



American Planning Association
Northern New England Chapter

Making Great Communities Happen

NNECAPA Bylaws

Article I - Name

The name of this Chapter shall be the "Northern New England Chapter, American Planning Association."

Article II - Purpose

The purpose of the Northern New England Chapter, American Planning Association, shall be to conserve and improve the standards and quality of planning at all levels in the States of Maine, New Hampshire and Vermont, to encourage cross-fertilization of ideas among planners in northern New England, and to facilitate participation of members of the American Planning Association in the affairs of the Association.

Article III - Geographic Area

The Chapter area shall include the states of Maine, New Hampshire and Vermont.

Article IV - Membership

Any member of the American Planning Association whose national dues are currently paid and whose address of record is in either Maine, New Hampshire or Vermont shall be a member of this Chapter. Any other member of the American Planning Association

may choose to become a member of this Chapter by paying any applicable Chapter dues.

The Chapter may have members who are not members of the American Planning Association. Such members shall not receive national membership services and shall not participate in any actions or elections of, nor hold any office in, the American Planning Association. Such members may be elected to or hold any Chapter Office other than President, Vice-President, or Professional Development Officer. Canadian residents who are international members of the American Planning Association shall not participate in any action or election of, nor hold any office in this Chapter, but shall otherwise receive all benefits of membership in the Chapter.

Article V - Meetings and Quorums

The Northern New England Chapter, American Planning Association, shall hold at least one meeting per year. The meeting shall be devoted to current planning topics deemed to be of interest to the Chapter membership. The meeting shall also include a business meeting. Suitable notice of such meeting shall be given to Chapter membership. Such notice shall include the place, date and time of the meeting in a publication of the Chapter, or other communication to Chapter membership such as electronic mail, listserv, or other electronic means at least three weeks before the meeting. Additional meetings may be held if determined necessary and appropriate by the Executive Committee and upon proper notice given to Chapter members.

A quorum of five percent of the voting members shall be established for the conduct of business at any Annual or Special Meeting.

Article VI - Officers and Executive Committee

The Officers of the Northern New England Chapter, American Planning Association, shall consist of a President, a Vice-President, a Secretary, a Treasurer, a Public Information Officer, a member of the Student Programs Sub-Committee, and a Professional Development Officer. The Professional Development Officer shall be a member of the American Institute of Certified Planners. The Officers' duties shall be those customarily exercised by such Officers and shall be exercised according to standard parliamentary procedures.

The Executive Committee shall consist of Chapter Officers, one Director from each state, and one Legislative Liaison from each of the state planning associations (Maine Association of Planners, New Hampshire Planners Association, and Vermont Planners Association), for a total of thirteen members. The Legislative Liaisons shall be members of the Executive Committee of their state association and should exhibit a strong interest in legislative issues. The Public Information Officer shall be a voting member of the Executive Committee and shall be appointed by the President. The President shall appoint a member of the Student Programs Sub-Committee, who shall be a voting member of the Executive Committee. The President may appoint Assistant PDO's, one from each state, who together shall form the PDO Committee, and shall not be voting members of the Executive Committee. Other members of the Student Programs Sub-Committee shall be non-voting members of the Executive Committee. The President shall also appoint a Chapter Historian, who shall be a non-voting member of the Executive Committee. The immediate Past President shall also be a non-voting member of the Executive Committee.

The President shall appoint members of the Student Programs Sub-Committee, seeking balanced representation from all three states and between faculty and students.

The duties and responsibilities of individual members of the Executive Committee shall be delineated in an appendix, which may be amended by the Executive Committee.

A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee. An action may be taken by the Executive Committee without a meeting if a written consent, setting forth the action taken, is signed by each voting member of the Committee.

Article VII - Terms of Office

The Chapter Officers and non-appointed members of the Executive Committee shall be elected for terms of two years. The terms of office shall begin January 1 and continue for twenty-four months. No Executive Committee member may serve more than three consecutive terms in the same office. The immediate Past President shall be limited to a term of two years. The Executive Committee may temporarily fill any elected Executive Committee vacancy which occurs between biennial elections.

The Executive Committee members shall serve for a term concurrent with the Officers, with the exception of the Legislative Liaisons. Legislative Liaisons shall be appointed by the President unless they are elected by the membership of the state planning association they represent. Legislative Liaisons shall be members of the Chapter and shall serve for terms concurrent with the terms of the state planning association which they represent.

Article VIII - Election of Officers

The report of the Nominating Committee (Article X) and nominations by petition, if any, shall be mailed or electronically transmitted to APA Election Staff and ballots will be mailed by electronic means (emailed) to all Chapter members to align with the National Election Timeline. All members in good standing of NNECAPA may vote.

In electing State Directors, Chapter members may vote only for their own State's representative.

No quorum shall be required on mail or electronic ballots for the election of Officers.

Article IX - Executive Committee Duties and Responsibilities

The Executive Committee is responsible for providing for the organizational structure and leadership necessary to further the goals of this Chapter. As such, the Executive Committee shall have the following duties and responsibilities.

1. Establishing Chapter goals, priorities, and policies.
2. Coordinating Chapter programs and activities.
3. Monitoring and influencing legislative activities at the federal level and, in conjunction with each state planning association, at the state and local levels.
4. Establishing standing and ad-hoc committees for the purpose of furthering Chapter policies and programs.
5. Maintaining liaison with the national organization of the American Planning Association.
6. Contracting with individuals or organizations to implement programs on behalf of this Chapter. This Chapter is specifically prohibited from hiring any employees.
7. Adopting and maintaining an operating budget annually, and ensuring compliance with appropriate IRS Tax filings.
8. Reviewing and updating Strategic Plan and seeking approval from membership

Article X - Nominating Committee and Nomination of Officers

The Nominating Committee shall consist of three Chapter members, one from each state, at least one whom shall be a member of the Executive Committee. The Nominating Committee shall be appointed by the President. The Nominating Committee may nominate more than one candidate for each Chapter Office and for the non-appointed positions on the Executive Committee.

The Nominating Committee and President shall seek balanced representation among the Officers and members of the Executive Committee – no state should be represented by more than five or fewer than four voting members.

Candidates for Director may be nominated by the petition of at least 10 members from the state which the Director would represent. Forms for signature by the petitioners will be supplied by the Chapter Nominating Committee. Petition candidates shall file their petitions with the Chairman of the Nominating Committee at least ten days before the mailing or electronic transmission of ballots.

Article XI- Finances

Chapter activities shall be financed by uniform rebates from per capita APA membership dues established by the APA Board of Directors and by any additional Chapter dues which shall be established by mail or electronic ballot of the Chapter membership or by a two thirds vote of those members present at the business meeting session of any Annual Meeting or Special Meeting. Chapter activities may also be financed by other sources of revenue, including revenues from the Annual Meeting and sponsors.

The fiscal years of the Chapter shall be October 1 to September 30 of each year. The Executive Committee shall, prior to the beginning of each fiscal year, prepare and adopt an annual budget and shall propose it for ratification by the membership at the Annual Chapter Meeting.

Article XII - Amendments

These bylaws may be amended by a two-thirds vote of those members present at the business meeting session of any Annual or Special Meeting or by mail or electronic ballot by two-thirds of those voting and involving at least 5 percent of the voting members.

Adopted: July 14, 1980, and as amended through September 9, 2016.