

BYLAWS
Miami Valley Section of the
OHIO CHAPTER OF THE
AMERICAN PLANNING ASSOCIATION

GENERAL

Name. The name of the Section is the Miami Valley Section of the Ohio Chapter of the American Planning Association (APA-OH).

Section Area. The area served by the Section shall comprise the following Ohio counties: Champaign, Clark, Darke, Greene, Logan, Miami, Montgomery, Preble, and Shelby Counties.

Purposes.

- To sponsor, plan, and present the annual Miami Valley Planning and Zoning Workshop as its primary purpose.
- To carry out the purposes and objectives of the American Planning Association and its Ohio Chapter with specific focus on the Miami Valley which includes the Section Area.
- To facilitate the exchange of information and experience among all persons within the Section Area involved in the planning process.
- To provide fellowship among Section members and opportunities for professional growth and development.

American Planning Association. The American Planning Association, the national organization of which the Section is a part, is referred to in these Bylaws as “APA.”

Ohio Chapter, American Planning Association. The State Chapter of which the Section is a part is referred to in these bylaws as “the Chapter.”

Address of Record. A member’s address of record (physical mailing and/or email) shall be the address furnished to the Section by the Chapter. It is the member’s responsibility to notify the Chapter of any change of address.

Program Year. The program year shall begin January 1st and end the following December 31st.

Distribution of Assets. If the Section ceases to operate over a consecutive three-year

period or during the length of a Federal or State emergency declaration plus one year, whichever is greater, the Section's assets shall revert to the Chapter.

MEMBERSHIP

Membership. Section membership shall consist of Regular and Allied Members.

Regular Members. All members of the Chapter whose physical mailing address of record is within the Section Area shall automatically be Regular Members of the Section. Regular Members have full voting privileges and are eligible to serve on Section committees or hold office. The list of Regular Members is maintained by the Chapter. The collection of appropriate dues shall be the responsibility of APA and/or the Chapter.

Allied Members. Allied Members are non-Chapter members involved in or supportive of aspects of planning whose physical mailing address of record is within the Section Area. Allied Members may attend Section meetings and are eligible to serve on Section committees and hold any Section office with the exception of Director. They do not have voting privileges. It is the responsibility of those who wish to be Allied Members to notify the Director and Program Chair of their desire to be considered as such and provide any requested contact information.

Termination and Reinstatement. Regular membership will be terminated upon termination of Chapter membership and notification to the Section of that fact by the Chapter. Individuals may be reinstated upon full reinstatement of Chapter membership and notification to the Section of that fact by the Chapter.

MEETINGS

Regular Meetings. Regular Meetings shall be held at a time and place as determined by the Director, Program Chair, and/or Program Committee. Section business, including elections, may be conducted during any Regular Meeting and reports submitted at any Regular Meeting. Meetings held to plan the Miami Valley Planning and Zoning Workshop may be considered Regular Meetings for the conduct of official Section business provided a quorum is present.

Biennial Election Meeting. The Biennial Election Meeting shall occur as part of the first or second Regular Meeting of the election year at which officers shall be elected for the forthcoming two years. A Special Meeting may also be called to elect Officers.

Special Meetings. Special Meetings may be called by the Director, or by agreement of any three Regular Members. Regular Members shall be notified of the Special Meeting in accordance with Meeting Notification provisions. Section business, including elections, may be conducted during any Special Meeting and reports submitted at any Regular Meeting.

Virtual Meetings. Virtual Meetings, utilizing a meeting platform which is considered easily accessible and does not charge individuals who attend, may be called by the Director, or by agreement of any three Regular Members. Regular Members shall be notified of the Virtual Meeting in accordance with Meeting Notification provisions. Section business, including elections, may be conducted during any Virtual Meeting and reports submitted at any Virtual Meeting.

Conduct of Section Business via Polling. The Director may utilize electronic polling of Regular Section Members to conduct Section business, including Election of Officers. Any electronic poll shall be noticed using Regular Meeting notification procedures. A Quorum of Section membership is required to approve any business conducted by electronic polling.

Quorum. At Regular, Special, and Virtual Meetings, a quorum shall be 5% of the total Section membership as reported by the Chapter on or about January 1st of each program year. Regular Members present may approve expenditures, vote on business items, and conduct other Section business.

