



Proposed Draft APA Washington Bylaw Updates: Summary Matrix September 2026

In March 2026, the APA Washington Chapter Board of Directors approved the appointment of an ad hoc committee to review the current bylaws (last amended in October 2024) and propose potential amendments.

The following matrix summarizes the previous text, the proposed new text, and the reason for the proposed change. Many of the changes are editorial and/or intended to provide clarification or consistency, both internally (e.g., with the March 2026 Board Handbook updates) and externally (e.g., with approaches taken in the bylaws of National APA or other non-profit associations).

The proposed changes summarized in the table below were recommended for further review by APA National, as required by their policies, in votes of the Chapter Executive Committee at their June 9, 2026 meeting and the Chapter Board of Directors at their July 17, 2026 meeting. APA National completed their review of these bylaw amendments on Sept. 1, 2026.

This summary of changes and the full text of the proposed bylaw amendments are being made available for review and comment by the full APA Washington Chapter membership.

A vote on the proposed bylaw amendments is scheduled for the Annual Meeting of the membership at the Annual Conference in Vancouver, WA on Oct. 9, 2026. Please send any comments to the APA Washington Office at office@washington-apa.org, and they will be shared with the appropriate Board members for consideration.



Section	Summary of Previous Text	Summary of Proposed New Text	Reason for Proposed Change
Global	Used "Executive Board" terminology in many locations. Used "Board" before introducing abbreviated term.	Changed to "Executive Committee." Changed to "Board of Directors" when needed for clarity.	Provides additional clarity in bylaws and consistency with national APA/non-profit organization practices. Note: This will require additional changes to the Board Handbook during the next update cycle.
1.4	Mission included "advocating for excellence in community planning, providing opportunities for education and professional development, promoting education and citizen empowerment, and providing tools and support necessary to meet the challenges of growth and change."	Mission revised to "advocates excellence in community planning, empowers communities, and provides opportunities for education and professional development."	Aligns with October 2024 Board-adopted changes to mission statement in 2025–2029 Strategic Plan.
1.9	Definition of Chapter publications for communication included mail, email, and website.	Adds "social media" as communication method.	Reflects other potential communication channels.
1.10	Parliamentary procedure applied generally to Membership, Executive Board, and Board meetings.	Revised to say that Robert's Rules of Order applies to Annual Membership, Executive Committee, and Board of Directors meetings.	Clarifies types of meetings where this procedure applies.



Section	Summary of Previous Text	Summary of Proposed New Text	Reason for Proposed Change
1.12	Detailed financial rebate requirements and process for Geographic Sections.	Replaced much of previous text with reference to Board Handbook procedures.	Some procedures in current bylaws are no longer applicable with Section bank account migration; reference to Board Handbook for details provides more flexibility for practices to evolve over time.
3.1	Included statement that Executive Board develops and monitors the Chapter budget on a regular basis.	Deleted this statement about budget role.	Clarifies Executive Committee's role and avoids redundancy with duties identified for Treasurer in 3.8.
3.2	Vacancy replacement by Executive Board did not clearly specify type of vote required.	Clarified that replacing a vacancy requires majority vote of quorum of Executive Committee.	Provides consistency with other voting rules, e.g., for Board of Directors replacements.
3.3	Included statements about types of meetings for which President establishes agendas and presides; used "his/her" language.	Clarified types of meetings run by President (Executive Committee, Board of Directors, Annual Membership); changed pronoun to "their."	Clarifies President's responsibilities and uses inclusive language.
3.4	Included language about overseeing functions for the Chapter.	Revised to support role to President in overseeing Chapter functions.	Clarifies President-Elect's duties.
3.5	Included requirement to prepare a report of Chapter activities and accomplishments to the membership that occurred during their two-year term.	Deleted this requirement.	Clarifies Past President's duties. Chapter Annual Report already performs this function.



