



BYLAWS
OF THE
CONNECTICUT CHAPTER
AMERICAN PLANNING ASSOCIATION
CCAPA

ARTICLE I
CHAPTER NAME AND JURISDICTION

A. Name

1. The name of this organization shall be the Connecticut Chapter of the American Planning Association, hereinafter referred to as "the Chapter", or as "CCAPA".
2. The use of "CCAPA" shall be recognized as a legal alternative form of acknowledgment, endorsement or reference.

B. Area of Jurisdiction

1. The area and jurisdiction served by the Chapter shall be the State of Connecticut.

ARTICLE II

CHAPTER PURPOSES

A. Purposes

1. The purposes of the Chapter shall be:
 - a. to enable its members to participate more fully in the American Planning Association, the national parent organization, hereinafter referred to as "APA";
 - b. to advise APA's Board of Directors on the implementation of APA policy;
 - c. to advance the art and science of planning in Connecticut;
 - d. to encourage the exchange of planning knowledge, information and experience in Connecticut;
 - e. to advance the interests and welfare of the planning profession in Connecticut; and
 - f. to encourage and guide newer members of the profession to the end that the purposes of APA and the Chapter shall be furthered.
2. In addition, the purposes of the Chapter shall include those stated in the Chapter's Strategic Plan, adopted July 12, 2002, as may be amended from time to time.

ARTICLE III

CHAPTER MEMBERSHIP

A. Regular Members

1. APA members who are identified by the national office of APA as members of the Connecticut Chapter shall be Regular Members of the Chapter.
2. Chapter membership shall automatically be transferred to another Chapter when a Regular Member changes his or her address of record to that Chapter's area.
3. Any Regular Member ceasing to be a member of APA shall automatically cease to be a Regular Member of the Chapter.

B. Chapter-Only Members

1. Individuals, firms, organizations and agencies which are not members of APA but which otherwise provide the Secretary with a mailing address in Connecticut and pay the annual Chapter dues shall be Chapter-only Members of the Chapter.
2. Chapter-only Members shall be entitled to the benefits of Chapter membership as determined by the Member Services Committee. Such benefits may be different from those accorded to Regular Members.

ARTICLE IV

CHAPTER FINANCES

A. Budget

1. The Treasurer shall prepare and the Executive Board shall review, modify if necessary, and adopt a budget setting forth programs and activities for which funds may be expended for the next fiscal year, and the amount authorized to be expended therefor. The Chapter's fiscal year shall be from October 1 to September 30.
2. The budget may be amended from time to time by a majority vote of the Executive Board.
3. The adopted budget and any subsequent amendments thereto shall be published in the next issue of the Chapter Newsletter following adoption.

B. Chapter Dues

1. Chapter dues shall be paid annually.
2. The amount of annual Chapter dues shall be established by the Executive Board at the time of preparation of the budget. Any increase in the amount of annual Chapter dues shall require the approval of the Chapter membership in accordance with the voting procedures prescribed in Article XI. The amount of annual dues shall be reported to the national office of APA.
3. Annual Chapter dues may be established in different amounts for different categories of Chapter membership.
4. Dues shall be collected by the national office of APA pursuant to the APA Bylaws.

ARTICLE V

CHAPTER OFFICERS

A. Officers

1. The Officers of the Chapter shall be a President, a President-elect, a Secretary, a Treasurer, and an Immediate Past President.

B. Qualifications

1. All Chapter Officers shall be Regular Members of the Chapter.
2. Any person elected to the position of President-elect and subsequently seated as President shall serve only one term of office as President.
3. Any person elected to and serving two full consecutive terms Secretary or Treasurer shall not be eligible to serve in that office for a third consecutive term.
4. Nothing shall prevent any person from serving additional terms in the same office provided that such terms are not consecutive, as detailed in paragraphs 2 and 3 above.

