MIDWEST SECTION APA TEXAS BYLAWS

Adopted July 20, 2011

Amended and Restated Bylaws
of the Midwest Section of the Texas Chapter, American Planning Association

ARTICLE I. NAME AND TERRITORY

1.1 Name. The name of this organization shall be the “Midwest Section of the Texas Chapter of the American Planning Association.” The Section shall be referred to as Midwest Section. In these bylaws, the Midwest Section may be referred to as “the/this Section”; the Texas Chapter of the American Planning Association as “the Chapter”; and the American Planning Association as “APA.”

1.2 Territory. This Section shall represent the Association and Chapter in the geographic territory covered by the Texas counties listed in Addendum “A”.

ARTICLE II. PURPOSE

The Midwest Section is a subsidiary component of the Texas Chapter of the American Planning Association. The purpose of this Section shall be to:

Provide a local professional association of planners of diverse education, backgrounds, experiences and employment to advance the art and science of planning in Texas to help improve the state as a place to live and work;

Promote planning as a profession, the practice of planning, and the policies of the American Planning Association and the Texas Chapter;

Provide a forum for the interchange of ideas, interests, and current practices of the planning profession between and among professional planners, elected and appointed officials, educators, other professional organizations and the public and

Provide education, training and networking opportunities and resources for planning students, practicing planners, and elected and appointed officials on sound planning practices, innovative concepts and ethical reasoning.
ARTICLE III. MEMBERSHIP

3.1 Section Members. A person who is a member of the Texas Chapter and has as their official mailing address, as maintained by APA, in territory included in the Section boundaries shall be considered a Section Member. Section Members are subject to all requirements of Texas APA membership including payment of Texas APA dues. Section membership may be further classified as “Members”, “Planning Board”, “Student” or any other classification determined by the Chapter.

3.2 Other Members. The Section may have members who are not members of the American Planning Association. Such members shall be entitled to receive all publications, mailings and other privileges as established by the Executive Board. However, only Section Members may be eligible to participate in elections or hold Section office.

ARTICLE IV. FISCAL ADMINISTRATION

4.1 Fiscal Year. The Section shall use the same fiscal year calendar used by the Texas Chapter.

4.2 Budget. Funds will be allocated from the Chapter budget to operate local programs for members. The Section shall submit a budget request as part of the Chapter’s annual budget process.

4.3 Financial Reporting. The Section shall follow budgeting, accounting and reporting procedures as adopted by the Chapter. The Section shall submit an annual financial report to the Chapter Treasurer by October 15 of each year.

ARTICLE V. ELECTED OFFICERS, APPOINTED OFFICERS AND EXECUTIVE BOARD

5.1 Eligibility. Office shall be open to any Section Member who is also a member of the Texas Chapter in good standing.

5.2 Terms of Office. The terms of office for all elected officers shall be two years, beginning at the conclusion of the annual fall meeting of APA Texas in odd numbered years.

5.3 Elected Officers. The elected officers of the Section shall be the Director, Director-Elect, Secretary, Communications Coordinator, and Treasurer. In every election that occurs after the adoption of the Bylaws, the Director-Elect, Secretary, Communications
Coordinator and Treasurer shall be elected by the membership. The previously elected Director-Elect shall become the new Director, and the former Director shall become the Immediate Past Director.

5.4 Appointed Officers. The appointed officers of the Section shall be the Professional Development Officer and a representative of the University of Texas at Arlington (UTA) Student Planning Organization. The Director shall appoint a Professional Development Officer each year. The UTA Student Planning Organization may select representatives from their own membership each year.

5.5 Executive Board. There shall be an Executive Board consisting of the Director, Director-Elect, Secretary, Communications Coordinator, Treasurer, Professional Development Officer and representative of the UTA Student Planning Organization. The Immediate Past Director shall serve as an ex-officio member of the Executive Board.

5.6 Duties of the Officers.

5.6.1 Director. The Director shall:

i. Call and preside at meetings of the Midwest Section and the Executive Board.

ii. Organize educational programs and Section meetings.

iii. Administer elections for officers.

iv. Create, appoint and discharge all standing and special committees;

v. Sign all contracts and agreements; and shall perform all other duties usual and incidental to the office.

vi. Serve as the Section’s representative to the Texas Chapter Board of Directors.

vii. Succeed to the office of Immediate Past Director upon completing of their term of office.

