appointed Officers may be created as need arises. The creation of a position requires the approval of a majority of the Section Board.

The duties of these Other Appointed Officers shall be defined at the time of their appointment.

### **4.8 Duties of Contracted Positions**

#### **4.8.1 Executive Director**

The duties of Executive Director shall be:

1. To take and distribute Section Board minutes and Board meeting announcements, assemble and distribute Chapter minutes and material to section Board or others.
2. To develop and maintain mailing lists for Section Board appointees, committees, past directors and other active Section members and provide for the distribution of appropriate material.
3. To prepare the Section's budget for review and adoption. To make financial reports on a regular basis.
4. To disburse Section funds.
5. To arrange for the taking of funds at programs and events and monitor names of those attending programs and events as part of this process and provide this information to the Director and Vice Director(s) for Programs and Professional Development Officer.
6. To oversee the preparation of press releases for the newsletter and news media.
7. To conduct correspondence of the Section under the direction of the appropriate Section officer.
8. To be responsible for Section equipment/supplies (i.e. stationery, name tags, public address systems, etc.).
9. To have working knowledge of financial software, profit and loss statements, balance sheets and reconciliation procedures. (Services may be subcontracted if necessary.)
10. To include a verbal and written financial report as an agenda item and attachment at each Section Board meeting. The attachment shall include an up-to-date profit and loss statement and balance sheet. A summary of the financial report shall be included in the minutes of the meeting. The financial reports shall be accurate, and the computer reports shall be reconciled to the bank statements.
11. To maintain the Chapter mailing list and interest list.

#### **4.8.2 Webmaster**

The duties of Webmaster shall be:

1. To design the Section's website in a manner that is consistent with the National APA's requirements for content and branding.

2. To update the Section's website on a regular basis with new articles, announcements, jobs, events, graphics, and other relevant Section related material.
3. To look for new content, design, and functionality opportunities which would make the Section's website operate more efficiently.
4. To assist the Board with establishing and implementing online advertising opportunities.

#### **4.9 Other Board Committees**

##### **4.9.1 Standing Committees**

As deemed necessary by the Section Board, Standing Committees shall be established and Committee Chairs shall be appointed. The purpose of these Committees shall be to address specific and ongoing activities or issues of the Section. Standing Committees shall report directly back to the Board. Standing Committees may include, but shall not be limited to, the following:

Awards  
Budget  
Ethics  
Holiday Party  
Legislative Review  
Special Events

The term of Standing Committees shall expire upon delivery of a final report to the Board or at the end of one year, whichever occurs first, unless extended by the Board.

##### **4.9.2 Committee Member Voting Status**

The Chair of each Standing Committee shall have a category of non-voting membership on the Board.

### **ARTICLE 5: MEETINGS**

#### **5.1 Authority**

The Section Director and the Section Executive Board may call such meetings as deemed desirable to carry out the purpose and objectives of the Section.

#### **5.2 Notice of Meetings**

Reasonable notice of the time and place of the Section, Executive Board and Committee meetings shall be given.

#### **5.3 Executive Board Quorum**

Five (5) members of the Executive Board shall constitute a quorum for the purpose of transacting business at a meeting of the Board.

#### **5.4 Action Taken at Committee Meetings**

Whether or not a quorum is present, actions taken at Committee meetings shall be considered the opinion of the majority of those present and shall be referred to the Executive Board for study and consideration as to appropriate actions.

## **ARTICLE 6: INITIATIVE AND REFERENDUM**

Upon the receipt of a petition signed by not less than twenty (20) percent of the members of the Section eligible to vote, the Executive Board shall cause any initiative or referendum measure to be placed on the ballot used for election of officers, and be voted upon by mail in accordance with the procedures set forth in these bylaws for the election of Section officers.

## **ARTICLE 7: SECTION FINANCES**

### **7.1 Financial Status**

The Section is a nonprofit organization.