C. Duties

1. The President of the Chapter shall have the following duties:
 - a. To appoint the members of the Executive Board, with the advice and consent of the other Chapter Officers;
 - b. To appoint members to all Chapter committees, and other positions, with the advice and consent of the Executive Board;
 - c. To direct the preparation of an annual work program and budget;
 - d. To call meetings of the Chapter and the Executive Board;
 - e. To serve on the Chapter Presidents Council of APA;
 - f. To serve as an ex-officio member of all committees, except the Nominating and Elections Committee;
 - g. To preside at meetings of the Chapter and Executive Board;
 - h. To regularly report to the Board of the President's activities;
 - i. To represent the Chapter before other groups and the public and to perform other duties as required by these Bylaws or as customary to the office;
 - j. To enter into contracts for services related to the Chapter's operations and activities consistent with the budget and purposes of the Chapter;

- k. To engage such management services as may be deemed necessary for the conduct of the business of the Chapter;
 - l. To enter into affiliations, alliances and sponsorships when such activity furthers the purposes of the Chapter and its Strategic Plan or provides benefits and/or services to the membership;
 - m. To make necessary arrangements to establish a permanent archive of Chapter records and preservation of the Chapter's history.
2. The President-elect of the Chapter shall have the following duties:
- a. To actively assist the President in the guidance and coordination of Chapter activities;
 - b. To carry out duties assigned by the President;
 - c. To act as President in the temporary absence or incapacity of the President.
3. The Secretary of the Chapter shall have the following duties:
- a. To prepare and report minutes of Chapter and Executive Board meetings;
 - b. To act as Parliamentarian and be familiar with the provisions of these bylaws and the most current version of Roberts Rules of Order. The Secretary shall preside on questions of rules or procedure and such ruling shall be final.
 - c. To transmit to the Executive Director of APA a list of all Chapter Officers (including all required address and contact information) within 30 days of their election;
 - d. To transmit to the Executive Director of APA the record of Chapter voting on Bylaw amendments or other Chapter matters of APA significance, APA matters, and planning issues of public significance as may be required by the APA Bylaws;
 - e. To transmit to the Executive Director of APA copies of all Chapter publications;
 - f. To make necessary arrangements for the annual archiving of minutes, business documents, records of programs and meetings, and other relevant information;
 - g. To perform other duties as required by these Bylaws or as customary to the office.
4. The Treasurer of the Chapter shall have the following duties:
- a. To receive and disburse Chapter funds;
 - b. To prepare an annual budget for review and adoption by the Executive Board;
 - c. To maintain accounts which shall be open to inspection by Chapter Officers and subject to audit;
 - d. To make arrangements for accounting and tax consulting services;

- e. To make regular reports to the Executive Board on the financial status of the chapter;
 - f. To notify the national office of APA of the amount to be charged for annual Chapter dues;
 - g. To perform other duties as required by these Bylaws or as customary to the office.
5. The Immediate Past-President of the Chapter shall have the following duties:
- a. To advise and counsel the President and Executive Board;
 - b. To act in the absence of the President in such matters as may be directed or delegated by the President or President-elect;
 - c. To chair the Nominating and Elections Committee;
 - d. To perform such other duties or represent the Chapter as may be requested by the President.

D. Annual Report

1. The Chapter Officers shall prepare in writing an Annual Report which highlights the Chapter's activities for the preceding year. The Annual Report shall be presented to the Executive Board for its review prior to the Annual Meeting. The Annual Report shall be distributed to the Chapter membership upon the close of the Chapter's fiscal year.

ARTICLE VI

EXECUTIVE BOARD

A. Composition

1. The Executive Board shall consist of the Chapter Officers, the Professional Development Officer, the Program Committee Chair, the Member Services Chair, the Publicity and Communications Committee Chair, the Newsletter Editor, the Government Relations Officer, and five members-at-large.

B. Qualifications

1. All appointed members of the Executive Board shall be either Regular or Chapter-only Members of the Chapter.

C. Terms of Executive Board

1. The full terms of the appointed members of the Executive Board shall be 2 years in length commencing on October 1st, coincident with the seating of Elected Officers. The

appointed members shall serve the length of the term and shall continue until reappointed or replaced.

