ELECTIONS WEBINAR
MARCH 1, 2019

Hosted by the North Central Texas Council of Governments
Speakers

Doug McDonald, AICP  
Texas Chapter President

Chance Sparks, AICP  
Texas Chapter President-Elect
How We Got Here...

**Doug McDonald, AICP**
Texas Chapter President

2012 State Conference Committee Member
Midwest Section Director-Elect/Director
Sections Representative
Chapter President-Elect/President

**Chance Sparks, AICP**
Texas Chapter President-Elect

2006 National Conference Committee Member
Central Section Treasurer/Director-Elect/Director
TML Representative
Chapter President-Elect/President
Why Should You Run for APATX Office?

• Advance the planning profession
• Give back to the organization
• Work with planners from across the state
• Develop leadership skills and professional network
• Even just running gets your name out there!
**EXECT COMMITTEE**

- **Doug McDonald, AICP**
  President
  City of Richardson
  (Elected)

- **Chance Sparks, AICP**
  President-Elect
  Freese and Nichols
  (Elected)

- **Kim Mickelson, JD, AICP**
  Past President
  City of Houston
  (Elected)

- **Christina Sebastian, AICP**
  Secretary
  City of Plano
  (Elected)

- **Angela Martinez**
  Treasurer
  Knudson, LP
  (Elected)

- **Christopher Looney, AICP**
  TML Representative
  City of New Braunfels
  (Elected)

- **Richard Luedke, AICP**
  Professional Development Officer (PDO)
  City of Lewisville
  (Appointed)

- **Gary Mitchell, AICP**
  Sections Representative
  Kendig Keast
  (Elected by 9 Section Directors)
Fred Lopez, AICP  
Membership  
City of El Paso

Craig Farmer, FAICP  
Advocacy  
City of Weatherford

Ann Bagley, FAICP  
Planning Officials Development Officer  
Bagley and Associates

Heather Nick, AICP  
Communications  
City of Tyler

Claire Hempel, AICP  
Awards  
Design Workshop

Barbara Holly, AICP  
Certification Maintenance  
Retired

Kelly Porter, AICP  
Government Relations  
CAMPO

AJ Fawver, AICP  
Diversity and Inclusion  
City of Lubbock

Ivonne Audirac, PhD  
University Rep  
UT-Arlington

Kelsey Poole  
Student Rep  
UT-Arlington

Monica Rainey  
Emerging Planning Leaders Chair  
Kimley-Horn

Dave Gattis, FAICP  
Historian  
Retired
Illustrating Largest Cities

HOUSTON
427 APATX Members

CENTRAL
850 APATX Members

MIDWEST
370 APATX Members

SOUTHMOST
89 APATX Members

SOUTHWEST
196 APATX Members

WEST
53 APATX Members

NORTHWEST
51 APATX Members

NORTH CENTRAL
498 APATX Members

EAST
50 APATX Members
INCOMING SECTION DIRECTORS (NOV '19)

Shad Comeaux, AICP
HOUSTON

Martin Zimmermann, AICP
CENTRAL

Abra Nusser, AICP
MIDWEST

Xavier Cervantes, AICP
SOUTHMOST

Christopher Lazaro
SOUTHWEST

Kevin Smith, AICP
WEST

AJ Fawver, AICP
NORTHWEST

Kendall Howard, AICP
NORTH CENTRAL

Michael Howell, EIT
EAST
APATX Section Boards

Elected Positions

• Director
• Director-Elect
• Treasurer
• Secretary
• Immediate Past Director

Appointed Positions

• Professional Development Officer
• Communications Coordinator
• Emerging Planning Leaders Section Representative
• **Networking Coordinator (North Central Only)
• **Focus North Texas Chair (North Central Only)
Elections - State and Section Offices

Chance Sparks, AICP
Texas Chapter President-Elect
Chapter President/Section Director Positions

ELECTED POSITIONS IN TX

31

CHAPTER/STATE

PRESIDENT ELECT

SECRETARY

TREASURER

TML REPRESENTATIVE

SECTIONS
Central
East
Houston
Midwest
North Central
Northwest
Southmost
Southwest
West

DIRECTOR ELECT

SECRETARY

TREASURER

Chapter President/Section Director Positions
Chapter President/Section Director Positions

- President Elect: 2 years
- President: 2 years
- Past President: 2 years

- Director Elect: 2 years
- Director: 2 years
- Past Director: 2 years

All other positions are two year terms.
**State President:** The President shall:

