

**AMERICAN PLANNING ASSOCIATION**

**CENTRAL COAST SECTION  
CALIFORNIA CHAPTER**

**BY-LAWS**

Adopted: May 16, 1991  
Amended: June 7, 1996  
Amended: November 15, 1997  
Amended: July 22, 2009



## **BY-LAWS**

### **CENTRAL COAST SECTION, CALIFORNIA CHAPTER**

#### **AMERICAN PLANNING ASSOCIATION**

##### **ARTICLE I: NAME AND AREA SERVED**

This organization shall be known as the Central Coast Section of the California Chapter of the American Planning Association. The area served by the Section shall encompass Santa Barbara, San Luis Obispo and Ventura Counties. The Section shall be a not-for-profit entity under the auspices of the California Chapter.

##### **ARTICLE II: PURPOSES**

###### **2.1 Statement of Purposes**

The purpose of this organization is to carry out the objectives of the American Planning Association and the following Section goals:

- (a) To provide local expression of Association purposes and objectives;
- (b) To provide maximum membership awareness and involvement in Association, Chapter, and Section affairs;
- (c) To communicate and exchange information among those interested in planning and related activities;
- (d) To provide a forum for the discussion of issues and pending legislation vital to the planning process;
- (e) To promote solutions to local urban and regional problems through a legislative agenda;
- (f) To increase the public's awareness of the importance of planning;
- (g) To maintain a liaison with other planning related organizations;
- (h) To promote the highest standards of professional planning;
- (i) To offer an educational resource to Section members; and
- (j) To provide adequate financial resources to support Section goals.

### **ARTICLE III: MEMBERSHIP**

California Chapter members whose address of record, as provided by the members to the national or state offices, is located in Santa Barbara, San Luis Obispo and Ventura Counties shall automatically be members of this Section.

### **ARTICLE IV: EXECUTIVE BOARD AND COMMITTEES**

#### **4.1 Executive Board-Duties**

The Section Executive Board shall:

- (a) Establish policies, formulate programs and provide guidance in carrying out the Section's purposes;
- (b) Adopt an annual budget;
- (c) Authorize appointment of members and staff needed to carry out the Section's affairs;
- (d) Receive and consider resolutions, petitions and recommendations from Section members;
- (e) Conduct the Section's annual awards program; and
- (f) Perform any other duties necessary to carry out the Section's purposes.

#### **4.2 Executive Board-Members**

The Executive Board shall consist of the following officers.

##### **4.2.1 Elected Officers**

The elected officers of the Section shall be the:

- (a) Section Director;
- (b) Subsection Director - Santa Barbara County;
- (c) Subsection Director - San Luis Obispo County;
- (d) Subsection Director - Ventura County;
- (e) Professional Development Officer;

- (f) Finance Officer;
- (g) Public Information Officer;
- (h) Legislative Officer;
- (i) Membership Inclusion Officer; and
- (j) Events Officer.

#### **4.2.2 Immediate Past Section Director**

The Immediate Past Section Director shall be a fully vested member of the Section Executive Board.

#### **4.2.3 Appointed Officers**

In a timely manner following the certification of annual election result, the Section Director, with the advice and consent of the Section Board, shall appoint the following officers necessary to carry out the Board's purposes and objectives. These shall include, but not be limited to: Student Representative(s), Newsletter Editor, Planning Commission Representative and Award Committee Members and Chair.

#### **4.2.4 Voting Members**

Voting members of the Executive Board shall consist of all elected officers. For purposes of these By-Laws, the Immediate Past Section Director shall also have voting power. If one person holds more than one position or office at one time, that person shall never have more than one vote.

#### **4.2.5 Term of Office**

Board Members - The term of office of all elected and appointed Board members, shall be for two years commencing January 1.

Section Director - Beginning January 1, 2009, the Section Director shall serve a four-year term commencing January 1, as follows: the Section Director shall serve the first year of the term as Director-elect, the next two years of the term as acting Section Director, and the final year of the term as past Section Director. As Director-elect and past Section Director, the Section Director's term shall overlap one year each with that of the previous and next acting Section Director in accord with the following timeline:

January 1, 2009	Kim Rodriguez's term begins as Director-elect.
January 1, 2010	Kim Rodriguez's term as Acting Section Director begins and

Jay Higgins' term as Acting Section Director ends and as past-Director begins.  
January 1, 2011 Jay Higgins' term as past-Director ends and the next Director-elect's term begins.  
January 1, 2012 Kim Rodriguez's term as Acting Section Director ends and as past-Director begins.  
Et cetera.