D. Creation and Filling of Vacancies on the Board

1. Should a vacancy occur among the appointed members of the Executive Board due to resignation, incapacitation to perform the duties, death or some other unforeseen circumstance, the vacancy shall be filled by the regular appointment process for such position.
2. Elected Officers and appointed members of the Executive Board may be removed from office upon a three-quarters vote of the entire Executive Board for just cause based upon findings of malfeasance and/or misconduct in the performance of the duties of their office.
3. Subject to confirmation by a two-thirds vote of a quorum of the Executive Board, the President may determine that a vacancy exists on the Board, even though a formal resignation has not been produced, by showing a regular and continued pattern of non-attendance, non-participation, or failure to perform the duties of the office.

E. Duties

1. The Executive Board shall have the following duties:
 - a. To report upon all business which it has considered or acted upon between Chapter meetings;
 - b. To determine when and how Board reports shall be made public;
 - c. To put into effect the votes of the Chapter membership;
 - d. To make recommendations on applications for APA membership, if required or requested by APA;
 - e. To be the custodian of all Chapter property;
 - f. To adopt and administer the annual budget;
 - g. To develop and adopt an annual (fiscal year) work program to serve as a guide for the Chapter's activities;
 - h. To authorize and approve all contracts and expenditures, except as otherwise provided herein, but not to incur liabilities exceeding amounts of anticipated funds;
 - i. To cause an audit to be made of the accounts of the Treasurer when so required by the Board, such audit to be submitted to the Board for approval;
 - j. Upon the recommendation of the President advise and consent to appointments to the committees of the Chapter;
 - k. To perform such other functions as are delegated herein or by the Chapter membership or by APA's Bylaws;

- I. To cause the President and/or Treasurer to be bonded, and Board members and activities of the Chapter to be adequately insured, when so required by the Board; and
 - m. To engage any and all professional services as may be necessary to further promote the purposes of the Chapter.
 2. The Executive Board shall fill vacancies in offices which occur between elections; Chapter Officers so selected shall hold office for the balance of the current term until their successors are elected and installed.

F. Meetings

1. Meetings of the Executive Board shall be called by the President or by a majority of its members.
2. In each year, there shall be at least four meetings of the Executive Board.
3. A simple majority of the total membership of the Executive Board shall constitute a quorum for the transaction of business at its meetings.
4. All decisions of the Executive Board shall require an affirmative vote of a simple majority of the quorum.
5. Executive board members may participate in any Board meeting and may vote electronically or telephonically when necessary, such vote to be recorded in the minutes of the next regular meeting of the Board.
6. Meetings of the Executive Board shall be open to all members of the Chapter.

G. Professional Development Officer; Qualifications

1. The President shall appoint a Professional Development Officer who shall be a member of the American Institute of Certified Planners and who shall meet the requirements of APA to serve as Professional Development Officer.

ARTICLE VII

STANDING COMMITTEES

A. Appointments

1. The President, with the advice and consent of the Executive Board, shall appoint such committees as are deemed necessary for the carrying out of the purposes of the Chapter.

2. Said committees and their chairs shall be deemed to be continued upon seating of a new President unless they are discharged within 90 days after said election.
3. Said committees shall perform all duties as hereinafter prescribed, and such other duties and responsibilities as may be prescribed by the Executive Board.
4. The Chairs of each committee shall regularly report to the Executive Board.

B. Program Committee:

1. There shall be a Program Committee, consisting of no less than five Chapter members. One member shall be the Chapter's Professional Development Officer as required by APA. The Committee's duties shall include:
 - a. To establish an annual schedule of program activities for the Chapter consistent with the purposes of the Chapter;
 - b. To provide logistical support for, and make necessary arrangements related to program activities, schedules and related matters;
 - c. To provide assistance and information to those Chapter members seeking membership in the American Institute of Certified Planners;
 - d. To provide continuing educational services to Chapter members;
 - e. To promote ethical planning practices among Chapter members;

C. Member Services Committee:

1. There shall be a Member Services Committee, consisting of no less than five Chapter members. The Committee's duties shall include:
 - a. To maintain an accurate roster of all Chapter members;
 - b. To develop mechanisms whereby Chapter members can contact the Executive Board and one another;
 - c. To develop mechanisms to gather information from Chapter members to provide internal market research and analysis on the Chapter membership's composition, interests, and ideas;
 - d. To provide information on Chapter membership to existing and prospective members;
 - e. To promote membership in APA and the Chapter through the recruitment of new members and the retention of existing members.

