

**AMERICAN PLANNING ASSOCIATION
IDAHO CHAPTER BY-LAWS**

Section 1. Chapter Name and Boundary

The name of the chapter shall be the American Planning Association Idaho Chapter. The area served by the chapter shall be the State of Idaho.

Section 2. Chapter Mission

The chapter's mission shall be to carry out the objectives of the American Planning Association (APA) and to:

- A. Promote the art and science of planning in Idaho.
- B. Help planning professionals in their profession.
- C. Advance the practice of planning and opportunities for planners.
- D. Emphasize the importance of achieving the final vision/goal over mere procedure.
- E. Protect the legacy of our state's natural environment.
- F. Nurture the improvement of our built environment.
- G. Foster social and environmental equity.
- H. Advocate for every citizen's opportunity to participate.
- I. Support planning and zoning commission members and citizen planners.

Section 3. Chapter Strategies

The chapter shall pursue the following strategies for achieving its mission. These strategies can be broadly grouped into three themes: promoting the art and science of planning, membership support, and advocacy and outreach to the broader community. The strategies are to:

- A. Organize and distribute planning resources.
- B. Promote education about planning to other professions and the public.
- C. Promote education of planners and planning and zoning commission members.
- D. Support the Idaho APA membership.
- E. Increase the Idaho APA membership.
- F. Create a program for enhancing the chapter's administrative and organizational effectiveness.
- G. Create a legislative outreach program for the chapter.
- H. Create a program to assist planning commissioners.
- I. Seek to energize and excite the public about planning.
- J. Work in partnership with other non-profit and professional organizations in promoting the values of planning.

Section 4. Chapter Membership

- A. Chapter members shall be members of APA or members of only the Idaho Chapter:

1. APA members shall automatically be members of the Idaho Chapter if they are members of the APA and their addresses of record as provided by them to the national office are within the State of Idaho. They shall be considered regular members of the Idaho Chapter and shall be subject to all Idaho Chapter membership requirements including the payment of chapter dues.
 2. APA members whose address of record is outside the chapter area may also become voting chapter members upon payment of any applicable dues and assessments. These chapter members may not hold office or represent the chapter in National APA affairs but may serve on chapter committees.
- B. Chapter only members and student members shall be those who are otherwise eligible for American Planning Association membership, but choose not to be and only pay chapter dues established by the Board.
1. Chapter only members, and student members may not participate in National APA elections or hold National APA office; however, such members may vote in chapter elections, serve on chapter committees, and be elected to, or hold a chapter office other than chapter president, vice-president/president elect, or professional development officer.
 2. Members of the American Institute of Certified Planners (AICP) must retain membership in the National Association and, therefore, are regular members as defined above.
 3. Any full-time student enrolled in a planning related program at a college in Idaho may be a student chapter only member. Dues will be charged to such student members while they are enrolled as full-time students in such a program.
- C. Termination and reinstatement shall be as follows:
1. Chapter membership will be terminated upon termination of National APA membership.
 2. Chapter only membership will be terminated for failure to pay chapter only dues.
 3. Chapter membership will be terminated when a member moves his/her address of record out of the chapter area unless the member requests to retain a non-resident membership and continues to pay chapter dues.
 4. Chapter membership may be terminated if, after proper investigation and deliberation, the Board finds a member has violated the APA Code of Ethics and, for AICP members, the AICP Code of Ethics and Professional Responsibility.
 5. Chapter membership may be reinstated only to APA members subject to such conditions as may be established by the chapter.

Section 5. Finances

- A. The Idaho Chapter is non-profit. Its income shall be used only for chapter purposes, and no part of any net earnings shall inure to the benefit of any member or individual, except the chapter may pay reasonable compensation for services rendered and make payments and distributions in furtherance of chapter purposes.
- B. Before the annual business meeting, the treasurer shall prepare a tentative budget which shall then be reviewed by the Executive Board. After further review and discussion at the annual business meeting, the Board shall adopt the budget. It may be modified from time to time by the majority vote of the Board. The original budget and subsequent modifications shall, after adoption, be posted on the chapter's website.
- C. The Board shall adopt, and review and amend from time to time, Standard Operating Procedures for the Financial Management of the Chapter's assets. It shall be the responsibility of the treasurer to follow the adopted procedures. Such procedures shall address the annual budget, income and expense categories, reimbursements, project and sponsorship funding, and accounts management. (Amendment by ballot, October 2017).

