

**COLUMBIA SECTION of the WASHINGTON CHAPTER
of the
AMERICAN PLANNING ASSOCIATION**

BYLAWS

(January, 2008)

ARTICLE I: NAME

The name of this organization shall be the "COLUMBIA SECTION" that is a Section of the Washington Chapter of the American Planning Association. Hereinafter referred to as the "COLUMBIA SECTION."

ARTICLE II: PURPOSE

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

- a) Perform as a Section of the Washington Chapter pursuant to the Chapter bylaws;
- b) Promote ongoing professional education and awareness of community planning and related community issues by convening conferences, workshops, and discussion groups;
- c) Advocate proactive community planning for issues of local and regional importance;
- d) Encourage opportunities for networking and social gatherings within the region to improve professional communications;
- e) Be actively involved in community service and coordinate with governmental entities, allied professions and other concerned groups; and
- f) Provide input to city, county, state or regional level private or public entities on planning issues of unique interest to COLUMBIA SECTION membership.

ARTICLE III: GENERAL

A. Area

The area served by the COLUMBIA SECTION is comprised of the following counties in Washington: Benton, Chelan, Douglas, Franklin, Kittitas, Klickitat, Okanogan and Yakima.

B. Address of Record

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

C. Parliamentary Procedure

At meetings of the membership and of the COLUMBIA 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 work or home addresses of record are within the COLUMBIA SECTION area shall automatically be members of the COLUMBIA SECTION. Any non-area members of APA, including Oregon residents, who work addresses of record are in Washington may become COLUMBIA SECTION members upon payment of chapter dues to the Washington Chapter of APA.

B. Annual Meeting

There shall be an annual meeting of the COLUMBIA SECTION membership held each calendar year. The COLUMBIA SECTION Executive Board shall determine the location within the COLUMBIA SECTION area and the date and time of such meeting. Location of the meetings can be rotated around the Section boundary. The location can be outside the COLUMBIA SECTION area should the Board determine the meeting to be held at the Annual WA-APA Conference location.

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 COLUMBIA SECTION at least thirty (30) days before the meeting.

D. Special Meetings

A special meeting of the members may be called by the COLUMBIA SECTION President, by the COLUMBIA SECTION Executive Board, or by a petition signed by at least five percent (5%) of the membership of the COLUMBIA SECTION. The place, date and time shall be set by the COLUMBIA SECTION President provided that the location shall be within the COLUMBIA SECTION area. Notice of the special meeting shall be given to members as in Article IV (C) and shall include a statement of the purpose of the special 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 COLUMBIA SECTION membership as of record at the last time a membership roster was issued but in no case less than fifteen (15), or as otherwise authorized by the COLUMBIA SECTION Executive Board. In cases where fewer than 15 votes or ballots are authorized by the Board, the motion and its outcome will be posted on the COLUMBIA SECTION web page, and a request to re-open the discussion may be made at the request of five (5) or more members.

F. Termination and Reinstatement

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

G. Collaborative Sponsorship Policy

The Section may collaborate on a planning-related event with agencies outside WA-APA or its Sections. 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 the objective, anticipated community impact, and relevance to planning community; and a draft overall budget of the event;
- 3) The request will be forwarded to Board members at least 30 days before the funds are needed;
- 4) 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

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 the Section boundary.

Partnership with the Urban and Regional Planning Departments of Universities for speakers, lectures, and events will continue separately and not be considered a collaborative sponsorship for the purposes of this section.

ARTICLE V: ELECTED OFFICERS

A. Officers Duties and Terms

The elected officers of the COLUMBIA SECTION shall be the COLUMBIA SECTION President, President-Elect, Secretary, and Treasurer. The terms of office shall be two (2) years, except for the section's first terms which shall extend to the end of 2008. In the first term, founding officers will be appointed by the WA-APA Board, and one of the first items of business of the appointed officers would be to set up an election. The Secretary and Treasurer can serve up to two consecutive terms in office. The President and President-Elect can serve more than one term, but not more than one consecutive term. In addition to their respective duties, the elected officers will serve as members of the Executive Board and will appoint non-elected officers of the Board.