D. Publicity and Communications Committee:

1. There shall be a Publicity and Communications Committee, consisting of no less than five Chapter members. At least one member shall have AICP certification. One member shall be the Chapter's Newsletter Editor. The Committee's duties shall include:
 - a. To publish a Chapter newsletter;

- b. To maintain the Chapter's website;
- c. To make available information about the Chapter to Chapter membership, the general public, news media and elected and appointed officials.

E. Government Relations Committee:

1. There shall be a Government Relations Committee, consisting of no less than nine Chapter members. At least three members shall have AICP certification. One member shall be the Chapter's Government Relations Officer, who shall be the Committee Chair. At least one member shall be a municipal planner in Connecticut. At least one member shall be a regional planner in Connecticut. At least one member shall be a privately employed planning consultant. The Committee's duties shall include:
 - a. To monitor pending legislation related to planning issues;
 - b. To develop and articulate Chapter positions on pending legislation related to planning issues;
 - c. To initiate legislation related to planning and development practice, procedures, and policy issues;
 - d. To make available information to Chapter members on a regular basis regarding legislation related to planning issues;
 - e. To communicate with federal, state and other agents on behalf of the chapter in matters relating to government, policy and planning issues.

F. Other Appointed Individual Committees

1. Historian: The President shall appoint a Historian who shall oversee the history and archives of the Chapter. Additionally, the Historian may produce additional records by documentation, photographs, electronics, or other media.

ARTICLE VIII

PERIODIC COMMITTEES

A. Ad-Hoc Committees

1. The President, with the advice and consent of the Executive Board, shall appoint such committees (and their chairs where necessary) for carrying out specific tasks to which they are assigned.
2. Such committees shall perform the duties and responsibilities specific to their charge at the time of their establishment.

3. Such committees shall continue for the period of time specified in their charge or until otherwise dissolved by the Executive Board.
4. The chairs of such committees shall report to the President on a schedule specified by the President.

B. Nominating and Elections Committee

1. The Nominating and Elections Committee shall consist of three Chapter members. One member shall be the Immediate Past President, who shall preside as Chair. Should the Immediate Past President be unwilling or unable to serve, the Executive Board shall appoint from among its own members a replacement who shall also serve as Chair.
2. No member of the Nominating and Elections Committee shall run for office for the term for which nominations shall be made.
3. The Committee shall recommend a slate of officers and/or candidates for elected office.
4. The Committee shall conduct the election process as prescribed in these Article X.
5. The Committee shall conduct Chapter votes as prescribed in Article XI.

C. Awards Committee

1. The Awards Committee shall annually solicit, consider and select recipients for the Chapter Awards Program.

D. Scholarship Committee

1. The Scholarship Committee shall annually solicit, consider and select recipients for the Chapter Scholarships.

ARTICLE IX
CHAPTER EVENTS

A. Events

1. There shall be at least four Chapter events each year sponsored or co-sponsored by the Chapter.
2. In addition, there shall be an Annual Meeting of the Chapter during the fall at a time and place to be determined by the Executive Board.

B. Notices

1. Notices of all events of the Chapter shall be provided to all Chapter members at least ten days prior to the date of the event.

ARTICLE X

CHAPTER ELECTIONS

A. The Election Process

1. Election of Chapter Officers shall be held in accordance with the timetable and procedures outlined herein.

B. Nominations

1. The Nominating and Elections Committee shall be appointed by the President with the advice and consent of the Executive Board by February 15.
2. The Nominating and Elections Committee shall submit to the President and/or Executive Board its list of nominations for Chapter Officers by March 15. The Committee shall not nominate one of its own members for office.

