



American Planning Association  
**Iowa Chapter**

*Making Great Communities Happen*

**BYLAWS OF THE  
AMERICAN PLANNING ASSOCIATION  
IOWA CHAPTER**

April 13, 1996  
Amended January 6, 2004  
Amended October 29, 2010  
Amended August 16, 2013  
Amended November 18, 2018



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AMERICAN PLANNING ASSOCIATION  
IOWA CHAPTER**

**1.0 GENERAL**

1.1 Name. The name of the Chapter is the American Planning Association Iowa Chapter.

1.2 Chapter Area. The area served by the Chapter is the State of Iowa.

1.3 Chapter Headquarters. The address of the Chapter headquarters shall be the address of record of the Chapter President.

1.4 Purposes. The purposes of the Chapter are to facilitate the individual participation of members of the American Planning Association in the affairs of the Association and to further the purposes of the Association in the Chapter area. The core of the chapter's purpose is to serve as a catalyst by developing creative organizational and action plans; providing strong leadership and educating professional planners within the organization (inputs), in order to provide programs effectuating recognition, policy and legislative action and advocacy and outreach (outputs). A public relations and communications "umbrella" binds all our efforts together.

1.5 The American Planning Association. The national organization of which this Chapter is an integral part is the American Planning Association. It is referred to in these bylaws as "the Association" or "APA."

1.6 National Office. The term "National Office" refers to the office of APA designated by APA to service Chapter and membership matters.

1.7 Executive Director. Unless otherwise qualified, the term "Executive Director," when used in these bylaws, refers to the duly appointed National Executive Director of APA.

1.8 Address of Record. A chapter member's "address of record" shall be the address furnished by the member to the National Office and could include an email address. It is the member's responsibility to notify the National Office of any change of address.

1.9 Publication of the Chapter. A "publication of the chapter" shall mean any publication that is mailed or emailed to all Chapter members at their address of record, without special charge.

1.10 Parliamentary Procedure. Meetings of the membership and of the Chapter Executive Board shall be conducted in accordance with parliamentary procedure

which shall be governed by Robert's Rules of Order (the pertinent edition of which may be designated by the President).

1.11 Fiscal Year. The chapter fiscal year shall run from January 1 through and including December 31 of each year, beginning with the 2019 calendar year.

## **2.0 MEMBERS**

2.1 Eligibility. All members of the APA whose addresses of record are within the Chapter area shall automatically be Chapter members. An APA member whose address of record is outside the Chapter area may also become a Chapter member upon notification to the Secretary and upon payment of any applicable dues and assessments. An eligible voting member must have an address of record within the Chapter area.

2.2 Annual Meeting. There shall be an annual meeting of the Chapter membership each calendar year. The meeting shall be held at a location within the Chapter area. The Chapter Executive Board shall determine the specific location, date, and time of each annual meeting.

2.3 Notice of the Annual Meeting. The Secretary shall notify the membership of the place, date, and time of the annual meeting in a publication of the chapter, or by another communication, that is mailed or emailed to each member at least one month before the meeting.

2.4 Special Meetings. A special meeting of the members may be called by the President, by a majority of the Executive Board, or by a petition signed by at least five percent (5%) of the members of the Chapter. The place, date, and time shall be set by the President or by the Executive Board, provided that the location shall be within the Chapter area and provided that the special meeting shall be held no later than 60 days after the meeting has been called or petitioned for. Notice of a special meeting shall be given to members as in Section 2.3 and shall include a statement of the purpose of the special meeting.

2.5 Chapter-Only Membership. The Iowa Chapter of the American Planning Association may have members who are not members of the National organization of the American Planning Association. Such chapter-only members shall be entitled to receive Chapter membership services, unless such services require a prerequisite membership at the national level. Said Chapter-only members shall not receive national membership nor be eligible to participate in national elections or hold national office. However, said Chapter-only members may be elected to Chapter office except for the office of President or Vice President. Said chapter-only members also may not serve as Chairperson of the Professional Development Committee. Dues for Chapter-only membership shall be established by the Chapter Executive Board.

### **3.0 OFFICERS**

3.1 Election and Terms. The officers of the Chapter shall be a President, a Vice President, an Immediate Past President, a Secretary, and a Treasurer all of whom shall be elected by the membership. The terms of office for all elected officers shall be for two years, beginning on January 1 in even numbered years (beginning January 2016). No officer shall serve more than two consecutive terms in the same office.

3.2 President. The President shall preside at meetings of the Executive Board and of the membership. The President shall provide leadership on the development of Chapter policies in coordination with the Executive Board. The President shall prepare, with the assistance of the Chapter Treasurer, a fiscal year budget for review and action by the Executive Board. The President shall have the power to create, appoint and discharge all Chapter committees unless otherwise provided in these Bylaws. The President shall represent the Chapter; including service on the APA Chapter President's Council. The President shall call meetings and perform other duties required by these Bylaws, or customary to the office.