B. President

The COLUMBIA SECTION President hereinafter referred to as 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 COLUMBIA 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 COLUMBIA SECTION Committee Chairs unless otherwise provided in these bylaws.
- e) Represent the COLUMBIA SECTION on the Washington Chapter of the APA Executive Board; and
- f) Call meetings and perform other duties prescribed by these bylaws.

In order to ensure continuity in the COLUMBIA SECTION's leadership, the President-Elect shall assume the title "President" and not be elected President, following the next regular election of officers, unless he/she declines to aspire to this position, or is found to not be a member in good standing by the Board. In the case where the President-Elect does not assume the Presidency, the President will be elected as proscribed in Article VIII (G).

C. President-Elect

The President-Elect, 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) 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 COLUMBIA SECTION;
- b) Notify members and Executive Board members of meeting, prepare and report brief complete written minutes of COLUMBIA SECTION and Executive Board meetings;
- c) Transmit to the President a list of all COLUMBIA SECTION officers (including their addresses and telephone numbers) within thirty (30) days of their election;
- d) Notify the President of the results of all COLUMBIA 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 COLUMBIA SECTION;
- f) Submit to the President proposed bylaw amendments as may be required the bylaws of the COLUMBIA 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 COLUMBIA 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 and the state chapter;
- d) Maintain accounts which shall be open to inspection by all COLUMBIA SECTION members and the state chapter;
- 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 COLUMBIA 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 monthly by COLUMBIA SECTION Executive Board members in support of COLUMBIA SECTION Activities without a vote of the COLUMBIA SECTION Executive Board.

ARTICLE VI: APPOINTED COUNTY REPRESENTATIVES

A. Appointed Officers' Duties and Terms

The elected officers will appoint eight (8) county representatives as appointed officers of the COLUMBIA SECTIONS. The terms of office shall be two (2) years.

B. County Representatives

The County Representatives are responsible for providing an active connection between APA members in their respective counties and the Board regarding the needs, concerns, and issues affecting these members.

The duties of the County Representatives shall be:

- a) To provide a report regarding issues, events, and concerns for the COLUMBIA SECTION members in their respective County at each regular Board meeting
- b) 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 between APA members or between APA members and members of related professions;
- c) To submit feature articles of a planning nature if there is a COLUMBIA SECTION Newsletter; and
- d) To work with the President-Elect to increase membership in the COLUMBIA SECTION and the level of involvement of current members.

ARTICLE VII: OTHER APPOINTED OFFICERS

A. Appointed Non-Voting Officers' Duties and Terms

The other appointed officers of the COLUMBIA SECTION shall be the Education Coordinator, the Professional Development Officer/Coordinator, Public Information Officer, Communications Officer and the Legislative Liaison. The terms of office shall be two (2) years.

B. Education Coordinator

The Education Coordinator shall be appointed by the COLUMBIA SECTION Board. The Education Coordinator shall coordinate with the Professional Development Coordinator and the student representative to organize timely, appropriate and informative educational seminars and workshops with the Section area. The Education Coordinator shall prepare an annual continuing education program schedule and will make opportunities for participation available to all Section members.

C. Professional Development Coordinator

The President shall appoint one (1) member of the COLUMBIA SECTION to the Executive Board who is a member of the American Institute of Certified Planners (AICP) to serve as the Professional Development Coordinator and to chair the Professional Development Committee. See Article XI (B). The Coordinator will also serve on the state chapter's Professional Development Committee.

D. Communications Officer

The Communications Officer shall be appointed by the COLUMBIA SECTION Board. The editor shall perform the following duties:

- a) To invite and review articles for the newsletter
- b) To edit, format and publish the quarterly newsletter;
- c) To advise the board about newsletter concerns;
- d) To maintain the SECTION website; and
- e) To perform such other duties as required by the bylaws or determined by the Executive Board.

