

American Planning Association, Ohio Chapter, Central Ohio Section

Constitution and Bylaws

Article I. Name and Purpose

A. Name

The name of the organization is the American Planning Association, Ohio Chapter, Central Ohio Section (“APA Central Ohio” or “Section”). APA Central Ohio shall serve as a regional unit of and not in any way to supersede the role of the Ohio Chapter of the American Planning Association (“APA Ohio” or “Statewide Organization”). The statewide organization is composed of professional and citizen urban, rural, and regional planners and others with an interest in planning issues relevant to the State of Ohio. APA Central Ohio, in turn, is a local section of the Ohio Chapter of the American Planning Association (“APA”).

B. Purpose

The purpose of the APA Central Ohio section shall be to connect professional and citizen urban, rural, and regional planners through networking, education, and volunteerism to assist in practical, use-it-today solutions to local planning and development challenges.

Article II. Membership

A. Intent

It is the intent of the APA Central Ohio section to seek members from all Central Ohio counties as to diversify the representation. To assure that APA Central Ohio is represented in local and regional planning initiatives, it is recommended that Committee members, especially at-large Committee members, agree to represent APA Ohio in one such initiative or more.

B. Eligibility

Any member of APA Ohio in good standing who maintains his or her primary residence in Athens, Delaware, Fairfield, Franklin, Hocking, Licking, Madison, Morrow, Perry, Pickaway, and Union Counties shall be considered a member of APA Central Ohio and shall be eligible to vote in all matters coming before the general membership of APA Central Ohio.

Additionally, APA Ohio members who do not maintain their primary residence in, but work or otherwise have an interest in one of the aforementioned counties, shall be considered voting members of APA Central Ohio when and if they submit, in writing to the Section Director, their intent to be considered a member of APA Central Ohio, during each calendar year in which they wish to be extended such consideration. Membership in APA Central Ohio in no way precludes or supersedes membership in APA Ohio.

Article III. Executive Committee: Members, Terms, Quorum & Duties

A. Executive Committee Members

There shall be an Executive Committee (“Committee”) comprised of no more than ~~119~~ APA Ohio members. Executive Committee members must remain a member of APA in good standing for their entire term of office. The Committee shall consist of ~~seven~~ five (5) Officers, including a:

- Section Director

- Vice Section Director
- Treasurer
- ~~Secretary~~
- ~~P&Z Workshop Chair~~ Professional Development Chair
- ~~Education Chair and a~~
- Social Chair; Communications and Outreach Chair
- and not more than four (4) at-large members.

The Immediate Past Director is a non-voting ex officio member. They will serve as guidance to the Committee and will continue participating unless deemed otherwise.

When feasible, the Committee will include a planning student from an accredited University who is in a leadership role of their Student Association. The student representative shall be a non-voting ex officio member, whose membership shall not be counted against the maximum number of Committee members and with the understanding the student will step down upon graduation from their program.

B. Eligibility & Terms of Service

Officers and at-large members are to serve one two (2) year term. In the event the member gains the position of a predecessor who was unable to complete their term, the new member ~~is able to~~ can serve the remainder of the unexpired term, and then be eligible to serve a new two (2) year term. There are no term limits.

To be eligible to serve as an Officer, a Committee ~~member~~ Member must serve at least one (1) full year as an at-large member, except when the Committee determines that adhering to this requirement is impracticable.

~~The terms of six (6) members shall expire on an even year. The terms of five (5) members shall expire on an odd year. Terms shall expire December 31st of any given year.~~

C. Quorum

The Committee shall meet at least once per quarter. A majority, six (6) members, of the Committee's voting membership, at least one of which shall be the Director or the Director's designee, shall be necessary to establish a quorum. No action shall be taken by the Committee without the assent of a majority of the Committee membership. Motions and actions can be made via email ~~as long as~~ if majority of members respond to the motion.

D. Duties

The Committee shall organize and implement the will of the membership. Toward the end of the year, the Committee shall develop an annual work plan and budget for the Section, which shall be in place by no later than the last day of January of each year. The work plan shall include provisions for educational and social events, communications, membership support, all at regular intervals. The Committee may arrange for paid staff to assist in carrying out the activities set out in the annual work plan and may appoint standing or ad hoc sub-committees, which may include any Section member, as needed.

~~The Secretary shall maintain a current roster of Executive Committee Members and record of terms of service, for both officers and at-large members of the Committee.~~

Article IV. Elections

A. Procedures

The Executive Committee shall conduct elections in a manner that assures that any Section member who wishes to be considered for candidacy has the opportunity and that all Section members ~~have the opportunity to~~ may vote. No election shall be considered valid without the participation of at least 25 Section members. As a matter of practice, Officers will typically appoint at-large members following receipt of statement of interest. Mid-year vacancies may be filled by an APA Central Ohio member appointed by the Committee.

B. Election Timing & Transition of Roles

Election of officers shall take place virtually every other year, within 90 days of the end of the current term. Newly elected officers will assume the responsibilities of their offices on the first business day of the following calendar year. Or in the event that elections are not completed by the end of the calendar year, officers will assume the responsibilities the first business day of the following month. The Executive Committee shall conduct elections in a manner that assures that any Section member who wishes to be considered for candidacy has the opportunity and that all Section members have the opportunity to vote. No election shall be considered valid without the participation of at least 25 Section members. Mid-year vacancies may be filled by an APA Central Ohio member appointed by the Committee.

~~Election of officers shall take place the November of when a term is near expiration, with election results to be announced no later than 30 days following the election. Newly elected Committee members will assume their responsibilities on January 1 of the year following the election.~~

~~A transitional meeting of current and incoming Committee members shall be held in the time between the announcement of the election results and the assumption of office on January 1.~~

C. Unfulfilled Terms & Appointments

In the case an Officer is unable to serve their full term, the Executive Committee can appoint a new Officer to complete their predecessor's term. At-large members can either be elected by the membership or appointed by the Officers of the Committee.

Article V. Funds and Financial Responsibility

All funds shall be kept by the Section Director and Treasurer and reported in detail to the membership annually. Any funds raised through Section programs or through contributions to the Section shall be used solely to carry out activities set out in the Section's annual work plan or, at the will of the Committee, to support activities or programs of APA Central Ohio.

The Treasurer shall submit an annual report of income and expenses to the Committee no later than the last Friday of April. The Treasurer's annual report shall include a summary of IRS tax documents submitted, hours worked and duties performed by any paid staff, and annual expenditures.

The Section shall have a Finance Committee comprised of the Treasurer, Vice Section Director, and one at-large member. The Finance Committee shall meet quarterly to review the budget. The Finance Committee shall report out at each Section meeting on the financial health of the organization.