



TO: APA PA Southeast Section Council Members
FROM: APA PA SE Bylaws Committee
DATE: April 1, 2015
RE: 2015 Bylaws Revisions

After review and comment of the same google document, the bylaws committee held three phone discussions going through every revision. The committee consulted Susan Shermer for reference and integration of the State and National bylaws, specifically election process and timeline.

General Revisions

Below is an outline of various revisions proposed by the APA PA SE bylaws committee. Several minor issues were addressed, including the following:

- Systematically changed APA PA or PPA or PA APA to "the Chapter" throughout the document for consistency.
- Revised numbering to match State Chapter, to '1.0 General' from "Article 1. Section 1."
- Revised Chapter Executive Director to Chapter Administrator.
- Resolved mail vs. electronic throughout.

3.0 Membership Meetings.

Specifically identified Section Council meetings, in addition to Annual and Special meetings to Article 3, "Section 2. Section Council Meetings. Section Council meetings are meetings called by the Section Chair on a regular basis for the purpose of conducting Section business. The Section Council shall determine the specific location, date and time of each Section Council meeting. The Section Council may also allow for the creation of subcommittees to meet as needed."

4.0 Quorums & Voting.

- Revised quorum requirements to be clearer to match state bylaws in 4.1 and 4.2, including rectifying discrepancy between 'simple majority' and 2/3rds vote needed by Section Council.
- Reduced minimum amount of membership needed for a valid vote, from 15% to 10% to coincide with State bylaws.

6.0 Council Composition.

- In 6.1, role of 'Citizen Planner' is clarified to definition of State bylaws, targeted toward Planning Commissioner and Planning Official (and added language for Philadelphia RCO positions).
- In 6.1, reduced minimum amount of Citizen Planners from three to two.
- In 6.2, acknowledged roles of Student Representatives and Advisory Council members, and clarified that they are non-voting members.
- In 6.4, added 'majority rules' clarification for Section Council meetings.
- In 6.4, added attendance requirements of Section Council voting members (1/2 of the meetings/calendar year).
- Identified specific appointments to the State Board of Directors by the Section (Professional Planner and alternate, Planning Official/Planning Commissioner and alternate). Per the Chapter bylaws 7.1, Sections can appoint to the State Board of Directors. Our section has not done this at this time.
- Added Section 6.8, the 'Non-Performance of Section Council Members', which allows the replacement of inactive members by Section Council.
- Under Section 6.9, the Section currently needs a Planning Official/Planning Commissioner (Citizen Planner) alternative to state
- Added Section 6.10, explicitly stating the option of nominating Section members to Chapter committees.

7.0 Section Committees.

Modeling the State, with the reference to National elections and electronic tallying, the Teller Committee Section 7.3) has been eliminated

8.0 Election Procedures.

- Removed reference to Teller Committee.
- Removed timeline, as amended in 2009, into text.
- Similar to proposed state bylaws, added "The Section election cycle and dates will follow that of the American Planning Association's bylaws."
- Replaced language with modified election language from National APA bylaws, with "no later" date deadlines. Revised dates provided by Susan Shermer:
 - By May 1: Call for Nominations
 - By June 1: Nominations Due
 - By July 1: Candidates declared by Nominating Committee
 - By July 20: Petition Process candidates due
 - By August 1: Ballots Distributed - Voting Begins
 - By September 15: Voting Ends
 - By October 1: Results Announced
 - January 1 – Successful candidates begin term of office
- added "Tally of the Ballots"

9.0 Finances.

- Relocated Finances section from Section 8 to Section 9, so that the Committees and Election Procedures are adjacent.
- Revised to state that the Treasurer prepares the budget with support of the Section Chair, as opposed to vice versa.
- Revised that the annual budget will be adopted by the first Section meeting of the year, as opposed to January 1st.
- Clarified the publishing of the annual budget every January.

10.0 Bylaws.

- Clarify if there's a conflict of the Section bylaws with the State or National bylaws, the State and/or National shall have jurisdiction.
- Add that bylaws shall be published for reference by Section members (i.e. posted to the Section website).

Next Steps

- Create a primer for new members and those running to outline roles and responsibilities
- A section membership vote is needed to adopt the bylaws.
- Timeline:
 - March 12, 2015: Bylaws Committee issue to Section Council for review and comment
 - April 1, 2015: Section Council review and comments due
 - April 15, 2015: Public comments due; finalize and send to State
 - BY May 1, 2015: Vote to adopt