3.3 Vice President. The Vice President shall act in the absence or incapacity of the President and shall also act as a committee coordinator and liaison between committees and the Chapter Executive Board. The President may delegate to the Vice President such other duties and authorities as are necessary to carry on the business of the Chapter.

3.4 Immediate Past President. The Immediate Past President shall act as an advisor to the Chapter Executive Board and shall also act as a grants or committee coordinator and liaison between committees and the Chapter Executive Board. In the event the current Vice President cannot fulfill his/her term, the Immediate Past President shall fulfill the duties of the Vice President until the next regularly scheduled election.

3.5 Secretary. The Secretary shall:

- a. Maintain an accurate list of members of the Chapter;
- b. Notify members and Executive Board members of meetings, and prepare and report minutes of the Chapter Executive Board meetings;
- c. Transmit to the National Office a list of all Chapter officers (including their addresses and telephone numbers) within 30 days of their election;
- d. Unless the elections are conducted by the APA National Office , notify the National Office of the results and the number voting for each candidate or "aye" or "nay" on each issue;
- e. Transmit to the National Office at least one copy of each Publication of the Chapter; and

- f. Submit to the National Office adopted Bylaws or Amendments as required by the Bylaws of APA.

3.6 Treasurer. The Treasurer shall:

- a. Receive and disburse Chapter funds;
- b. Collect Chapter dues and assessments not collectible by the national office
- c. Assist the President in preparing a fiscal year budget for review by the Executive Board;
- d. Maintain accounts which shall be open to inspection by officers and subject to audit;
- e. Prepare for each annual meeting of the membership and each meeting of the Executive Board a consolidated financial report to include a current balance sheet and an income statement reflecting the preceding twelve (12) months of Chapter operations; and
- f. Perform such other duties as required by these Bylaws or customary to the office.

3.7 Term of Office. If an officer cannot fulfill his/her term of office, the President may fill the position by appointment for the time remaining in the term of office until the next election, with the approval by a simple majority of the Executive Board. If the current Vice President cannot fulfill his/her term, the Immediate Past President shall fulfill the duties of the Vice President until the next regularly scheduled election, at which the ballot shall include nominations for President in addition to Vice President, Secretary and Treasurer.

#### **4.0 EXECUTIVE BOARD**

4.1 Composition. The Executive Board shall consist of the officers of the Chapter, the Professional Development Officer, a Planning Board Member, Representatives from each university offering an accredited planning program, the chairperson(s) of each program area committee, three (3) At-Large Members appointed by the President, and three non-voting Liaison positions appointed by the President. The qualifications of the non-Officer members of the Executive Board shall be as follows;

- a. The Professional Development Officer, shall be a member in good standing in the AICP, shall be the chairperson of the Professional Development Committee and appointed by the President.

- b. The Planning Board Member shall be a member of a Plan and Zoning Commission within the Chapter Service Area; a member of the American Planning Association and appointed by the President.
- c. The Representatives from each of the Universities offering an accredited planning program shall be the Department Head/Chair or their assign and appointed by the President.
- d. The Program Area Chairpersons shall be nominated by the Program Area Committees and appointed by the President
- e. The At-Large Members shall be appointed by the President. The President should take care in choosing appointees that represent the cross-section of the Chapter membership, including area of practice and geographic area.
- f. The Liaisons to the Board shall be appointed by the President. The appointments shall include an appointee representing the County Zoning Officials of Iowa, Iowa Floodplain and Stormwater Management Association, and a student representative from each of the Universities offering an accredited planning program. In the case of a University with both undergraduate and graduate planning programs up to two students may be appointed.

4.2 Duties. The Executive Board shall:

- a. Manage the affairs of the Chapter as outlined in the Strategic Plan;
- b. Adopt a fiscal year budget and coinciding work program for the Chapter;
- c. Report to the membership upon all business which it has considered or acted upon between Chapter annual meetings;
- d. Put into effect the votes of the Chapter;
- e. Authorize expenditures consistent with the work plan and budget; and
- f. Perform such other functions as are delegated herein or by the members of the Chapter.

4.3 Meetings and Quorums. Meetings shall generally be held on a bi-monthly basis, and may be called by the President or by a majority of the Committee members. There shall be, in each year, at least four (4) meetings of the Executive Board. A majority of the Executive Board shall constitute a quorum for the transaction of business at meetings of the Board.

4.4 Acting Without Meeting. An action other than amending these Bylaws may be taken by the Chapter Officers without a meeting if the consent of a majority of the Executive Board is obtained, setting forth the action taken and approved.

4.5 Duties. The specific division of functions for the Executive Board shall be established by the Board and from time to time amended by the Board as needed.

4.6 Terms. All Executive Board appointments shall be for a term of four (4) years from the date of appointment. At the discretion of the President, an Executive Board member can be reappointed to additional terms.

