



By-Laws of the NW Ohio Section

A Local Section of APA-OH (Ohio Chapter of APA)

A Chapter of the American Planning Association (APA)

Article I: GENERAL

1. Name – The name of this Section is the **NW Ohio Section** of the State of Ohio Chapter of the American Planning Association (APA-OH).
2. Section Area – The area served by the Section will be comprised of the following Ohio Counties: Allen, Defiance, Fulton, Hardin, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, and Wyandot. Future expansion may include parts of southeast Michigan along the Ohio-Michigan State Line.
3. Purpose –
 - a. To carry out the purposes and objectives of the American Planning Association with specific focus within the northwest Ohio region.
 - b. To promote more effective participation in Chapter and National affairs of the Association, and in matters of interest to the Section.
 - c. To create a closer personal acquaintance and spirit of cooperation between planners and other related groups.
4. The American Planning Association – The National Organization, of which this Section is a part, is referred to in these by-laws as “the Association” or “APA”.
5. Ohio Chapter of APA – The State Chapter of APA of which this Section is a part, is referred to in the by-laws as “APA-OH”.
6. National Office – The term “National Office” refers to the office of the APA designated by APA to service Chapter and membership matters.
7. Address of Record – A member’s “Address of Record” will be the address furnished to the Section by the Chapter via the National Office of any change of address.
8. Program Year – The program year will begin January 1st and end on December 31st.

Article II: MEMBERS

1. Types – The membership of the Section consists of regular and allied members.
2. Regular Members – All members of APA and/or APA-OH whose address of record is within the Section area will automatically be NW Ohio Planning Section members. Regular members have full voting privileges and are eligible to serve on Section Committees or hold office.
3. Allied Members – Allied members are non-APA and/or non-APA-OH members concerned with aspects of planning, whose living or work address is within the Section area. These persons are invited to attend all regularly scheduled meetings. Allied members may not hold office or vote on any APA matters. Allied members shall be permitted to serve on Section committees.
4. Regular Meetings – Regular meetings will try to be held quarterly. Section business will be conducted during the course of each regular Section meeting. Every two years an election of officers will be held. Committee reports on any Section matter may be submitted at any meeting.
5. Biennial Election Meeting – A meeting for the election of officers for the forthcoming two years will occur before the end of the Program Year (December 31st). The election will take place typically at a meeting held in December. Everyone on the NW Ohio Section’s email notification list will be given notice of the meeting at which the officers will be elected. Those attending will vote on the new 2-year terms for the section officers via a simple voice vote.
6. Special Meetings – Additional meetings may be called by the Director, or by agreement of any three Regular Members. In either case, and in the case of changes in the regular meetings, all participating members must be notified five (5) days in advance of the meeting.
7. Quorum Requirements – At regular and special meetings a quorum will be a simple majority of those members in attendance at the meeting. This same simple majority quorum is all that is needed for the election of new officers at the Biennial Election Meeting.
8. Newsletter – There will be no local section newsletter produced, however, the members of the NW Ohio Section are encouraged to contribute materials to the APA-OH newsletter that is produced by the State Chapter.
9. Planning & Zoning Workshop – The Section will hold at least one planning & zoning workshop during the year to provide planning advice and information to promote sound planning and to support both public and private planning officials. The NW Ohio Section is also encouraged to provide other half-day workshops on more focused topics, and to also promote workshops by other agencies and organizations that are beneficial to planners and the planning field.

Article III: OFFICERS

1. Officers – The officers of the Section consists of a Director, Assistant Director, and Treasurer.
 - **Director** – The duties of the Section Director will be to:
 - a) Call meetings of the Section;
 - b) Preside at meetings;
 - c) Appoint committees;
 - d) Administer the program of the Section;
 - e) Serve on the APA-OH Board of Trustees and attend board meetings as needed.
 - **Assistant Director** – The duties of the Assistant Director will be to:
 - a) Keep minutes of the meetings;
 - b) Send out notices of meetings;
 - c) Assist the Director as needed;
 - d) Preside over meetings in absence of the Director.
 - **Treasurer** – The duties of the Treasurer be to:
 - a) Keep all Section business and financial records.

If a volunteer for treasurer is not available, then the Director & Assistant Director will share in the duties of the Treasurer until one is appointed.
2. Election of Officers – Voting for officers will take place at the last meeting of each alternate Program Year. The officers of the Section will be elected by the affirmative vote of a simple majority of regular members voting. Members will be given at least a weeks notice in advance that election of officers will be conducted at the meeting. Any vacancies will be filled by appointment of the Executive Committee.
3. Terms of Office – The officers of the Section will be elected for terms of two years. The terms of office will begin January 1st of the upcoming year after the election and expire on December 31st in the next election year upon the election of new officers. The period between the election of new officers and December 31st should be used by the exiting officers to aid the newly elected officers in the transition to overseeing the Section operations and business.

Article IV: COMMITTEES

1. Executive Committee – The Executive Committee is a committee for the operation and general direction of the Section. This committee will consist of the Section Director, the Assistant Director, the Treasurer, the previous Section Director, and those members that are in attendance of the organizational meetings. The Executive Committee will administer the Section business, including program decisions.
2. Temporary Committees – Temporary committees may be appointed at the discretion of the Section Director.
3. Permanent Committees – Creation of permanent committees will be by the majority vote of the Executive Committee.

Article V: BY-LAWS/PUBLICATIONS

1. Amendments – Adoption and amendment of these By-laws will be by a simple majority affirmative vote of a quorum of the executive committee in attendance at the meeting.
2. By-Laws and Other Publications – A digital copy of these By-laws and all subsequent amendments and all other formal publications of the Section (such as rosters, adopted reports of committees, etc.) will be filed with the APA-OH President.

Officially Adopted On:	NW Ohio Section Director's Signature:
12-16-2010	Sign: <i>Patrick L. Etchie</i>
	Print: <i>PATRICK L. ETCHIE</i>

Record of Elected Officers of NW Ohio Section of APA-OH:

2002 Election (Term Period January 1, 2003 through December 31, 2004)		
Director	Assistant Director	Treasurer
Patrick Etchie	Gregory Flaczynski	Vacant

2004 Election (Term Period January 1, 2005 through December 31, 2006)		
Director	Assistant Director	Treasurer
Patrick Etchie	Eric Wagner	Leitha Sackmann

2006 Election (Term Period January 1, 2007 through December 31, 2008)		
Director	Assistant Director	Treasurer
Patrick Etchie	Eric Wagner	Leitha Sackmann/Steve Brown took over for Leitha on 5/28/08

2008 Election (Term Period January 1, 2009 through December 31, 2010)		
Director	Assistant Director	Treasurer
Patrick Etchie	Eric Wagner	Steve Brown

2010 Election (Term Period January 1, 2011 through December 31, 2012)		
Director	Assistant Director	Treasurer
Patrick Etchie	Eric Wagner	Steve Brown

2012 Election (Term Period January 1, 2013 through December 31, 2014)		
Director	Assistant Director	Treasurer

2014 Election (Term Period January 1, 2015 through December 31, 2016)		
Director	Assistant Director	Treasurer