NORTHWEST SECTION of the WASHINGTON CHAPTER

of the

AMERICAN PLANNING ASSOCIATION

BYLAWS

[Adopted - February 19, 2024 by APA Washington Northwest Section Board of Directors]

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

The NORTHWEST 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 NORTHWEST 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 NORTHWEST SECTION membership.

ARTICLE III: GENERAL

A. Area

The geographic area served by the NORTHWEST SECTION is comprised of the following counties in Washington: Island, San Juan, Skagit, and Whatcom.

B. Address of Record

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

C. Parliamentary Procedure

At meetings of the membership and of the NORTHWEST SECTION Executive Board, parliamentary procedures shall be governed by “Robert's 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 NORTHWEST SECTION area shall automatically be members of the NORTHWEST SECTION. Any non-members of APA Washington, including Canadian residents, whose work addresses of record are in Washington, may become NORTHWEST SECTION members upon payment of chapter dues to APA Washington, using their work addresses within the NORTHWEST SECTION area as membership contact information.

B. Annual Meeting

There shall be an annual meeting of the NORTHWEST SECTION membership held each calendar year. The NORTHWEST SECTION Executive Board shall determine the location within the NORTHWEST 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, date, time and agenda of the annual meeting, which notice shall be mailed, emailed or faxed to each member of the NORTHWEST SECTION at least thirty (30) days before the meeting.

D. Special Meetings

A special meeting of the members may be called by the NORTHWEST SECTION President, by the NORTHWEST SECTION Executive Board, or by a petition signed by at least five percent (5%) of the membership of the NORTHWEST SECTION. The place, date and time shall be set by the NORTHWEST SECTION President provided that the location shall be within the NORTHWEST 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 NORTHWEST SECTION membership as of record at the last time a membership roster was issued but in no case less than ten (10), or as otherwise established by the NORTHWEST SECTION Executive Board.

F. Termination and Reinstatement

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

G. Membership Fees

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

ARTICLE V: ELECTED OFFICERS

A. Officers Duties and Terms

The elected officers of the NORTHWEST SECTION shall be the NORTHWEST SECTION President-Elect, Vice President, Secretary, and Treasurer. The President-Elect becomes President and then Past President. The terms of office shall be consistent with terms of office for APA Washington and APA National. The President, Vice President, Secretary, and Treasurer may serve more than one term, but more than two consecutive terms are not recommended, unless the Board is unable to recruit new officers to run for elected office. All NORTHWEST SECTION elected officers must be active members of APA Washington in good standing.

The Northwest Section election cycle is depicted as follows:

APA Washington Northwest Section Board of Officers Election Cycle											
	2023	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**
Past-President (Even Years)*		1 year		1 year		1 year		1 year		1 year	
President (Even-Odd Years)		2 years		2 years		2 years		2 years		2 years	
President-Elect (Even Years)*	1 year		1 year		1 year		1 year		1 year		1 year
Vice President (Odd-Even Years)	2 years		2 years		2 years		2 years		2 years		
Secretary (Even-Odd Years)		2 years		2 years		2 years		2 years		2 years	
Treasurer (Odd-Even Years)	2 years		2 years		2 years		2 years		2 years		
* Unless President seeks 2nd term											

B. President-Elect

THE NORTHWEST SECTION President-Elect shall:

a. Assist the President and Vice-President in the guidance and coordination of Committee activities;

b. After serving one year, shall become President

C. President

The NORTHWEST SECTION President shall:

a) Preside at the meetings of the Executive Board and of the membership; b) Provide leadership on the development of the NORTHWEST SECTION annual work plan, goals, and policies in coordination with the Executive Board;

c) Work with the Treasurer to prepare an annual Section budget for approval by the Executive Board.

d) Have power to create, appoint and discharge all NORTHWEST SECTION Committee Chairs unless otherwise provided in these bylaws.

e) Attend Chapter Board meetings and represent the NORTHWEST SECTION as a voting member on the APA Washington Executive Board; and

f) Call meetings and perform other duties prescribed by these bylaws.

D. Past-President *(Not an elected position)*

The NORTHWEST SECTION Past-President, shall:

a) Serve for one year when there is a change in President;

b) The President, after serving a two-year term, shall serve one full year as Past-President; c) Serve as a primary resource to the President, Vice-President, and President-Elect regarding past Section activities and organizational efforts.

E. Vice-President

The NORTHWEST SECTION Vice-President shall:

a) Serve a two-year term;
b) Assist the President in the guidance and coordination of Committee activities;
c) Carry out other duties assigned by the President;
d) In the absence of, or in the event of incapacity of the President, assume the duties of the President;
e) Perform such other duties required by these bylaws.