The election of the new Section Director shall fall one year into the term of the acting Section Director.

Sub-Section Directors - As of January 1, 1996, the Sub-section directors shall serve a two-year term commencing January 1.

Professional Development Officer, Finance Officer and Public Information Officer - As of January 1, 1997, the Professional Development Officer, Finance Officer and Public Information Officer shall serve a two-year term commencing January 1.

#### **4.2.6 Elections**

Elections Committee - An Elections Committee, consisting of the Immediate Past Section Director and no less than two (2) other members, shall be appointed by the Section Director no later than July 1 of each year. The Committee shall be responsible for nominations, conduct and tally of annual elections. Elections shall take place prior to December 1 of each year.

Balloting - Section elections shall be conducted by secret ballot sent not less than twenty (20) days prior to the date specified for its return.

Election Results - The candidate for each office receiving the largest number of qualified votes shall be declared elected, the outcome published and all candidates notified in writing within 45 days. Prior to notification, the Board shall certify all election results as complete and-accurate-by-majority-vote.

### **4.3 Officer Attendance. Vacancy and Removal**

#### **4.3.1 Attendance**

In the event that any officer of the Section misses more than three (3) regularly scheduled board meetings without prior consent of the Section Director, the Director shall send a letter to the absent officer documenting these absences and the provisions of this section concerning performance, vacancy and removal.

#### **4.3.2 Vacancy**

In the event that an office is vacated by the holder due to relocation, extended illness, absence, death or inability to perform the duties prescribed in these By-Laws, the Section Director may, with the advice and consent of the Board, appoint a Section member to fill the vacancy for the length of the unexpired term.

#### **4.3.3 Removal**

Any Officer of the Section may be removed from office for non-performance upon a motion adopted by a two-thirds (2/3) vote of the Executive Board. A motion will require:

- (a) Grounds for Removal - The grounds for removal based on non-performance must be submitted to the Board and these may include: non-attendance at Board or committee meetings, failure to execute adopted programs, incurring legal liability for the Section based on dilatory performance of duties or other criteria that may be added to this sub-section.
- (b) Process - Due process will require at least two consecutive board meetings to conclude a motion, the first for the making of the motion and submission of grounds; and the second to consider submission of the response by the Officer so charged with the Board then sustaining or denying the motion.

#### **4.4 Duties of Section Officers and Section Executive Board**

##### **4.4.1 Section Director**

The duties of the Section Director shall be:

- (a) To provide general administrative leadership for the Section by coordinating and directing the Board's activities and programs;
- (b) To represent and regularly report on Section concerns, issues and activities to the California Chapter Board;
- (c) To represent and promote Section and Chapter concerns before the Chapter President's Council at National Conferences and at other forums;
- (d) To maintain a liaison with other Section Directors, especially those of adjacent sections;
- (e) To represent the Section in formal correspondence, transmittals and representation at public events;
- (f) To appoint, with the advice and consent of the Executive board, officers and committees as deemed necessary to carry out the Section's purposes and objectives;

- (g) To communicate Chapter concerns to the Section Board and Section Membership and to facilitate communication from the Section Membership to the Executive Board and the Chapter;
- (h) To initiate and maintain, with assistance from the board, contacts and joint programs with allied professional groups.
- (i) To represent the Section in formal correspondence, transmittals and public events;
- (j) To monitor planning and related activities and communicate these to the Executive Board; and
- (k) To direct the annual Section Award Program including supervision of the committee appointed to conduct those awards.

As Director-elect, the duties of the Section Director shall be:

- (a) To act as liaison to local universities and colleges;
- (b) To act as Section Director Pro Tempore;
- (c) To serve as a voting member on the Executive Board;
- (d) To oversee special projects as identified by the Board; and

The duties of the Immediate Past Section Director shall be:

- (a) To serve on the Executive Board as a voting member;
- (b) To chair the Elections Committee; and
- (c) To perform other duties as assigned by the Director.

#### **4.4.2 Sub-section Directors (Santa Barbara, San Luis Obispo, Ventura Counties)**

The duties of the Sub-section Directors shall be:

- (a) To represent the geographic areas of Santa Barbara, San Luis Obispo and Ventura Counties on the Board;
- (b) To promote APA membership on a county-wide level to prospective members, make initial contact, welcome new members and transferees, help

resolve membership problems, and seek to retain members;

(c) To develop county-wide affirmative programs to recruit professional planners, planning students and faculty, lay planners, planning and related commissioners, citizen activists and members of the general public interested in communities and planning;

(d) To develop task teams and oversee events, activities and programs with the Board's approval;

(e) Work with the Public Information Officer to provide information and notification of Subsection events and activities to non-members through the media, to stimulate attendance and awareness concerning the Section's activities, and to assist with documentation of event attendance;

(f) To assist the Public Information Officer in maintaining the membership roster; and

(g) Work with Professional Development Officer to host professional development seminars and symposiums.