### **7.2 Authorization for Dues and Assessments**

Increases in Section dues from those set by the national and/or State Organization or special assessments necessary for pursuing Section affairs may be collected when authorized by an affirmative vote of a majority of those Section members eligible to vote.

### **7.3 Exemptions and Assessments**

Any member who is not required to pay Association dues shall also be exempt from paying section dues and assessments.

### **7.4 Budget**

An annual Section budget shall be prepared by a Budget Committee which shall be chaired by the Executive Director of Administration, and which shall include the Director-Elect when he/she is in office. Said budget shall be prepared for review and adoption prior to November 15 of the year preceding its term.

## **ARTICLE 8: ADOPTION AND AMENDMENT OF BYLAWS**

### **8.1 Adoption**

Adoption of these Bylaws shall be by an affirmative vote of at least five (5) members of the Executive Board.

### **8.2 Amendment**

Upon authorization of at least four (4) members of the Executive Board or upon petition of ten (10) percent of the Section members eligible to vote, any proposed amendment to these bylaws shall be placed on the Agenda for a vote by the Executive Board. No less than 50 days or at least one board meeting shall be allowed from the date of the vote placing the amendment on the Agenda to the final vote of the Board. Adoption of the amendment shall require the affirmative vote of five (5) members of the Executive Board.

Unless otherwise specified, the amendment shall become effective as of the affirmative vote.

The Board may also by a vote of a majority of the Board members submit any proposed amendment to the vote of the days that shall be allowed from the date of mailing the ballot, to the date specified for its return. Adoption of the amendment requires the affirmative written vote of those voting for the amendment provided that such majority consists of at least twenty (20) percent of the Section members eligible to vote.

## **ARTICLE 9: DISTRICT**

### **9.1 Purpose and Function of the District**

Districts 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 Districts are organized to facilitate the accomplishment of the purpose of the Inland Empire Section as set forth in these Bylaws in all matters of interest and concern in the areas serviced by the District.

### **9.2 Service Area**

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

### **9.3 Formation of a District**

Petitions requesting formation of a District shall be submitted to the Executive Board of the Inland Empire Section signed by at least fifteen (15) members of the Section who reside or work within the proposed District and who are eligible to vote. The petition shall set forth the following information: Area to be included:

1. Nomination of at least four District officers as follows:
2. District Coordinator
3. District Coordinator Pro Tem
4. District Professional Development Coordinator
5. District Secretary/Treasurer

Within six (6) months from approval of the District petition by the Section Board, the District shall hold elections for these officers in accordance with Section election procedures.

### **9.4 Executive Board Action**

The Executive Board may accept or reject the petition. Should the Executive Board vote to reject the petition, the Board shall identify corrective measures that can be taken to facilitate acceptance of an amended petition.

## **9.5 Budget and Financial Responsibilities**

One account shall be used for the entire Section, however Districts should track all Section related expenditures/revenues individually.

## **ARTICLE 10: PROCEDURES FOR ESTABLISHING SECTION POLICY**

### **10.1 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 the Section's internal affairs, consistent with the provisions of these Bylaws.

### **10.2 Section Policies Affecting External Affairs – Public Statements**

#### **10.2.1 Public Statements – Authorization**

No member or officer, elected or appointed, shall represent the Section in making public statements of policy or position, written or oral, without prior authorization as set forth in Article 10.2.2.

#### **10.2.2 Public Statements – Procedures for Determining Policy or Position**

Public statements of Section policy and/or position shall be made only if the policy or position has been authorized through one of the following procedures:

Adopted in a vote of the membership by a majority affirmative vote of voting Section members in a referendum submitted by the Section Board. Section members shall vote by mailed, faxed, emailed ballots or at a Section meeting if the policy or position statement is placed in the newsletter or mailed to the members with an announcement of the date, time and place of the Section meeting where the vote will take place. The vote may not occur unless at least ten (10) calendar days notice is given.

Adopted by the Section Board. Adoption shall require a two-third (2/3) affirmative vote by the full Section Board at a regular or special meeting of the Section Board.

### **10.3 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 said other organizations or event.