Section 6. Annual Business Meeting

The chapter shall hold an annual business meeting. At that meeting, the chapter shall establish the approximate date and location of the next annual business meeting. Additional meetings and conferences may be held during the year as the Board deems necessary. Unless otherwise agreed to by a majority of the members present at the outset, *Robert's Rules of Order* shall be used at the annual business meeting.

Section 7. Officers and Executive Board.

- A. The chapter shall elect a vice president/president elect, secretary, treasurer, and six regional representatives as members to an executive board. From the chapter membership, the president selects and the executive board affirms a professional development officer; an education and outreach chair; a planning program student representative; a legislative and policy affairs chair; a tribal planning representative; and a planning faculty representative. These appointed members also serve as members of the executive board. (Amendment by ballot, October, 2017)
- B. The chapter officer duties shall be as follows:
 - 1. The president shall:
 - a. Call meetings of the chapter and the board,
 - b. Preside at such meetings,

- c. Appoint and discharge all chapter committees with the consent of the executive board,
 - d. Be a non-voting ex-officio member of all committees,
 - e. Prepare an annual report,
 - f. Serve on the Chapter President's Council of APA, and
 - g. Perform other duties customary to the office.
2. The vice-president/president elect shall:
 - a. Act in the absence or incapacity of the president and shall serve as parliamentarian.
 - b. Should the president resign, the vice-president/president elect shall assume the office for the remainder of the term plus a full two-year term.
 - c. The vice-president/president elect shall serve as membership chair to promote and retain membership in the chapter.
3. The Immediate Past President shall:
 - a. Assist in preparing the President Elect to assume the responsibilities and duties of the office.
 - b. Serve as an informational resource to the President and the Executive Committee in transitioning to new leadership.
 - c. Perform other such duties as requested by the current President.
4. The secretary shall:
 - a. Keep minutes and be responsible for their timely submission to the executive board,
 - b. Notify members of their elections to offices and appointments to committees,
 - c. Within 30 days after elections, transmit to the APA national office a list of chapter officers with their addresses and telephone numbers, and
 - d. Perform other duties customary to the office.
5. The treasurer shall:
 - a. Maintain the chapter's funds and accounts which shall be open to the Board for inspection,
 - b. Provide the Board with quarterly financial statements of income, expenditures, and balance of chapter accounts,
 - c. Prepare an annual financial statement of the chapter's budget, including deficits or carryover,
 - d. Submit dues rate changes to APA National office,
 - e. Provide for a periodic audit as directed by the Executive Board, and
 - f. Perform other duties as customary to the office.
6. The regional representatives shall represent the interests of their region in the State and provide a communication link between the Board and planners in the region they

represent.

7. The tribal planning representative shall represent the planning interests of the Tribal Governments within the State of Idaho, shall work cooperatively with the Regional Representatives to promote an understanding of tribal planning and the differences in land, human and geographical resources, jurisdiction, and how relationships could be improved between intergovernmental parties. (Amendment by ballot, October 2017)
 8. The professional development officer shall be a member of the American Institute of Certified Planners (AICP) and shall be responsible for providing AICP membership information and other professional development programs and activities on behalf of the Chapter.
 9. The student representative shall be enrolled in a planning program within Idaho. The student representative shall represent the interests of student planners in the State and provide a communication link between the Board and the student planners in the State. (Amendment, 2012)
 10. The education and outreach committee chair shall serve as ambassador for the planning profession and shall be responsible for education and outreach about planning to public officials, allied professions, students, educators, interest groups, media, and public at large.
 11. The legislative and policy affairs chair shall be a member of the American Planning Association (APA) and shall be responsible for developing and implementing the chapter's legislative and policy action program. The chair shall represent the Executive Board and chapter on legislative and planning policy matters and determine the chapter's position on proposed legislation and policy when the Executive Board is unable to define the chapter position in a timely manner.
 12. The faculty representative shall be from any institution of higher education within the State of Idaho. The faculty representative shall represent the interests of faculty planners in the State for the purposes of strengthening the ties between the practice and education of the profession. (Amendment by ballot, October 2017)
- C. Composition, duties, and quorum of the Executive Board shall be as follows:
1. Unless noted otherwise, all members of the Board shall be voting members. The Board shall consist of elected and appointed officers. The following are the elected officers:
 - a. President*
 - b. Vice-president/President Elect*
 - c. Immediate Past President*
 - d. Secretary,