- Call and preside at meetings of the APA Texas, the Executive Committee, and the Board of Directors.
- Create, appoint, and discharge special committees, appoint members to standing committees (if established by the Executive Committee,) and serve as a non-voting ex officio member of all committees.
- Working with the Treasurer, prepare and recommend an annual program and budget.
- Supervise the Executive Administrator if one has been retained.
- Represent the APA Texas on the Association’s Chapter Presidents Council.
- Prepare quarterly reports to the Board of Directors and Executive Committee and an annual report to the membership on the President’s activities.
- Act as a spokesperson for APA Texas.
- Perform such other duties required by these Bylaws as customary to the office.
State President-Elect: The President-Elect shall:

• Act in the absence of or incapacity of the President.
• Act as a committee coordinator and liaison between committees and the APA Texas Board of Directors.
• Perform such other duties and authorities as are necessary to carry on the business of APA Texas including duties delegated by the President.
• Be the next president of APA Texas and therefore shall take whatever steps are necessary to prepare for that office while serving as President-Elect.

State Secretary: The Secretary shall:

• Notify members and Board of Directors of meetings.
• Prepare and report minutes of APA Texas, Board of Directors and Executive Committee meetings.
• Perform such other duties required by these Bylaws or customary to the office.
**State Treasurer:** The Treasurer shall:

- Receive and disburse APA Texas funds.
- Collect APA Texas dues and assessments not collected by the National Office.
- Assist the President in preparing an annual budget for adoption by the Board of Directors.
- Maintain accounts which shall be open to inspection by officers of the APA Texas and subject to audit.
- Prepare for each meeting of the membership and of the Board of Directors a financial report to include a current balance sheet and an income statement reflecting the preceding 12 months of APA Texas operations.
- Be bonded, the cost of which shall be borne by APA Texas.
- Submit an audit prepared by a Certified Public Accountant to the Board of Directors according to a schedule adopted by the Board of Directors.
- Perform such other duties as required by these Bylaws or customary to the office.
State Texas Municipal League (TML) Representative: The TML Representative shall:

Function as the APA Texas affiliate representative to the Texas Municipal League and assume all required duties of the Affiliate consistent with the TML Constitution and Affiliate Guidelines, working with the Policy and Advocacy Network and Advocacy Network Liaison, as well as other members of the Board of Directors as needed, to discharge such duties and to have prepared any required reports to the Texas Municipal League Board of Directors. The TML Representative shall coordinate with the President regarding the annual report to the membership on the APA Texas organization’s activities. The representative shall be a full time municipal employee in accordance with the TML bylaws, constitution and affiliate guidelines.
State Nominating Process

**Appointed Nominating Committee**
Chair – Chance Sparks – President-Elect

Doug McDonald – Current President
Kim Mickelson – Past President
Wendy Shabay – National Representative
Dave Gattis – Fellow / Historian
Monica Rainey – EPL Chair
Kendall Howard – Former EPL Chair / Incoming Section Director
Richard Luedke – Professional Development Officer

**Petition Process**

Ten or more regular members may petition the President, with a copy to the Secretary, for the inclusion of names not appearing in the Committee report.
**Section Director:** The Director shall:

- Call and preside at meetings of the Section and the Executive Board.
- Organize educational programs and Section meetings.
- Administer elections for officers.
- Create, appoint and discharge all appointed officers and special committee chairs.
- Sign all contracts and agreements; and shall perform all other duties usual and incidental to the office.
- Serve as the Section’s representative to the Texas Chapter Board of Directors.
- Provide reports on Section activities to the APA Texas Executive Committee relative to the Recommended Levels of Service for APA Texas Sections contained in the newest edition of the APA Texas Section’s Guide.
- Succeed to the office of Immediate Past Director upon completing of his/her term of office.
**Section Director-Elect:** The Director-Elect shall:

- Act in the absence or incapacity of the Director.
- Perform such other duties and authorities as are necessary to carry on the business of the Section including duties delegated by the Director.
- Be the next Director of the Section and take whatever steps are necessary to prepare for that office while serving as Director-Elect.