5.6.2 Director-Elect. The Director-Elect shall:

i. Act in the absence or incapacity of the Director.

ii. Organize and plan the annual awards banquet and planning commissioner training workshop.

iii. Perform such other duties and authorities as are necessary to carry on the business of the Section including duties delegated by the Director.

iv. Be the next Director of the Midwest Section and take whatever steps are necessary to prepare for that office while serving as Director-Elect.
5.6.3 Secretary. The Secretary shall:

i. Notify Section members of meetings, educational programs and other events of interest to the Section.
ii. Prepare and report minutes of the Executive Board.
iii. Provide reports on Section activities to the APA Texas Executive Committee regarding the established “Level of Service”.
iv. Maintain the Section email distribution list and other mailing lists.
v. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.

5.6.4 Treasurer. The Treasurer shall:

i. Exercise general supervision of the financial affairs of the Section.
ii. Collect any money due to the Section.
iii. Assist the Director in preparing an annual budget for adoption by the Executive Board and submittal to APA Texas.
v. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.

5.6.5 Communications Coordinator. The Communications Coordinator shall:

i. Maintain and publish the newsletter and any notices of meetings.
ii. Maintain the Section’s website and other communication tools.
iii. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.

5.6.6 Professional Development Officer. The Professional Development Officer shall:

i. Be a member of the American Institute of Certified Planners (AICP) in good standing.
ii. Coordinate all AICP Certification Maintenance activities as they relate to Section meetings.
iii. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.
5.7 Immediate Past Director. The Immediate Past Director may be present at all meetings of the Executive Board to provide advice and continuity on the transition of business and activities from year to year. The Immediate Past Director may be responsible for administering the election of officers (see 6.1).

5.8 Removal from Office. An officer may be removed from office for cause and after a hearing whenever, in the judgment of four-fifths of the Executive Board, the best interest of the Section will be served thereby. Cause for removal from office shall include commission of a breach of professional ethics or conduct, conviction of a felony, or unexcused absence from four consecutive meetings of the Executive Board.

5.9 Quorum. A quorum of four members of the Executive Board shall be necessary to conduct any business.

ARTICLE VI. ELECTIONS AND VOTING

6.1 Elections Administration. The Director shall administer the election of officers. However, in the event the person holding the office of Director is a candidate for another elected officer position during an election year, the Immediate Past Director shall administer the election of officers.

6.2 Nomination of Officers. The Director shall appoint a Nominating Committee by June 15 of election years. The Nominating Committee shall consist of the Immediate Past Director and at least two other Section Members. The Nominating Committee shall recommend to the Executive Board one or more persons for the offices of Director-Elect, Secretary, Communications Coordinator and Treasurer no later than July 30. The Secretary shall notify the membership of the nominations within five days of receiving the report.

6.3 Candidates by Petition. Additional candidates may be placed upon the official ballot following the submission of a petition containing the signatures of at least ten or more of the qualified Section Members received by the Director within 14 days of notice from the Secretary, after which nominations will be closed.

6.4 Election Procedures. Elections may be conducted through mailed ballot or electronic ballot. The Secretary shall send a ballot and position candidate statements by postal mail or electronic mail to each Section Member within 14 days of receipt of the candidates’ statements. The Nominating Committee shall count the ballots by September 30 and report the results to the Secretary. The candidate receiving a majority of the votes cast for each office shall be deemed elected, and the Secretary shall notify the membership of the results. In the event no candidate receives a majority, the Executive Board shall elect one of the two leading candidates, and such
action shall be made a matter of record. Officers will take office at the conclusion of the annual Fall Meeting of the APA Texas in odd numbered years.

6.5 Election Schedule

<table>
<thead>
<tr>
<th>Action</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Nominating Committee appointed</td>
<td>June 15</td>
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<tr>
<td>Nominating Committee reports to Executive Board</td>
<td>July 30</td>
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<tr>
<td>Secretary sends report to members</td>
<td>August 4</td>
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<td>Nominating Committee receives petition names.</td>
<td>August 18</td>
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<td>Nominations closed</td>
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<td>Candidate statements due</td>
<td>September 1</td>
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<tr>
<td>Ballots sent to members</td>
<td>September 15</td>
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<tr>
<td>Nominating Committee reports results</td>
<td>September 30</td>
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<tr>
<td>Officers take office</td>
<td>End of annual TXAPA fall meeting</td>
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6.6 Schedule Amendment. If due to unforeseen circumstances, the Executive Committee finds that the election timetable set forth in this Article cannot be followed, the Executive Committee may amend the timetable for that given instance providing an attempt is made to conform as closely as possible to the required election time, that said change shall be approved by a unanimous vote of the Executive Committee, and that the membership shall be notified of the change.

