

INLAND EMPIRE SECTION OF THE WASHINGTON CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Inland Empire Section of the Washington Chapter of the American Planning Association. Hereinafter referred to as the "Section."

ARTICLE II: PURPOSE, MISSION AND VISION

The Purpose of the Inland Empire Section is to perform as a Section of the APA Washington Chapter pursuant to the Chapter bylaws.

The Mission of the Inland Empire Section is to:

- Advance sound planning practices based on ethical principles to help eastern Washington communities improve their quality of life and realize their goals;
- Use a rational approach to building communities, strive for middle-ground and the de-escalation of conflict in civil discourse;
- Promote ongoing professional education and awareness of planning and community issues by convening conferences, workshops, and discussion groups;
- Advocate proactive planning for issues of local, regional, and state-wide importance;
- Encourage opportunities for networking and social gatherings within the region to improve professional communications;
- Be actively involved in community service and coordinate with governmental entities, allied professionals and other concerned groups; and
- Provide input to city county, state or regional level private or public entities on planning issues of unique interest to the Inland Empire Section membership.

Our Vision is that the Inland Empire Section is looked to as a resource for professional input on matters of development and environmental concerns in our communities. Our members confidently participate (or, represent the profession) in sound planning efforts and engage in community service, educational enrichment and regional cooperation.

ARTICLE III: GENERAL

A. Area

The area served by the Section comprises the following counties in Washington: Ferry, Pend Oreille, Lincoln, Stevens, Spokane, Whitman, Garfield and Asotin.

B. Address of Record

The address of record for the Section shall be as designated by the Section Executive Board at any given time.

C. Parliamentary Procedure

At meetings of the membership and of the Section Executive Board, parliamentary procedures shall be governed by Robert's Rules of Order.

ARTICLE IV: MEMBERSHIP

A. Eligibility

All Washington Chapter members of APA whose addresses of record are within the Section area shall automatically be members of the Section. All Idaho Chapter members of APA shall be Section members upon payment of chapter dues to the Washington Chapter of APA.

B. Annual Meeting

There shall be an annual meeting of the Section membership in each calendar year. The Section President shall determine the location and the date and time of such meeting. The purpose for the annual meeting shall be to discuss matters that concern the entire Section membership, including nominations for executive board or committee positions, changes to bylaws, and upcoming events.

C. Notice of Annual Meeting

The Secretary shall notify the membership of the place, date, time and agenda of the annual meeting, which notice shall be mailed, emailed, or faxed to each member of the Section at least thirty (30) days before the meeting.

D. Special Meetings

A special meeting of the members may be called by the Section President, by the Section Executive Board, or by a petition signed by at least five percent (5%) of the membership of the Section. The place, date and time shall be set by the Section President provided that the location shall be within the Section area. Notice of the special meeting shall be given to members as in Section C of this Article and shall include a statement of the purpose of the special meeting.

E. Quorum Requirements

At **annual** and **special** meetings, a quorum shall be ten percent (10%) of the Section membership as of record at the last time a membership roster was issued but in no case less than eighteen (18), or as otherwise established by the Section Executive Board.

F. Termination and Reinstatement

Section membership will be terminated upon termination of APA membership or when a member's home or work address is no longer within the area served by the Section. Section membership also may be terminated for failure to pay Washington Chapter dues and any Section dues established as in Article V. Section membership may be reinstated, subject to such conditions as may be established by the Section Executive Board.

ARTICLE V: OFFICERS

A. Officers and Terms

The officers of the Section shall be elected and shall be the Section President, Vice President, Secretary, and Treasurer. The term of office shall be two (2) years. No officer shall serve more than two (2) full consecutive terms in the same office. The Section President and Treasurer shall be elected during the same election cycle. The Vice President and Secretary shall be elected during the following election cycle. See Appendix A for a representation of the election cycle.

B. Section President

The Section President hereinafter referred to as President, an officer, shall preside at the meetings of the Executive Board and of the membership. The President shall provide leadership on the development of the Section policies and goals in coordination with the Executive Board. The President shall prepare an annual budget for approval by the Executive Board. The President shall have power to create, appoint and discharge all Section Committee Chairs unless otherwise provided in these bylaws. The President shall represent the Section on the Washington Chapter of the APA Executive Board. The President shall call meetings and perform other duties prescribed by these bylaws.

C. Vice President

The Vice President, an officer, shall assist the President in the guidance and coordination of Committee activities. The Vice President shall carry out other duties assigned by the President. In the absence of, or in the event of incapacity of the President, the Vice President shall assume the duties of the President. The Vice President shall perform such other duties required by these bylaws.

D. Secretary

The Secretary, an officer, shall execute the following duties:

- a) Maintain an accurate list of the membership of the Section;
- b) Notify members and Executive Board members of meeting, prepare and report brief complete written minutes of Section and Executive Board meetings;
- c) Transmit to the President a list of all Section officers (including their email addresses and telephone numbers) within thirty (30) days of their election;
- d) Notify the President of the results of all Section voting, and in so doing specify the quorum and the number voting for each candidate or the "yes" and "no" on each issue;
- e) Transmit to the President at least one (1) copy of each publication or notice of the Section;
- f) Submit to the President proposed bylaw amendments as may be required the bylaws of the Section; and
- g) Perform such other duties required by these bylaws.