**Section Secretary:** The Secretary shall:

- Prepare, report and post minutes of the Executive Board.
- Maintain the Section email distribution list and other mailing lists.
- Notify the membership of the results of Section elections.
- Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.
Section Treasurer: The Treasurer shall:

- Exercise general supervision of the financial affairs of the Section.
- Collect any money due to the Section.
- Assist the Director in preparing an annual budget for adoption by the Executive Board and submittal to APA Texas.
- Make available to the Section membership the annual financial report submitted to the Chapter Treasurer.
- Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.
March 1 – Nomination process begins

March 11 – Online Nominations Portal Opens at www.planning.org/elections/

April 24 – Deadline to submit position statements

May 1 – Nominating Committee/Section Board will meet and announce the slate of candidates

July 15 – Ballots sent out via email using consolidated ballot system

August 15 – Ballots are due back

August 20 – Announcement of new officers

No Petition Process for Sections
Section contacts are listed on this page. If you are interested in running for a Section position, let this individual know!

Section’s also have several positions that are appointed by the Section Director, including a Professional Development Officer, Communications Coordinator, and a Emerging Planning Leader (EPL) Representative. Please contact current Section Directors below if you have interest in running for a position or serving in a appointed-role capacity for the Section.

(SECTION MAP)

- Central Section (Shannon Mattingly, City of San Marcos or Martin Zimmermann, City of Bryan)
- East Section (Kyle Kingma, City of Tyler)
- Houston Section (Gary Mitchell, Kendig Keast Collaborative)
- Midwest Section (Tamara Cook, North Central Texas COG)
- North Central Section (Drew Brawner, Kimley-Horn Dallas)
- Northwest Section (AJ Fawver, City of Lubbock)
- Southmost Section (Xavier Cervantes, City of McAllen)
- Southwest Section (Rebecca Pačini, City of Kerrville)
- West Section (Fred Lopez, City of El Paso)

Interested in a State position? Email Doug or Chance (emails on last side)
Guidance for Position/Background Statements

1. Suggestions for Biographical Background Information:
   • Organize the information into four categories: professional experience, APA experience, community involvement, and education.
   • List information in each category in reverse chronological order (most recent experience first).
   • Present information in a list, rather than in full sentences, when appropriate.

This approach works well for three reasons. A lot of information can be squeezed into relatively few words, leaving more room for the position part of your 600-word-total background/position statement. The format helps voters because it focuses on the highlights of your career. Finally, it provides a place to note prior experience in managing or serving on the board of an organization.

www.txplanning.org/elections/
Guidance for Position/Background Statements

2. Suggestions for Position Statements:
   • Focus on issues that impact the future of the organization.
   • Verify any and all facts that are stated.
   • Use bullet statements to consolidate your thoughts in a more concise fashion, when appropriate.

3. Submission Requirements:
   • Submit your biographical background/position online. The appearance of the emphasis (bold, italics, bullets, underlining) will be made uniform from statement to statement.
   • Submit a current digital photograph of yourself online. Details on the photograph are noted below.
   • Finally, be sure to proofread your statement. APA will NOT correct spelling and grammatical errors or typos contained in the statements.

www.txplanning.org/elections/
Background / Position Statements

**Guidance for Position/Background Statements**

*Digital Photographs:*
Photographs must be:

- head/shoulders portrait type
- electronic files
- 300 dpi or greater (for digital files)
- no more than five years old
- submitted at the same time as the background/experience and position statement

Examples from National on Elections Website

www.txplanning.org/elections/
Brief yourself on the Chapter’s goals, action plan, annual report, and member surveys to help craft your position statement.
New elected and appointed officers will take office on

November 9, 2019

(following the Chapter Conference)
Successful Candidates + All Appointed Officers

Current Board of Directors and Incoming Section Directors

Wednesday, November 6, 2019
APATX Board of Directors Meeting
8:30am-12:30pm | Waco Convention Center

All Section and Chapter Board Positions (newly elected or appointed)

Friday, November 8, 2019
New Board and Section Officer Training and Onboarding
3:30pm-5:30pm | Waco Convention Center

www.APATX19.com

BIG STATE.
BIG PLANS.

NOVEMBER 6-8, 2019
WACO, TEXAS
#APATX19

www.APATX19.com
Chapter Communications

LIKE US @ txplanning
FOLLOW US @ txplanning
TWEET US @ txplanning
ADD US @ APA Texas Chapter
Contacts

Doug McDonald, AICP
Texas Chapter President

president@apatexas.org

Chance Sparks, AICP
Texas Chapter President-Elect

Chance.Sparks@freese.com

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