- e. Treasurer, and
- f. Six regional representatives.

*In the 2016 election, the president will be elected for a single two-year presidential term. In each subsequent even year election cycle, the membership will elect a Vice President/President Elect, Secretary, and Treasurer. The sitting Vice President/President Elect will take office as the President at the same time as the newly elected officers. The sitting President will become the Immediate Past President at this time.

2. The following are the appointed officers:
 - a. Tribal planning representative, (Amendment by ballot, October 2017)
 - b. Professional development officer,
 - c. Chair of legislative and policy affairs,
 - d. Student representative,
 - e. Education and outreach committee chair, and Amendment, September, 2012)
 - f. Faculty representative (Amendment by ballot, October 2017)

3. The duties of the Executive Board shall be as follows:
 - a. Manage the affairs of the chapter,
 - b. Adopt and revise as necessary the chapter strategic plan,
 - c. Prepare and adopt a balanced annual budget,
 - d. Set the annual chapter dues.
 - e. Prepare an annual report of chapter activities for presentation at the annual business meeting,
 - f. Authorize expenditures consistent with the approved budget,
 - g. Review and take action on all nominations for chapter awards and chapter nominations for national awards,
 - h. Upon request, investigate alleged violations of the APA Code of Ethics or the AICP Code of Ethics and Professional Responsibility,
 - i. Review and comment upon proposed APA programs, policies, and positions,
 - j. Authorize all contracts and agreements binding the chapter,
 - k. Implement all votes of the chapter,
 - l. Adopt and disseminate chapter policies and positions,
 - m. Attend and participate in chapter Board meetings and take a leadership role in the activities of the chapter,
 - n. Remove chapter officers from office and committee members from that committee for malfeasance, misfeasance, nonfeasance, or incapacity, including but not limited to, failure to participate in at least fifty percent of the scheduled meetings within a six month period, (Amendment, 2011)
 - o. Perform such other functions as are designated herein by the president or by the members of the chapter, and
 - p. Review and recommend candidates for FAICP.

4. A majority of the constituted Executive Board shall be required for transacting business at Board meetings.

Section 8. Chapter Elections, Terms of Office, and Vacancies.

- A. This section's purpose is to prescribe the procedures for election of chapter officers and other voting procedures as may be required, terms of office, filling of vacancies, and similar matters.
- B. All chapter members in good standing shall be eligible to vote for chapter officers.
- C. The Chapter's election cycle will follow that of the APA National's Nomination and voting procedures shall be as follows:
 1. APA National will issue a call for nominations annually in the spring for seats up for election in that year. Efforts shall be made to nominate at least two candidates for each position. In seeking nominations and developing a slate of candidates, the Executive Board will seek diversity of gender, ethnicity and age among the candidates and encourage candidates from a variety of public, private, and not-for-profit organizations.
 2. Immediately after the nomination deadline, the secretary will submit a report to the board containing a list of eligible nominees for each Executive Board position up for election. The Board will affirm nominees and slate eligible candidates for inclusion on the ballot. The Secretary shall notify APA National of slated candidates.
 3. APA National will distribute ballots in August with voting closing in early September. Space for write in candidates will be provided for each position except president and immediate past president. Ballots received after the voting deadline shall not be counted.
- D. All nominees shall follow the APA/AICP Election Policies and Procedures. Any mailing or mass unsolicited email, or any other electronic campaign communication by candidates or members, are prohibited.
- E. Executive Board members shall be elected by the affirmative, written ballots of a plurality of all members voting. The secretary shall enter ballot results into the Board's minutes. In case of a tie, the Board shall select on the tied candidates. The secretary shall notify elected candidates as soon as possible after election results are available. Election results shall be posted on the chapter's website.
- F. The ceremonial installation of new officers shall take place at the annual meeting of the membership. Officers and board members shall complete web based orientation in November and begin their terms of office on January 1 of the new year after the election.