E. Treasurer

The Treasurer, an officer, shall execute the following duties:

- a) Receive and disperse Section funds;
- b) Collect such dues and assessments not collectible by the Washington Chapter or National office;
- c) Assist the President in preparing an annual budget for review by the Executive Board;
- d) Maintain accounts which shall be open to inspection by the officers;
- e) Prepare for each meeting of the membership and of the Executive Board a brief financial report, which may be verbal, to include a current balance and an income/expense statement reflecting Section operations since the most recent report; and
- f) Perform such other duties as required by these bylaws.
- g) At direction of the President, up to \$100 may be dispersed and/or spent by Section Executive Board members in support of Section Activities without a vote of the Section Executive Board.

ARTICLE VI: SECTION EXECUTIVE BOARD

A. Composition

The Executive Board composed of APA members shall consist of the four (4) officers, the immediate past President, four (4) Section members at large, the Professional Development Chair, a faculty member from an APA-accredited program in the Section area, and one (1) student representative. Section members at large shall be admitted into the Executive Board through a simple majority vote by members of the Executive Board. Members at large shall be designated a position number (1, 2, 3, or 4) and shall serve in staggered 2-year cycles. See Appendix A for a representation of this cycle.

B. Duties

The Executive Board shall:

- a) manage the affairs of the Section; and,
- b) adopt a budget for the Section; and,

- c) report to the membership upon all business which it has considered or acted upon between Section meetings; and,
- d) put into effect the votes of the Section; and,
- e) authorize expenditures consistent with the budget; and,
- f) perform such other functions as are delegated herein or as directed by the members of the Section; and
- g) have a working knowledge of the bylaws and operate by the bylaws and make them available to the general membership. Members at large shall be voting members of the Executive Board and shall support activities of the Executive Board as directed by the Section President.

C. Meetings and Quorums

Meetings of the Executive Board shall be called by the President or by a majority of the Board members. There shall be in each year, at least three (3) meetings of the Executive Board. Five (5) voting members of the Executive Board shall constitute a quorum for the transaction of business. Meetings will be open to all Section members, unless otherwise determined by the Executive Board. The meeting agenda shall be sent to all Section members via email at least one (1) week prior to the scheduled meeting.

D. Acting Without Meeting

An action may be taken by the Executive Board without a meeting if consent is provided by each member of the Board, as long as the respondents constitute a quorum.

E. Attendance

Any member of the Executive Board who has two (2) unexcused absences may be deemed to have resigned and may be replaced after a formal vote is taken by a majority of the balance of the Executive Board. Exemptions may be granted by a majority vote of the Executive Board. An unexcused absence is defined as failing to inform one of the Executive Board members of an upcoming absence prior to a meeting. Being late is not necessarily considered an excused absence.

F. Vacancy

Any vacancies in office occurring during a term may be filled by action of the Executive Board. Officers so appointed shall serve the unexpired term of their predecessor in office.

G. Student Representative

The duties of the Section Student Representative shall be:

- a) to advise the Executive Board concerning student affairs; and,
- b) to represent the Section and planning students at official functions; and,
- c) to serve as a liaison with planning schools and their students; and,
- d) to assist the Section in student representative election processes; and,
- e) to perform all other duties required of a member of the Section Executive Board.

The Section Student Representative must be an APA student member and a student at an APA-accredited program in the Section area. The student representative shall be selected by the student association of an APA-accredited program in the Section.

H. Voting and Elections

Those eligible to vote shall be an APA members in good standing with the Section. Elections shall be conducted along with the annual election of APA Washington Chapter and National APA elections. The Executive Board will develop a slate of candidates for IES officer positions. The Executive Board will seek nominations from the section membership and obtain

agreement from the candidates prior to submitting the slate to National APA for inclusion on the ballot. The Executive Board may establish a nominating committee if necessary. See Appendix B for election schedule.

I. Official Year

The members of the Executive Board shall serve for two years from the first day of January until the last day of December of the second year. No member of the Executive Board shall serve for more than two (2) consecutive terms in the same office.

J. Positions on Planning Issues

When an issue of significance to the planning community arises, a Board member can either ask the Chair to include it on the Board's next meeting agenda or add it to the agenda under "Other Business" with 24-hour advance notice to Board members. The Board must agree by two-thirds approval of those present on the position to be taken, the form (letter to the editor, position paper, letter to affected decision-maker, etc.) and may appoint a committee as necessary to make the response.