E. Public Information Officer

The Public Information Officer shall be appointed by the COLUMBIA SECTION, and shall serve a term of a minimum of one (1) year. The PIO shall perform the following duties:

- a) Present the views of the COLUMBIA SECTION in local and regional public forums, including public hearings on public policy issues;
- b) Answer questions about the positions of the COLUMBIA SECTION to representatives of print and electronic media organizations.
- c) Develop and implement a marketing plan for the COLUMBIA SECTION to educate the public about the planning profession.

F. Legislative Liaison

The Legislative Liaison shall be by the COLUMBIA SECTION. The Legislative Liaison shall perform the following duties:

- a) Inform the board and Section members of any pending state legislation;
- b) Be the SECTION's representative to the Washington APA Chapter legislative committee;
- c) Inform the board of and local government about any proposed local government regulations.

G. Student Representative

The duties of the COLUMBIA SECTION Student Representative shall be:

- a) To advise the Executive Board concerning student affairs;
- b) To represent the COLUMBIA SECTION and students interested in planning at official functions;
- c) To serve as a liaison with universities and their students.
- d) To assist the COLUMBIA SECTION in student representative election processes if such need occurs; and
- e) To perform all other duties required of a member of the COLUMBIA SECTION Executive Board.

The COLUMBIA SECTION Student Representative must be an APA student member and a student at university or college who lives or works in the COLUMBIA SECTION area. The student representative shall be selected by the Executive Board.

ARTICLE VIII: COLUMBIA SECTION EXECUTIVE BOARD

A. Composition

The Executive Board composed of APA members shall consist of the four (4) elected officers, (see Article V), eight (8) COLUMBIA SECTION members appointed to represent each county in the COLUMBIA SECTION (see Article VI), the Public Information Officer, the Professional Development Officer, the Legislative Liaison and the Communications Officer (see Article VII).

B. Duties

The Executive Board shall:

- a) Manage the affairs of the COLUMBIA SECTION;
- b) Adopt a budget for the COLUMBIA SECTION;
- c) Report to the membership upon all business which it has considered or acted upon between COLUMBIA SECTION meetings;
- d) Put into effect the votes of the COLUMBIA 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 COLUMBIA 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. One-third (1/3) voting members of the Executive Board shall constitute a quorum for the transaction of business. The COLUMBIA SECTION President and/or a majority of the Board shall have the authority to call an emergency meeting, in which case the 14-day requirement will not apply.

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 misses one-half of the board meetings in a twelve (12) month period shall be deemed to have resigned and shall be replaced by a majority of the balance of the Executive Board. 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 COLUMBIA SECTION. Voting for COLUMBIA SECTION Executive Board members shall be by mail secret ballot. The positions to be voted on are the President-Elect, Treasurer and Secretary. The Secretary shall mail a ballot to each member eligible to vote, on or before the 15th of October of an odd even numbered year. The ballot shall provide space for write-in candidates and shall specify the date by which the ballot must be returned; by mail, email or fax; provided that such date for return be at least fifteen (15) days later than the mailing of such ballots. The Executive Board may adopt such other rules as may be necessary to administer and carry out an election. For the purpose of counting and verifying the votes, the President shall appoint a tally committee consisting of three (3) members of the COLUMBIA SECTION, at least one (1) of whom shall be a member of the Executive Board. The candidate for each office receiving the largest number of votes shall be declared elected. There shall be no quorum necessary for mailed in ballots.

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. Terms of office begin in even odd numbered years. No member of the Executive Board shall serve for more than two (2) consecutive terms in the same office.

ARTICLE IX: COMMITTEES

A. Nominating

The President shall appoint, on or before the first of September, prior to an election year, a nominating committee consisting of: 1) three (3) COLUMBIA 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 October.

B. Professional Development

The President shall appoint the Professional Development Officer (PDO) and such other members necessary and requested by the PDO to the Professional Development Committee. The responsibilities of the PDO 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 COLUMBIA SECTION.

C. 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

Bylaw amendments may be proposed by the Executive Board or by a petition signed by five percent (5%) of the COLUMBIA 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 and state chapter thirty (30) days prior to meeting.