Meeting Notification. Notice of Regular, Special, and Virtual Meetings shall be made to Regular Section membership and those with Allied membership by email or other forms of electronic correspondence agreed to by a vote of Regular Section membership. Notice shall be provided at least seven (7) calendar days in advance of the meeting. Once a meeting schedule is set in a Regular Meeting for a particular purpose such as the planning of the Miami Valley Planning and Zoning Workshop, notifications for future meetings on that schedule may be sent three (3) days in advance and only to those who wish to be included in such notifications.

OFFICERS

Officers. The Officers of the Section shall be a Director, a Secretary-Treasurer, Workshop Chair, and Professional Development Chair.

Director. The Director shall call meetings of the Section, chair such meetings, appoint committees, administer the programs of the Section, and represent the Section in matters relating to the Chapter and at meetings of the Chapter. The Director shall provide a summary of all pertinent information from the Chapter meeting that may be of interest, or impactful, to the Section Membership.

Secretary-Treasurer. The Secretary-Treasurer or another Member shall keep a record of actions taken by Section membership. The Secretary-Treasurer shall chair meetings in the absence of the Section Director or Workshop Chair; receive and disburse Section funds; maintain accounts which shall be open to inspection by Section Officers, and open to audit; maintain a balance sheet; prepare an annual financial report and any

budgets needed for Section purposes; and maintain and submit any needed documents and reports to taxing authorities and the Chapter.

Workshop Chair. The Workshop Chair shall be responsible for the planning and presentation of the Miami Valley Planning and Zoning Workshop.

Professional Development Chair. The Professional Development Chair shall be responsible for coordinating opportunities for professional growth and development for Section members.

Election of Officers. Officers shall be elected at a Biennial Election Meeting or, if a vacancy occurs, at any Regular or Special Meeting. Officers shall be elected by a simple majority of Regular Members present in accordance with Quorum and Meeting Notification provisions. The slate of candidates shall also be circulated to the Regular membership in accordance with Meeting Notification provisions.

Terms of Officers. Officers shall serve two-year terms and are not subject to term limits. The terms of office shall begin immediately after the meeting at which they are elected and end immediately after their term ends unless re-elected. Officers shall hold office until their successors have been elected. If an Officer position becomes vacant, the procedures outlined in Election of Officers shall apply.

Removal from Office. Officers may be removed from office for failure to attend three (3) consecutive Regular Meetings; failure to carry out the duties of the office; or for the conviction of a felony. Officers who are AICP members who are suspended or expelled for a violation of the AICP Code of Ethics and Professional Conduct will be removed from Section effective on the date of the finding without further action by the Section. Removal shall be by two-thirds (2/3) majority vote at a Regular Meeting except in the case of suspension or expulsion for violation of the AICP code of Ethics and Professional Conduct.

COMMITTEES

Executive Committee. The Executive Committee is a committee that is responsible for the operation and general direction of the Section. This committee shall consist of the Section Officers and two Section members appointed by the Director.

Workshop Committee. The Workshop Committee is appointed by and directed by the Workshop Chair. Its major responsibility is assisting the Workshop Chair in the planning and presentation of the Miami Valley Planning and Zoning Workshop.

Temporary Committees. Temporary Committees may be appointed at the discretion of the Director. The committee may plan other Section activities as called upon by the Director, Workshop Chair, or Professional Development Chair.

BYLAWS AMENDMENTS AND OTHER PUBLICATIONS

Bylaws Amendments. Adoption and amendment of these Bylaws shall be by a simple majority vote of Regular Members in accordance with Quorum provisions. Proposed amendments shall be provided to Regular Members in accordance with Meeting Notification provisions.

Bylaws and Other Publications. A current copy of these Bylaws and all subsequent amendments shall be maintained by the Section Director and provided to the Chapter. All other formal publications of the Section (such as adopted reports) shall also be maintained by the Director and provided to the Chapter if appropriate.

Adopted:
February 14, 1990

Amended:
December 1, 2023



Andrew Rodney, Section Director



Aaron Sorrell, Workshop Chair



Kijrsten Frank-Hoppe, Secretary-Treasurer



Susan Vincent, Professional Development Chair