K. Collaborative Sponsorship Policy

When requested to collaborate on a planning-related event, the following process will be followed:

- 1) The request will be made in writing;
- 2) the request will include:
 - a. the objective, anticipated community impact, attendance if possible, relevance to planning community, and timeliness;
 - b. a draft overall budget of the event;
 - c. specific IES-APA amount and purpose of funds;
 - d. a list of prospective invitees;
 - e. an acknowledgement that all publicity, handouts, other materials include recognition of IES-APA as a sponsor; and
 - f. an agreement to provide follow-up regarding accomplishment;
- 3) the request will be forwarded to Board members at least 30 days before the funds are needed;
- 4) requests for events from outside of the Spokane area (Whitman County, Garfield County, etc.) must be funneled through a Section member in that locale;
- 5) the Board will evaluate if the proposal meets its criteria and if the Board is interested in the collaborative sponsorship, how much it will contribute with one Board member serving as the liaison with the organization; and
- 6) a follow-up report is sent to the liaison and forwarded to the Board by the organization.

Criteria for sponsorship are:

- 1) must be relevant to current professional planning practice and consistent with national APA objectives of promoting the value of planning, choice, engagement, and community;
- 2) open to Section members and the community; and
- 3) take place in Eastern Washington. Partnership with the EWU Urban and Regional Planning Department for speakers, lectures, and events will continue separately and not be considered a collaborative sponsorship for the purposes of this section.

ARTICLE VII: COMMITTEES

A. Professional Development

At the beginning of the Official Year, the President shall appoint one (1) member of the Section to the Executive Board who is a member of the American Institute of Certified Planners (AICP) to serve as the Section Chair of the Professional Development Committee. The President shall appoint such members necessary and requested by the Committee Chair to the Professional Development Committee. The responsibilities of the Chair and such Committee as may be operational shall be:

- a) to advise prospective members of the AICP as to the qualifications, purposes, and programs of the Institute, the Institute's code of professional responsibility, the guidelines for social responsibility of the planner and the rules of reference to Institute membership;
- b) to advise members of the AICP concerning opportunities and/or requirements for professional development;
- c) to act as an extension of the Chapter Professional Development Committee, particularly coordinating and working as liaison with regard to APA members who wish to become a member of the AICP, including assistance in preparing for the AICP exam; and,
- d) to coordinate and promote continuing education opportunities for members of the Section.

B. Section Conference

A committee shall be organized each year to plan the annual section conference. The committee shall consist of the Treasurer and at least five (5) additional individuals. The additional individuals shall be Section APA members, which may include members of the Executive Board, in good standing or APA members from the section where the conference will be held. Additional, non-APA members (i.e. conference speakers) may join committee meetings with the approval of the committee members.

ARTICLE XIII: BYLAW AMENDMENTS

Bylaw amendments may be proposed by the Executive Board or by a petition signed by five percent (5%) of the Section membership. The membership may amend these bylaws by a majority vote at a general meeting. Copies of the bylaws with proposed changes will be made available to the members thirty (30) days prior to meeting.

Appendix A Staggered Elections

In order to stagger the terms of officers, the following election cycles shall take effect beginning in 2025, after which terms shall resume the normal two (2) year timeline.

President: Election year 2025, shall serve a two (2) year term until next election year in 2027.
Vice President: Election year 2025, shall serve a one (1) year term until next election year in 2026.

Secretary: Election year 2024, shall serve a two (2) year term until next election year in 2026.
Treasurer: Election year 2025, shall serve a two (2) year term until next election year in 2027.

Similarly, the following members at large shall also be appointed in a staggered manner:

Member at Large 1: New appointment to be assigned 2026, shall serve a two (2) year term until next appointment in 2028.

Member at Large 2: New appointment to be assigned 2026, shall serve a two (2) year term until next appointment 2028.

Member at Large 3: New appointment to be assigned 2026, shall serve a two (2) year term until next appointment 2027.

Member at Large 4: New appointment to be assigned 2026, shall serve a two (2) year term until next appointment 2027.

President, Treasurer: Elections take place during odd years.

Vice President, Secretary: Elections take place during even years.

Members at Large 1 and 2: Appointed even years.

Members at Large 3 and 4: Appointed odd years.

Appendix B Election Cycle

The following table is a general timeline of the election cycle. The National American Planning Association will post the specific dates on their website.

March 29	Chapters/Divisions notice of participation and submit checklist form to staff. The Section will notify the Washington Chapter of open elected positions for the following term.
April 30	Begin the Call for Nominations.
May 30	Firm deadline for submission of names of potential nominated candidates. The Washington Chapter will have an application for potential nominated candidates to submit.
May 30	Firm deadline for receiving electronic position statements of all potential nominated candidates.
June 1	Member list for ballot distribution is prepared, for members eligible to vote in the election.
June 14	SUBMIT FINAL slate of candidate information to APA
July 31	Ballots available online, reminders emailed to all chapter/division members. The Washington Chapter will circulate ballots to membership and send reminders.
Early-August	Email reminders sent to those members who have not yet voted.
Mid-August	Email reminders sent to those members who have not yet voted.
August 28	Firm deadline for receipt of ballots from membership.
Early September	Survey Ballot Systems issues election results report to National for dissemination to components.
January 1	Newly elected leaders take office.