1. The Executive Board members will be elected in staggered two year terms. The vice-president/president elect, secretary, and treasurer will be elected in even years, and the regional representatives shall be elected in the odd years. (Amendment, September, 2011, 2012)
 2. No Executive Board member may serve more than three full consecutive terms in the same office. A full term shall be two years. (Amendment, September, 2011)
- G. The Executive Board may fill Board vacancies that occur between elections. Persons so appointed by the Board shall hold the office until the next regularly scheduled chapter election for that position.
- H. Candidates for all positions on chapter Executive Board must be chapter members in good standing at the time of their nomination and must have their primary place of residence, primary place of work, or both in Idaho. Chapter officers and members of the Executive Board must continue to maintain chapter membership in good standing throughout the term of their office.

Section 9. Committees.

The president, with the advice and consent of the executive board, shall appoint standing and ad hoc committees as necessary to carry out chapter purposes.

Section 10. Chapter Awards.


- A. The chapter shall develop and maintain an awards program to recognize excellent service by individuals and groups significantly contributing to the advancement of the art and science of planning in the chapter area.
- B. Awards may be made to individuals or groups, to members or non-members of APA, and to professional planners, citizen planners, elected officials or students.
- C. The chapter president shall appoint an awards committee who shall be responsible for developing and maintaining the awards program. The committee shall describe the specific purposes and characteristics of the awards program, solicit, receive and review nominations, and recommend program policies to the executive board.
- D. The executive board shall review and approve the general plan for the awards program as well as nominations for awards.
- E. Members of the executive board may be considered eligible for an award as may the agencies or firms with which they are associated; however, board members are responsible to announce any such associations and remove themselves from voting as appropriate.

F. The awards shall be formally announced at the chapter annual conference.

Section 11. Amendments.

By-law amendments may be proposed by the executive board or by petition signed by at least ten percent (10%) of the chapter membership. The proposed amendments shall be submitted in writing to the chapter members together with a ballot and the recommendations of the by-laws committee and executive board. The election may occur at the same time as that for electing chapter officers or special election provided that chapter members are provided at least ten working days to return their ballots.

We, the undersigned, being members of the executive board of the APA Idaho Chapter, do hereby certify the foregoing by-laws were duly and regularly adopted by a majority of the members of the executive board on the 8th day of February, 2018.



President



Immediate Past President

Maureen H. Gresham

Secretary



Vice President/President Elect



Treasurer

By-laws amended in 2011 to include a student representative, to combine the positions of secretary and treasurer, and to define failure to participate in fifty percent of the meetings within six months as grounds for removing an officer.

By-laws amended in September, 2011 to provide for election of officers in one year with the election of the regional representatives in the next year. No Executive Board member is to serve more than three full consecutive terms and a full term is two years.

By-laws amended in September, 2012 to create two positions, one for secretary and one for treasurer. Such positions will be elected with the president and vice-president.

By-laws amended in October 2014 to create a fee for student chapter only members.

By-laws amended in May of 2015 creating a new board structure.

By-laws amended in October 2017 to include the following:

- **(Section 5: Finances)** Requires the board to adopt and enforce standard operating procedures for managing finances and assets.
- **(Section 7: Officers and Executive Board)** Eliminates two (2) officer positions for planning & zoning commissioners (1 city, 1 county) and creates two (2) new positions for a tribal planning representative and a faculty planning representative. Both new positions shall be appointed by the APA Idaho Board.
- **(Section 8: Chapter Elections)** Prohibits APA Idaho Board nominees from using the membership email list for the purpose of campaigning and promoting candidates.