C. Balloting

1. The Nominating and Elections Committee's shall prescribe the method and form of noticing, posting and balloting. Such method may include, but not be limited to, mail, delivery services, internet and other electronic media.
2. The Nominating and Elections Committee's list of nominations for Chapter Officers shall be provided to all Chapter members by April 15.
3. Any Chapter member eligible to hold office shall be placed on the ballot by the Nominating and Elections Committee if a petition signed by not less than twenty-five Chapter members nominating said Chapter member is received by the Committee by May 1.
4. A ballot containing the names of all candidates shall be provided to all Chapter members by May 15;. Completed ballots shall be returned to the Chairman of the Nominating and Elections Committee within fifteen days after the date of the ballot distribution. If there is no more than one candidate for every office, ballots need not be distributed, and said candidates shall automatically be elected to office.
5. Ballots shall be counted by the members of the Nominating and Elections Committee and shall be returned to the Secretary by June 15.
6. Chapter Officers shall be elected by the affirmative vote of a plurality of those Chapter members actually voting. The results of the election shall be published in the next issue of the Chapter Newsletter following the vote and announced at the Annual Meeting.
7. Elected candidates shall officially take office on October 1 immediately following the election.

D. Changes in Election Timetable

1. If, due to unforeseen circumstances, the Executive Board finds that the election timetable set forth in this Article cannot be followed, the Board may depart from the timetable, provided that an attempt is made to conform as closely as possible to the required election timing and that said change is approved by a two-thirds vote of the Executive Board. The Chapter membership shall be notified of said change within ten days of such vote.

E. Schedule of Elections; Terms of Office - Chapter Officers

1. The schedule of elections and lengths of terms of Chapter Officers shall be as follows (reference appendix A) :
 - a. In 2005, the Chapter shall elect a President, who shall serve a term of two years; a Vice President, who shall serve a term of one year; a Secretary who shall serve a term of one year; and a Treasurer, who shall serve a term of one year.
 - b. Beginning in 2006 and every three years thereafter, the Chapter shall elect a President-elect, who shall serve a term of one year. At the end of that one-year term, the President-elect shall automatically become President and serve a term of three years.
 - c. Beginning in 2006 and every two years thereafter, the Chapter shall elect a Secretary and a Treasurer, each of whom shall serve a term of two years.
 - d. From October, 2005, through September, 2007, the Immediate Past President shall serve a term of two years. Beginning in October, 2007, the Immediate Past President shall serve a term of three years.

F. Filling of Vacancies of Elected Officers

1. Should a vacancy occur among the Elected Officers due to resignation, incapacitation to perform the duties, death or some other unforeseen circumstance, the vacancy shall be filled as prescribed in section VI.E.2.

ARTICLE XI
CHAPTER VOTES

A. General Provisions

1. A vote of the Chapter membership shall be required for amendments to these By-laws, increases in Chapter dues and other matters deemed to be of critical importance by the Executive Board, but not including routine Chapter business normally transacted by the Board, such as the payment of bills.
2. Except as otherwise specified herein, all votes of the Chapter membership on such matters shall be conducted by ballot in accordance with Article XI B.

3. Except as otherwise specified herein, all Chapter members shall be eligible to vote on all such matters.
4. A quorum for a valid vote of the Chapter membership on such matters shall be fifty Chapter members.
5. The affirmative vote of a simple majority of those Chapter members actually voting shall be required to approve such matters.
6. If there is a lack of a necessary quorum of Chapter numbers for a vote, then the Executive Board shall be authorized to vote on such matter as provided by Article VI F, and such vote shall be binding upon the Chapter.

B. Chapter Membership Voting Procedures

1. Within 45 days after a matter is raised for a Chapter vote, the Board shall enpanel the Nominating and Elections Committee who shall provide notice for the matter to be voted on, the posting of ballots and the accounting of a vote. The Board shall prescribe the method of voting, provided however, that the amount of time allotted for voting shall be no less than 15 days.
2. The results of the final vote on the matter in question shall be reported to the Chapter membership in a timely manner.

C. Exceptions To Voting

1. Chapter-only Members shall not be eligible to vote on APA matters.

