

**BYLAWS OF THE LEHIGH VALLEY-BERKS SECTION OF THE PENNSYLVANIA CHAPTER OF
THE AMERICAN PLANNING ASSOCIATION**

• **GENERAL**

1.1 General: Name. The name of the Section is The Lehigh Valley/Berks Section of the Pennsylvania Planning Association, A Chapter of The American Planning Association.

1.2 General: Section Area. The area served by the Section shall be the three Pennsylvania counties of Berks, Lehigh, and Northampton.

1.3 General: Purposes. The purposes of the Section are to facilitate the individual participation of members of the Section in the affairs of The Pennsylvania Planning Association and to further the purposes of the Association in the Section area.

1.4 General: The American Planning Association. The National and State Organizations of which this section is part of is The American Planning Association and Pennsylvania Planning Association respectively, which is referred to in these Bylaws as “the Association” or “APA”, and the “Chapter” or “PPA”.

2.0 MEMBERS

2.1 Members: Eligibility. All members of PPA whose address of record is within the Lehigh Valley Section of the Chapter area shall automatically be section members. APA members whose address of record is outside the Section area may also become Section members upon payment of any applicable dues and assessments.

2.2 Members: Annual Meeting. There shall be an Annual Meeting of the Section membership in each calendar year. The meeting shall be held at a location within the Section area. The Section Council shall determine the specific location, date and time of each Annual Meeting.

2.3 Members: Notice of Annual Meeting. The chairman shall notify the membership of the place, date and time of the Annual Meeting through a mailing to each member at least one month before the meeting.

2.4 Members: Special Meetings. A special meeting of the members may be called by the Chairman, by the Council, or by a petition signed by at least five percent of the members of the Section. The place, date, and time shall be set by the Chairman or by the Council, provided that the location shall be within the Section area. 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 Members: Quorum Requirements. At Annual and Special Meetings and in mail in ballots (except mail ballots for election of officers) a quorum shall be fifteen percent of the Section membership.

2.6 Members: Termination & Reinstatement. Section Membership may be terminated for failure to pay section dues and assessments.

3.0 OFFICERS

3.1 Officers: Election and Terms. The officers of the Section shall be a Chairman and a Secretary/Treasurer. The terms of office shall be two years.

3.2 Officers: Chairman. The Chairman shall: (a) preside at meetings of the Council and of the membership; (b) provide leadership on the development of policies in coordination with the Council; (c) prepare in consultation with the Section treasurer, an Annual budget for approval by the council; (d) have power to create, appoint and discharge all Section committee unless otherwise provided in these bylaws. (e) Recommend to the Council the Chapter Representatives and chairman of the Professional Development Committee; (f) transmit to the chapter President a list of all Section Officers (including their addresses, **email addresses** and telephone numbers) within thirty days of their election, (g) notify the chapter President of all Section meetings, (h) submit to each member of the Chapter Board of Directors and filed with the Executive Director of PPA, (i) call meetings and perform other duties required by these Bylaws, or customary to the office.

3.3 Officers Secretary/Treasurer. The Secretary/Treasurer shall: (a) maintain accurate records of the Section's council meetings and special meetings; (b) maintain an accurate list of the members of the section; (c) notify members and Council members of meetings, prepare and report minutes of Section and Council meetings; (d) Transmit to the chapter President at least one copy of each publication of the section; (e) receive and disburse Section funds; (f) assist the chairman preparing an annual budget for review by council; (g) maintain accounts which shall be open to inspection by officers and subject to audit; (h) prepare for each meeting of the membership and of the council a financial report to include a current balance sheet and an income statement reflecting current budget, year to date, of Section Operations; (i) present an annual financial statement in September of each year; (j) perform such other duties as required by these Bylaws or customary to the office.

4.0 COUNCIL

4.1 Council: Composition. The council shall consist of at least five members, including at least two professional Planners and at least two Citizen Planners. The Council shall be comprised of two section officers and at least three Councilmen elected at large.

4.2 Council: Duties. The council shall (a) manage the affairs of the section; (b) report to the membership upon all business which it has considered or acted upon between Section Meetings; (c) appoint representatives to the chapter board of directors as follows: a Professional Planner Representative, a Professional Planner Alternate, A Citizen Planner Representative and Citizen Planner Alternate; (f) perform such other functions as are delegated herein or by the members of the section.

4.3 Council: Acting without meeting. In cases of special urgency an action may be taken by the Council without a meeting if an **email survey or a** telephone survey is made by the chairman. The Chairman shall endeavor to contact all Council members, regardless of the outcome of the vote. At the next meeting the votes of the committee shall be recorded in the minutes.