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3.7	Included detailed list of Secretary duties.	Streamlined duties description to focus on preparing and reporting Executive Committee, Board of Directors, and Annual Membership meeting minutes and providing notices of such meetings.	Aligns with approach in national APA bylaws and current Chapter practices as discussed in Board Handbook.
3.9 NEW	Does not exist in current bylaws.	Added Executive Committee attendance expectations, similar to Bylaw 4.4, which includes information for the full Board of Directors.	Provides clarity of expectations for Executive Committee members' meeting attendance.
4.3	No statement about voting by ad hoc committee/task force chairs.	Added statement that ad hoc/task force chairs are non-voting members of the Board.	Provides clarity on governance issues.
4.4	No definition of excused absence for Board meetings.	Added definition of excused absence.	Provides clarity of expectations.
4.5	No definition of type of vote required for replacement of Board vacancies and removal; no acknowledgement of different practices for Executive Board members.	Added clarification that Executive Committee vacancies and removal are covered in Bylaw 3.9 and that only voting Board members can participate in removing a member.	Provides clarity of expectations for voting to remove members.
5.1.1	Nominating Committee appointment timing specified; did not specify duties of committee.	Removed timing; added duty description; renumbered to accommodate new 5.1.2 (see next row).	Align with National APA election process and timeline and clarify role, similar to other committee descriptions in bylaws.



Section	Summary of Previous Text	Summary of Proposed New Text	Reason for Proposed Change
5.1.2 NEW	Does not exist in current bylaws.	Added Policy and Procedures Committee with responsibility for developing, reviewing, and updating the Chapter's policies, Board Handbook and Strategic Plan. Outlines membership and duties. Notes that this will not be a standing committee, will not have a Board vote, and will function as needed.	Fills governance gap.
5.2.5	Outlined Legislative Committee duties.	Added clarification that activities shall align with approved Board legislative priorities and that coordination with President or designee is needed before external communications.	Provides consistency with recent legislative policy adopted by Board in March 2026.
5.2.7	Outlined Scholarship Committee duties.	Clarified role of committee vs. universities and added reference to compliance with standing agreements between the Chapter and universities. Removed specific university names and referred to Planning Accreditation Board-accredited universities more generally.	Provides consistency with current practices.



Section	Summary of Previous Text	Summary of Proposed New Text	Reason for Proposed Change
5.2.8	Outlined Annual Conference Committee duties.	Clarified that committee reviews conference budget.	Provides consistency with current practices (Chapter Office develops conference budget with committee review).
5.2.10	Outlined Community Planning Assistance Team Duties	Minor wording changes.	Editorial changes to provide flexibility.
5.2.11	Outlined Tribal Planning Committee duties.	Renamed Indigenous Planning Committee and clarified coordination role with Legislative Committee.	Provides consistency with latest Board Handbook updates and reflects recommendation of committee chair.
5.2.12	Outlined Youth in Planning Committee duties.	Removed “Task Force” from committee name as this is now a standing committee, not a task force. Corrected numbering of bylaw.	Provides consistency with latest Board Handbook updates and current practices.
6.2–6.6	Included local election timeline and procedures.	Shifted to national consolidated election process; removed old steps; corrected reference to Nominating Committee bylaw.	Reflect current APA Washington election process aligned with National APA elections.
8.3	Provided information about Section Committee Representatives.	Revised to clarify sentence with extra words that caused confusion.	Provides clarity for expectations about Section participation on committees.
8.5	Provided information about Section dissolution.	Added clarity about how and when Section dissolution can take place, including potential for “inactive” status as an interim solution.	Provides clarity about expectations for Section activities.



Section	Summary of Previous Text	Summary of Proposed New Text	Reason for Proposed Change
9.1-9.3	Provided information about process for bylaw amendments.	Deleted reference to Bylaw 3.7 in 9.1, as this was modified to remove this responsibility from the Secretary. Added clarification in 9.2 that quorum of membership must be present at the meeting at the time of the bylaw amendment votes. Clarified wording in 9.3.	Provides consistency across bylaw sections and clarity for readers.
10.1	Strategic Plan to be updated every 3 years.	Changed to 5-year cycle.	Aligns with current practice.
10.2	Specified that Secretary maintains records of meeting minutes and policies.	Revised responsibility to Chapter administrative staff with support from Policy and Procedures Committee.	Clarify responsibilities and formalize handbook role.
10.3 NEW	Does not exist in current bylaws.	New section defining the Board Handbook as the source of more detailed information about policies, procedures, and roles and responsibilities. Sets forth requirements for Board review, adoption, and acknowledgement of Handbook updates.	Clarify the role of the Board Handbook and procedures for updates.