#### **4.4.3 Professional Development Officer**

The duties of the Professional Development Officer shall be:

(a) To arrange and coordinate counseling of members preparing to take the AICP examination:

(b) To develop seminars and symposiums for members' professional development;

(c) To develop and maintain working relationships with the Chapter Vice President for Professional Development;

(d) To conduct the Section's continuing education program under the guidelines established by the California Chapter;

(e) To monitor and coordinate planning school accreditation and recognition processes in the Section;

(f) To develop and promote mentor and scholarship programs which promote the interests of planning students;

(g) To promote membership in AICP and student and planning official membership in APA:

- (h) To recruit, make recommendations for and maintain liaison with student representatives from organized planning curriculums in the Section and to report to the Section Board where appropriate; and
- (i) To advise the California Planning Foundation Board on distribution of the Section Scholarships and to coordinate activities between the Section and the California Planning Foundation Board, including organizing the yearly Section Challenge at the State Conference.

#### **4.4.4 Finance Officer**

The duties of the Finance Officer shall be:

- (a) To chair the budget committee and prepare the annual Section budget for review and adoption and make financial reports on a regular basis for Board approval and CCAPA review;
- (b) To disburse Section funds;
- (c) To receive funds from programs and events;
- (d) To maintain Section financial records;
- (e) To be responsible for cashiering programs and events;
- (f) Supervise payment collection for Section Newsletter advertisers; and
- (g) To make recommendations to the Board concerning management of the Section's investments in accordance with the adopted policies of the Executive Board.

#### **4.4.5 Public Information Officer**

The duties of the Public Information Officer shall be:

- (a) To work with the Newsletter Editor to ensure that the Section membership is informed of the activities of the Section.
- (b) To maintain membership roster and Newsletter mailing list;
- (c) To establish and nurture relationships between the Section and the media;
- (d) To provide information and notification of Section events and activities to nonmembers through the media and to stimulate attendance and awareness concerning the Section's activities;
- (e) To maintain liaison with non-member organizations and individuals;

- (f) To develop relationships and joint-programs with other professional and public groups;
- (g) To prepare minutes of Section Board Meetings;
- (h) To maintain Section records and correspondence files; and
- (i) To maintain the Section website and coordinate with the webmaster, who shall report to the Public Information Officer.

#### **4.4.6 Events Officer**

The duties of the Events Officer shall be:

- (a) Serves as Awards Chair of the Awards Committee;
- (b) Plans and coordinates Section special events;
- (c) Coordination with and oversight of the Awards Jury for selection of annual Central Coast Section Planning Awards; and
- (d) Assists Sub-Section Directors with the organizing, budgeting and scheduling of Sub-Section events.

#### **4.4.7 Legislative Officer**

The duties of the Legislative Officer shall be:

- (a) To develop and maintain Section legislative review and response capability;
- (b) To present legislative items to the Section Board in a timely manner;
- (c) To develop and maintain a strong working relationship with the California Chapter Vice President for State and Local Affairs;
- (d) To develop and maintain a working relationship with the Chapter legislative Advocate;
- (e) To serve as a member of the California Chapter Legislative Review Committee; and
- (f) To lead the Section Legislative Committee.

#### **4.4.8 Membership Inclusion Officer**

The duties of the Membership Inclusion Officer shall be:

- (a) To promote and encourage diversity of APA membership on the Central Coast;
- (b) To conduct outreach to community minority groups to increase awareness of planning issues and provide information concerning participation in public planning processes; and
- (c) To provide advice and information to members of minority groups about career paths in planning.

#### **4.4.9 Student Representative(s)**

The duties of the Student Representative(s) shall be:

- (a) To maintain liaison between the planning schools, their students, the Section and the California Chapter;
- (b) To assist the Section Director, Sub-section Directors and Professional Development Officer in obtaining student membership, representation and involvement; and
- (c) To represent student concerns before the Section Executive Board.

