

SOUTH SOUND SECTION of the WASHINGTON CHAPTER
of the
AMERICAN PLANNING ASSOCIATION

BYLAWS

[Adopted June 24, 2016, by the APA Washington Board of Directors]

ARTICLE I: NAME

The name of this organization shall be the "SOUTH SOUND SECTION" that is a Section of the Washington Chapter of the American Planning Association, hereinafter referred to as "APA Washington Chapter" and the "SOUTH SOUND SECTION."

ARTICLE II: PURPOSE

The SOUTH SOUND SECTION is committed to promoting sound planning practices based on ethical principles to help the community improve its quality of life, realize its goals, and secure its future. The SOUTH SOUND SECTION will:

- Perform as a Section of the APA Washington Chapter pursuant to the Chapter bylaws;
- 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 and regional 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 professions, and other planning/environmentally concerned groups; and
- Provide input to city, county, or regional governmental entities on planning issues of unique interest to SOUTH SOUND SECTION membership.

ARTICLE III: GENERAL

A. Area

The geographic area served by the SOUTH SOUND SECTION is comprised of the following county in the State of Washington: Thurston

B. Address of Record

The address of record for the SOUTH SOUND SECTION shall be designated by the SOUTH SOUND SECTION Executive Board at any given time.

C. Parliamentary Procedure

At meetings of the membership and of the SOUTH SOUND SECTION Executive Board, parliamentary procedures shall be governed by "Roberts Rules of Order".

ARTICLE IV: MEMBERSHIP

A. Eligibility

All APA Washington Chapter members and /or APA National members whose work or home addresses of record are within the SOUTH SOUND SECTION area shall automatically be members of the SOUTH SOUND SECTION. Any non-members of APA Washington, including Canadian residents, whose work addresses of record are in Washington, may become SOUTH SOUND SECTION members upon payment of chapter dues to APA Washington, using their work addresses within the SOUTH SOUND SECTION area as membership contact information.

B. Annual Meeting

There shall be an annual meeting of the SOUTH SOUND SECTION membership held each calendar year. The SOUTH SOUND SECTION Executive Board shall determine the location within the SOUTH SOUND SECTION area and the date and time of such meeting. The annual meeting may coincide with quarterly section meetings or may be held independently.

C. Notice of Annual Meeting

The Secretary shall notify the membership of the place, time and agenda of the annual meeting, which notice shall be mailed, emailed, or faxed to each member of the SOUTH SOUND SECTION at least thirty {30} days before the meeting.

D. Special Meetings

A special meeting of the members may be called by the SOUTH SOUND SECTION President, by the SOUTH SOUND SECTION Executive Board, or by a petition signed by at least five percent (5%) of the membership of the SOUTH SOUND SECTION. The place, date and time shall be set by the SOUTH SOUND SECTION President provided that the location shall be within the SOUTH SOUND SECTION area. Notice of a special meeting shall be given to members at least one week (7 days) in advance and shall include a statement of the purpose of the meeting.

E. Quorum Requirements

At annual and special meetings and mail in ballots, except mail ballots for election of officers, a quorum shall be five percent (5%) of the South Sound Section membership as of record at the last time a membership roster was issued but in no case less than ten (10), or otherwise established by the SOUTH SOUND SECTION Executive Board.

F. Termination and Reinstatement

SOUTH SOUND SECTION membership will be terminated upon termination of APA Washington membership or when a member's address of record is no longer with the area served by the SOUTH SOUND SECTION. SOUTH SOUND SECTION membership may also be terminated for failure to pay APA Washington membership dues or SOUTH SOUND SECTION membership dues established per Article IV (G). SOUTH SOUND SECTION membership may be reinstated, subject to such conditions as may be established by the SOUTH SOUND SECTION Executive Board.

G. Membership Fees

The SOUTH SOUND SECTION may collect membership fees. Such fees, if any, shall be established by a majority vote of the SOUTH SOUND SECTION membership.