4.4 Executive Committee: Vacancies or Incapacity. When an officer of other Council position becomes vacant between elections, or when unable to perform his/her duties, the Council may appoint a qualified member of the section to fill the position until the next election or until said person is again able to perform his duties.

4.5 Executive Committee: Terms of office. The terms of all elected Section Officers and other Council members shall be two years. Members of the Council shall take office on June 1, of every even numbered year.

5.0 COMMITTEES

5.1 Committees Nominating Committees. The nominating Committee shall consist of three section members, who are not members of the Council. The nominating Committee shall be appointed by the Chairman with the advice and the consent of the Council **at least 30 days** to the mailing of ballots to the membership.

5.2 Committees: Other Committees. The Director shall appoint such other standing or ad-hoc committees as be determined from time-to-time to be necessary for the operations of the section.

6.0 FINANCES

6.1 Finances: Annual Dues. The chapter shall establish an annual rebate which shall be remitted to the section. On the recommendation of the Council, the sections, by mail ballot of the membership, may establish dues or assessments beyond the basic rebate. The council may also set a dues rate for full-time student members. The dues rate shall be reported by the Section Chairman to the Chapter President.

6.2 Finances: Collection and Delinquencies. Dues of members collected by the national office, pursuant to APA bylaws shall be passed through the chapter office to the section. Additional section dues or assessments shall be billed by the section and paid to the section Treasurer.

6.3 Finances: Fiscal Year. The Section Fiscal Year shall run from **January 1 to December 31.**

7.0 ELECTIONS

7.1 Elections: Method of Balloting. Election of section officers and Council members shall be by mail or **email ballot** of the Membership. A ballot shall be emailed to all regular members in good standing no later than December 15 of every even numbered year. Members may vote for any qualified person, whether or not he/she was nominated by the Nominating Committee or by petition. Ballots shall be returned to the Section office.

7.2 Elections: Nominations. By November 1 the Section Council will appoint a Nominating Committee and notify all members of the Section of the upcoming election and petition requirements. A petition of nomination for one or more offices signed by 10% or more of the membership may be submitted to the nominating Committee not later than November 15. The names submitted on a petition of nomination shall be included on the official ballot. The nominating Committee will present its slate of candidates and petitions to the Section Council by December 1.

7.3 Elections: Nominations. The nominating Committee shall file with the council its report of nominations to fill the offices of Chairman, Secretary/Treasurer, and Council members by December 1. Each shall be a member of the Section. Within 60 days after receipt of the Nominating Committee report, the executive Committee shall mail **or email** copies of said report to all members of the Section. A Petition of nomination for one or more offices signed by 10 percent or more of the membership may be submitted to the Nominating Committee not later than 10 days before the beginning of the fiscal year (30 days before ballots are mailed). The names submitted on a petition of nomination shall be included on the official ballot.

7.4 Election: Timetable. A ballot shall be mailed **or emailed** to all members in good standing by December 15. A period of 30 days from the mailing date shall be allowed before the balloting may be closed.

7.5 Elections: Tally of Ballots. The officers of the Section shall be elected by the affirmative written ballots of a plurality of the members voting. The results of the election shall be ascertained by the Council. In case of a tie, The Council may either elect one of the tied candidates or appoint both to Council. Terms of office of all officers shall begin January 1. Officers shall hold office until their successors have been elected and installed. The Chairman, Secretary/Treasurer, and three members of the Council shall be elected for a two-year term. Those candidates for the at-large Council positions receiving the most votes shall be elected.

7.6 Elections: Reporting. The section Council shall report the election results to its members, the PPA President and PPA Executive Director as soon as possible.

8.0 BYLAWS

8.1 Bylaws: Amendment. Bylaws amendments may be proposed by the Council or by a petition signed by 5 percent of the Section membership. The membership may amend these bylaws by a majority vote, if by mail **or email** ballot. Bylaw amendments may also be effected by a two-thirds vote of the members

present at Annual or Special Meetings of the membership, provided that the amendments were mailed **or emailed** to the Section membership at least one month prior to the meeting and that a quorum is present at the time of the vote.

8.2 Bylaws: Chapter Compatibility. Section Bylaws shall not conflict with Chapter Bylaws or the Articles of Incorporation and Bylaws of APA. Copies of Section Bylaws or Bylaw amendment shall be sent to the Chapter president promptly upon their adoption.