#### **4.4.10 Newsletter Editor**

The duties of the Newsletter Editor shall be:

- (a) To prepare, edit and publish the Section newsletter, supervising its editorial program, advertising and distribution;
- (b) To work with the Public Information Officer to keep the newsletter mailing list current; and
- (c) To appoint, with the advice and consent of the Public Information Officer, Co-Editors, Associate Editors, and Regional staff members as necessary to assist the Editor.

#### **4.4.11 Planning Commission Representative**

The duties of the Planning Commission Representative shall be:

- (a) Represent the Section and the Chapter to the Planning Commissions and elected bodies within the Section;

- (b) Inform the Section Executive Board of planning issues facing appointed and elected bodies within the Section; and
- (c) Encourage the participation of Planning Commissions and elected bodies within the Section in local APA functions, and the State Conference.

## **4.5 Committees**

### **4.5.1 Standing Committees**

The following shall be considered permanent Committees of the Executive Board and shall be appointed on an annual basis. Standing Committees shall report their activities regularly to the Executive Board.

- (a) An Elections Committee, subject to Section 4.2.6 of these By-Laws;
- (b) An Awards Committee to oversee the annual awards program and banquet; and
- (c) A Budget Committee to oversee the preparation of the annual budget and advise the Finance Officer concerning management of investments.
- (d) A Legislative Committee to track and form recommendations concerning planning-related legislative changes and issues.

### **4.5.2 Ad-Hoc Committees**

The Section Executive Board shall appoint ad-hoc committees as necessary to carry out the Board's purposes and objectives.

### **4.5.3 Awards Jury**

An Awards Jury shall be appointed annually by the Awards Committee. The duties of the Awards Jury shall include evaluation of entries for annual Section planning awards following selection criteria in coordination with the Events Officer.

### **Appointment**

All committees shall serve exclusively at the pleasure of the Executive Board.

## **ARTICLE V: MEETINGS**

### **5.1 Meetings**

The Section Director shall call all meetings necessary to conduct the Section's business. In no event, however, shall the Board be convened not less than four (4) times during the year beginning on January 1.

## **5.2 Notice**

Reasonable notice of all Section, Executive Board, Committee and other meetings shall be given.

## **5.3 Executive Board-Quorum**

A majority of the voting members, exclusive of student representatives, shall constitute a quorum for purposes of conducting Executive Board business.

## **ARTICLE VI: INITIATIVE AND REFERENDUM**

Upon receipt of a petition signed by not less than (10) percent of the Section members eligible to vote, the Executive Board shall place any initiative or referendum measure on the ballot used for elections of Officers and shall be voted upon by mail in accordance with the provisions of Section 4.2.5 of these By-Laws.

## **ARTICLE VII: SECTION FINANCES**

### **7.1 Financial Status**

The Section is a not-for-profit organization.

### **7.2 Authorization for Dues and Assessments**

An increase in Section dues from those set by the National or Chapter organizations or special assessments necessary to pursue Section affairs may be collected when authorized by an affirmative vote of a majority of those Section members eligible to vote.

### **7.3 Exemption-Dues**

Any member who is not required to pay Association or Chapter dues shall also be exempt from paying Section dues.

## **ARTICLE VIII: ADOPTION AND AMENDMENT OF BY-LAWS**

### **8.1 Adoption**

These By-Laws shall be adopted by an affirmative vote of two-thirds of the Executive Board, exclusive of its student representatives. The Board recognizes its affirmative responsibility to notify the membership of changes in these By-Laws.

## **8.2 Amendment**

### **8.2.1 Amendment by Board Action**

Upon authorization of the majority of the Executive Board or upon petition by twenty-five (25) members of the Section eligible to vote, any proposed amendment to these By-Laws shall be placed on the agenda for a Board vote. No less than fifty (50) days shall be allowed from the date of the vote placing amendment(s) on the agenda to the final vote of the Board. Adoption of any amendment shall require the affirmative vote of two-thirds (2/3) of the Executive Board. Unless otherwise specified, the amendment shall become effective as of the date of the affirmative vote.

### **8.2.2 Amendment by Membership Vote**

The Board may also, by a vote of the majority of Board members, submit any proposed amendment to a vote of the Section membership on a written ballot. No less than twenty (20) days shall be allowed from the date of mailing to the date specified for returning the ballot. Adoption of the amendment requires the affirmative written vote of those voting for the amendment provided, however, that such a majority consists of no less than twenty (20) percent of the Section members.

### **8.2.3 Publication**

No vote of the Board or membership shall occur for any proposed amendment to the By-Laws until a summary of the proposed amendment(s) has been published in the Section newsletter. Proposed amendments shall be published no less than 20 days before the Board is to take action or a ratification vote is to occur.

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