ARTICLE V: ELECTED OFFICERS

A. Officers' Duties and Terms

The elected officers of the SOUTH SOUND SECTION shall be the SOUTH SOUND SECTION President, Vice President, Secretary, and Treasurer. The terms of office shall be two (2) years, except for the section's officers initially elected under these bylaws which shall extend to the end of September 2017.

B. President

The SOUTH SOUND SECTION President, an officer, shall:

- a) Preside at the meetings of the Executive Board and of the membership;
- b) Provide leadership on the development of the SOUTH SOUND SECTION policies and goals in coordination with the Executive Board;
- c) Prepare an annual budget for approval by the Executive Board;
- d) Have power to create, appoint and discharge all SOUTH SOUND SECTION Committee Chairs, unless otherwise provided in these bylaws;
- e) Attend Chapter Board meetings and represent the SOUTH SOUND SECTION as a voting member on the APA Washington Executive Board; and

Call meetings and perform other duties prescribed by these bylaws.

C. Vice-President

The SOUTH SOUND SECTION Vice-President, an officer, shall:

- a) Assist the President in the guidance and coordination of Committee activities;
- b) Carry out other duties assigned by the President;
- c) In the absence of, or in the event of incapacity of the President, assume the duties of the President;
- d) Serve as Vice President-Elect and succeed to the Presidency based on an affirmative vote of the Membership in the subsequent biennium election; and
- e) Perform such other duties required by these bylaws.

D. Secretary

The SOUTH SOUND SECTION Secretary, an officer, shall execute the following duties:

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

E. Treasurer

The SOUTH SOUND SECTION Treasurer, an officer, shall execute the following duties:

- a) Receive and disperse SOUTH SOUND SECTION funds;
- b) Collect such dues and assessments not collectible by APA Washington or the APA National office;

- c) Assist the President in preparing an annual budget for review by the Executive Board and the state chapter;
- d) Maintain accounts which shall be open to inspection by all SOUTH SOUND SECTION members and the state chapter;
- e) Prepared for each meeting of the membership and the Executive Board a brief financial report, which may be verbal, to include a current balance and an income/expense statement reflecting SOUTH SOUND SECTION operations since the most recent report;
- f) Provide the Chapter Treasurer with quarterly bank and brokerage statements; and
- g) Perform such other duties as required by these bylaws.

ARTICLE VI: APPOINTED REPRESENTATIVES

A. Appointed Representative Duties and Terms

The Executive Board, by a majority vote, may appoint additional non-voting representatives, as listed below, to serve on the SOUTH SOUND SECTION Executive Board. The term of office shall be one (1) year, but representatives may serve as many consecutive terms as they wish.

B. Professional Development Coordinator

The Professional Development Coordinator shall chair the Professional Development Committee and will also serve on the APA Washington Professional Development Committee.

The duties of the SOUTH SOUND SECTION Professional Development Coordinator shall be:

- a) To assist the Executive Board in securing commitments for speakers on meeting topics relevant to planners working in the South Sound Section;
- b) Work with APA Washington Professional Development Officer to ensure that meeting topics will be eligible for Certificate Maintenance (CM) credits from the American Institute of Certified Planners (AICP);
- c) To organize events targeted at planners in their respective County, including but not limited to brown bags, social nights, or any event or function that furthers communication amongst and between SOUTH SOUND SECTION members and members of related professions and organizations.
- d) To work with the Executive Board to increase membership in both APA Washington and the SOUTH SOUND SECTION, as well as the level of involvement of current SOUTH SOUND SECTION members.