6.7 Vacancies. The Executive Committee shall elect a member of the Section to serve for the remainder of the unexpired term of any elective office vacated by the incumbent.

6.8 Voting. In Midwest Section officer elections, voting shall be done only by those Section Members in good standing with the Chapter.
ARTICLE VII. MEETINGS

7.1 Executive Board Meetings. Meetings of the Executive Board shall be called by the Director or by a majority of the Executive Board members. There shall be at least 4 meetings of the Executive Board each year.

7.2 Notice of Meetings. At least 15 calendar days notice of Executive Board meetings shall be provided to Section members. The notice must specify the date, time and place of the meeting. Notice may be provided by any of the following methods: electronic mail, posting to the Section website, postal mail or fax transmission.

7.3 Section Meetings. Section meetings of the membership shall be held periodically throughout the year at such dates, times, and places as may be decided by the Executive Board. Meetings shall usually consist of Section business and programs on topics of interest to the general membership, specific activities that advance the planning profession, or special interests of the membership.

7.4 Special Meetings. The Director may call special meetings at such dates, times, and places as may be appropriate.

7.5 Chapter Meetings. The Director, or his/her designee, may be reimbursed for actual expenses incurred while attending the Spring meeting of the Chapter Board and/or the Chapter Awards Committee meeting. Reimbursement shall not be provided for attending the Fall meeting of the Chapter Board associated with the annual conference. Such reimbursement shall be included as a line item in the annual budget. In the event that the Director is unable to attend said meetings, this responsibility shall be assumed by the Director-Elect and shall carry the Director’s proxy. Should the Director-Elect be unable to attend, the Director may delegate this responsibility to another elected officer.

7.6 Meeting Minutes. Minutes shall be recorded at each Executive Board by either the Secretary or other member designated by the Secretary to serve in his/her absence. All minutes shall become part of the permanent Section record, of which the Secretary shall be custodian.

ARTICLE VIII. COMMITTEES

8.1 Committee Appointment. The Director may appoint, whenever necessary and appropriate, special committees to perform specific and limited duties for specified period.
8.2 Standing Committees. The standing committees of the Midwest Section shall be the committees as established by these Bylaws. There shall be three standing committees: a Programs Committee, an Awards Committee, and a Conference Planning Committee. The chair and the members of each standing committee shall be appointed by the Director.

8.2.1 Programs Committee. The Programs Committee shall consist of the Director, the Professional Development Officer, and at least one Section member. The primary responsibility of the committee shall be to develop and coordinate the education programs and luncheons of the Midwest Section.

8.2.2 Awards Committee. The Awards Committee shall consist of the Secretary and at least two Section members. The committee shall administer the annual awards program; solicit, review and approve nominations for Section awards; and establish criteria and procedures for the awards program.

8.2.3 Conference Planning Committee. The Conference Planning Committee shall be appointed by the Director in those years that the annual Chapter conference is hosted by the Midwest Section. The committee shall serve as the liaison between the Chapter’s Conference Coordinator and Conference Planning Committee and the Midwest Section, and perform the duties necessary and required for the preparation of the annual conference.

8.3 Special Committee Tenure. The tenure of each special committee shall be for the duration of the specific duty assigned to it but shall not extend beyond the end of the Section fiscal year in which the particular special committee was appointed, unless continued by the succeeding Director.

ARTICLE IX. AMENDMENT OF BYLAWS

9.1 Approval by APA Texas. Section bylaws and amendments to Section bylaws should be submitted for review and approval by the APA Texas Board of Directors prior to adoption by the Section.

9.2 Proposals. These Bylaws may be altered, amended, or repealed, or new Bylaws adopted as follows:

i. Through a recommendation by the Executive Board; or,
ii. Through a written petition from at least 20% of the entire qualified Section membership.
Notice of the proposal shall be announced to the membership at one or more regular Section meetings and distributed to the membership by written or electronic means.

**9.3 Adoption.** A period of 30 days from the distribution date shall be allowed for the return of the ballots, prior to certification of the results. Voting may be conducted through mailed ballot or electronic ballot. The ballot shall be distributed to all Section Members in good standing by the Secretary. In voting for Midwest Section Bylaws amendments, approval or disapproval shall be by a simple majority of the votes cast.

**ARTICLE X. RULES OF PROCEDURE**

Except as provided herein, all matters of procedure during business meetings shall be guided by Robert Rules of Order, 10th Edition. The Section Director shall be the final authority on all rules of procedure.
Addendum A

Counties within the Midwest Section Boundaries

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<th>County</th>
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<td>Wichita</td>
<td>Wise</td>
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Boundaries as of January 1, 1990