## **5.0 COMMITTEES**

5.1 Nominating Committee. The Nominating Committee shall consist of three (3) Chapter members, the Chairperson of the committee shall be a member of the Executive Board, who is not running for an office, and appointed by the President. The Nominating Committee shall be appointed by the President with the advice and consent of the Executive Board at least sixty (60) days prior to the distribution of ballots to the membership.

5.2 Professional Development Committee. The President, in consultation with the Professional Development Officer, shall appoint three (3) Chapter members who are members of the American Institute of Certified Planners to serve on the Chapter Professional Development Committee. At the discretion of the Executive Board, a Program Area Committee may serve as the Professional Development Committee, or the Professional Development Committee may exist as a subcommittee of a Program Area Committee. The Professional Development Officer shall serve as Chairperson of the Professional Development Committee. The duties of the Committee shall be:

- a. To advise prospective members of the American Institute of Certified Planners as to the qualifications, purposes, and program of the Institute, the AICP Code of Ethics and Professional Conduct
- b. To advise members of the American Institute of Certified Planners concerning opportunities and/or requirements for continuing education and professional development.

5.4 Program Area Committees. The President with the advice and consent of the Executive Board, shall create or affirm program areas and sub-committees consistent with the Chapter's Strategic Development Plan or other guidance documents. The President shall appoint program area committees and assist those committees in establishing a chairperson(s). Each program area committee shall oversee the implementation of the program area work items and action plans, and shall propose program area budgets for consideration by the Executive Board. In the event of mid-term changes or revisions; either from resignations or Executive Board actions, the President shall be charged with creating new program areas or sub-committees or making new committee appointments.



## **6.0 ELECTIONS**

6.1 Election of Officers. Election of Chapter officers shall be by secure electronic ballot of the membership conducted by APA National Office. No quorum requirement shall be applicable. Election shall be by plurality vote cast for each elected position. Write-in candidates are acceptable, but all qualification requirements shall apply.

6.3 Voting. In affairs and matters of the National Association, voting shall be done in accordance with the provisions and requirements of the national APA. In Chapter Association matters, except for the election of officers, a quorum shall be ten percent (10%) of the Chapter membership so qualified to vote. Approval shall be by simple majority vote cast for each Association matter. In Association matters, including Chapter Bylaws, a report of the Chapter voting, whether or not obtained, shall be filed with the National Office and shall include a record of the number of "aye" and "nay" votes and the number of ineligible votes.

## **7.0 STUDENT REPRESENTATIVES**

7.1 Nomination and Election. Each accredited planning program within the state shall determine the manner of nomination for, and election of, a Student Representative. Only members of the respective organization shall be eligible to vote for, or be elected to, Student Representative.

7.2 Duties. The Student Representative shall serve as liaisons on the Executive Board and shall enjoy all the rights and privileges thereto. The Student Representative shall advise the Board and the Chapter on the conduct of chapter services to students and the evolving character of planning education.

7.3 Term of Office. In the event a Student Representative cannot fulfill his/her term of office, the organization may fill the position by appointment for the time remaining in the term of office until the next election.

## **8.0 SECTIONS**

8.1 Formation. Sections of the Chapter may be formed upon petitions signed by two-thirds (2/3) of the members whose addresses of record are within the geographic areas of the proposed Sections and upon approval of the Chapter Executive Board. The territory of a Section shall be a reasonably coherent unit and the name of the Section shall be geographically descriptive.

8.2 Bylaws. Sections shall adopt Bylaws to govern Section affairs. Section Bylaws shall not conflict with these Bylaws or the Articles of Incorporation and Bylaws of the National APA. Copies of Sections Bylaws or amendments thereto shall be sent to

each member of the Chapter Executive Board and filed with the National Office promptly upon their adoption.

8.3 Directors. The principal elected officer of the Section shall be titled Section Director.

### **9.0 AMENDMENTS**

Bylaws amendments may be proposed by the Executive Board or by a petition signed by five percent (5%) of the Chapter membership. The membership may amend these Bylaws by a majority of those voting in a mail ballot or secure electronic ballot. A Bylaws amendment may also be adopted by a two-thirds (2/3) affirmative vote at an annual or special meeting of the Chapter membership, provided that the proposed amendment is published in a publication of the Chapter membership at least one (1) month prior to the meeting; that the notice of the meeting states that among its purposes is the consideration of the proposed amendment; and that a quorum must be present at the meeting at the time of the vote on the amendment. All quorum requirements shall apply for bylaws amendments (see Section 6.3). Amended Chapter bylaws shall be filed with the Secretary of State as appropriate.

APPROVED AND ADOPTED, AS AMENDED, this \_\_\_\_ day of \_\_\_\_\_ by the majority of members voting.

Certified by:

\_\_\_\_\_  
Dylan Mullenix, President

Certified by:

\_\_\_\_\_  
Tony Filippini, Secretary