C. Communications Coordinator

The Communications Coordinator shall perform the following duties:

- a) To invite and review articles for a SOUTH SOUND SECTION newsletter;

- b) To edit, format and publish a quarterly newsletter;
- c) To advise the board about newsletter concerns;
- d) To maintain the SOUTH SOUND SECTION information posted on the APA Washington web site at <https://www.washington-apa.org/south-sound-section>; and
- e) Work with the Executive Board to present the views of the South Sound Section in local and regional public forums, including public hearings on public policy issues;
- f) Work with the Executive Board to answer questions about the positions of the SOUTH SOUND SECTION to representatives of print and electronic media organizations; and
- g) Work with the Executive Board to develop and implement a marketing plan for the SOUTH SOUND SECTION to educate the public about the planning profession.

ARTICLE VII: SOUTH SOUND SECTION EXECUTIVE BOARD

A. Composition

The Executive Board composed of APA members shall consist of the four (4) elected officers (see Article V) and up to two (2) appointed non-voting representatives, including a Professional Development Coordinator, and a Communications Coordinator (see article VI).

B. Duties

The Executive Board shall:

- a) Manage the affairs of the South Sound Section;
- b) Adopt an annual work plan and budget for the South Sound Section;
- c) Report to the membership upon all business which it has considered or acted upon between South Sound Section meetings;
- d) Put into effect the votes of the SOUTH SOUND SECTION;
- e) Authorize expenditures consistent with the budget;
- f) Perform such other functions as are delegated herein or as directed by the members of the SOUTH SOUND SECTION; and
- g) Have a working knowledge of the bylaws and operate by the bylaws and make them available to the general membership.

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 four (4) meetings of the Executive Board. Three (3) voting members of the Executive Board shall constitute a quorum for the transaction of business. The SOUTH SOUND SECTION President and/or a majority of the Board shall have the

authority to call an emergency meeting, in which case the one week (7-day) notification requirement will not apply.

D. Emergency Executive Board Action

If the SOUTH SOUND SECTION President calls for an emergency meeting, the Executive Board may vote to take action as long as there is a quorum of three (3) Board members and the majority is in favor of the action.

E. Executive Board Attendance

Any member of the Executive Board who misses two (2) of the four (4) Executive Board meetings in a twelve (12) month period shall be deemed to have resigned and shall be replaced by a vote of a majority of the balance of the Executive Board. Absences may be excused and exemptions may be granted by a majority vote of the Executive Board.

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. Voting and Elections

Those eligible to vote shall be members in good standing with the SOUTH SOUND SECTION. Voting for SOUTH SOUND SECTION Executive Board members shall be by secret ballot. The positions to be voted on are the President, Vice-President, Treasurer, and Secretary. Chapter and Section elections shall be consolidated with National elections on a timetable established by National and following procedures established by National. The Executive Board may adopt such other rules as may be necessary to administer and carry out an election.

H. 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, unless modified by National, in which case the SOUTH SOUND SECTION's officer terms shall be consistent with National's terms. Terms of the office begin in odd numbered years. No member of the Executive Board shall serve for more than two (2) consecutive terms in the same office.

ARTICLE VIII: COMMITTEES

A. Nominating

The President shall appoint, on or before the first of March, in an election year, a nominating committee consisting of: 1) three (3) SOUTH SOUND SECTION members not on the Executive Board; 2) and one member of the Executive Board. The President shall designate the Chair for the Committee. The Committee shall present a slate of candidates to the President on or before the first of June.

B. Working Committees

The President shall have the authority to establish other working committees as deemed appropriate and approved by the Board. Such committees may include but are not limited to a nominating committee, a membership committee, and ethics committee, a professional development committee, a fund raising committee, a legislative liaison committee, and a continuing education committee.

ARTICLE IX: BYLAW AMENDMENTS

A. Amendments

Bylaw amendments may be proposed by the Executive Board or by a petition signed by five percent (5%) of the SOUTH SOUND SECTION membership. The membership may amend these bylaws by a majority vote at a general meeting or by electronic balloting. Copies of the bylaws with proposed changes will be made available to the members and state chapter thirty (30) days prior to meeting. Copies of amended bylaws will be forwarded to the state chapter after adoption.