F. Secretary

The NORTHWEST SECTION Secretary, shall execute the following duties:

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

G. Treasurer

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

a) Serve a two-year term;

b) Receive and disperse NORTHWEST SECTION funds;

c) Collect such dues and assessments not collectible by APA Washington or the APA National office;

d) Assist the President in preparing an annual budget for review by the Executive Board and the state chapter;

e) Maintain accounts which shall be open to inspection by all NORTHWEST SECTION members and the state chapter;

f) 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 NORTHWEST SECTION operations since the most recent report;

g) Provide the Chapter Treasurer with quarterly bank and brokerage statements; and

h) Perform such other duties as required by these bylaws.

ARTICLE VI: APPOINTED REPRESENTATIVES

A. Appointed Representative Duties and Terms

The Executive Board, by majority vote, may appoint additional non-voting representatives, as listed below, to serve on the NORTHWEST 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 NORTHWEST 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 NORTHWEST 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 NORTHWEST 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 NORTHWEST SECTION, as well as the level of involvement of current NORTHWEST SECTION members.

C. Communications Coordinator

The Communications Coordinator shall perform the following duties:

a) To invite and review articles for a NORTHWEST SECTION newsletter;

b) To edit, format and publish a quarterly newsletter;

c) To advise the board about newsletter concerns;

d) To maintain the NORTHWEST SECTION information posted on the APA Washington web site at http://washington-apa.org/sections/northwest/ ; and

e) Work with the Executive Board to present the views of the NORTHWEST 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 NORTHWEST SECTION to representatives of print and electronic media organizations.

g) Work with the Executive Board to develop and implement a marketing plan for the NORTHWEST SECTION to educate the public about the planning profession.

D. Legislative Liaison

The Legislative Liaison shall perform the following duties:

a) Inform the Executive Board and NORTHWEST SECTION members of any pending state legislation or proposed local government regulations;

b) Be the NORTHWEST SECTION representative to the APA Washington Chapter legislative committee;

c) To submit brief articles regarding legislative issues if there is a NORTHWEST SECTION Newsletter;

and

d) Work with the Executive Board and the Communications Coordinator to coordinate any statements of the NORTHWEST SECTION regarding public policy issues.

E. **Education Representative**

The NORTHWEST SECTION Education Representative must be an APA Washington student member and must be a student actively enrolled at a university, community, or technical college within the NORTHWEST SECTION geographic area.

The Education Representative shall perform the following duties:

a) Serve as a liaison for students at community and technical colleges and universities. This would include Western Washington University in Bellingham and all community and technical colleges located in Island, San Juan, Skagit, and Whatcom counties;

b) To advise the Executive Board regarding the needs, concerns, and issues affecting these students and NORTHWEST SECTION members;

c) To represent the NORTHWEST SECTION and planning students at academic institutions within the NORTHWEST SECTION at official functions; and

d) To assist the NORTHWEST SECTION Executive Board in communicating with students.

ARTICLE VII: NORTHWEST SECTION EXECUTIVE BOARD

A. Composition

The Executive Board composed of APA members shall consist of the six (6) officers, (see Article V) and up to four (4) appointed non-voting representatives, including a Professional Development Coordinator, a Communications Coordinator, a Legislative Liaison, and an Education Representative (see Article VI).

B. Duties

The Executive Board shall:

a) Manage the affairs of the NORTHWEST SECTION;

b) Adopt an annual work plan and budget for the NORTHWEST SECTION;

c) Report to the membership upon all business which it has considered or acted upon between NORTHWEST SECTION meetings;

d) Put into effect the votes of the NORTHWEST 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 NORTHWEST 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. Two (2) voting members of the Executive Board shall constitute a quorum for the transaction of business. In the event that for more than one consecutive meeting the Board is unable to assemble a quorum, any executive member present may designate a non-voting member of the Board to have a voting capacity for that meeting. The NORTHWEST 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 NORTHWEST 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 NORTHWEST SECTION. Voting for NORTHWEST 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 and the terms of office shall be consistent with terms of office for APA Washington and APA National and as described in Table 1. The members of the Executive Board may serve more than one term, but it is recommended that

no officer serve more than two consecutive terms, unless the Board is unable to recruit new officers to run for elected office.

ARTICLE IX: 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) NORTHWEST SECTION members not on the Executive Board; 2) and one member of the Executive Board. The President shall designate the Chairman for the Committee. The Committee shall present a slate of candidates to the President on or before the first of May.

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, an ethics committee, a professional development committee, a fund raising committee, a legislative liaison committee, and a continuing education committee.

ARTICLE X: BYLAW AMENDMENTS

A. Amendments

Bylaw amendments may be proposed by the Executive Board or by a petition signed by five percent (5%) of the NORTHWEST 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.