

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 I - Name

The name of this Chapter shall be the "Northern New England Chapter, American Planning Association." The Chapter shall have three Sections named: the Maine Association of Planners, the New Hampshire Planners Association, and the Vermont Planners Association.^[RM1]

Article II - Purpose

The purpose of the Northern New England Chapter, American Planning Association, shall be:

1. to improve and promote the standards and quality of ^[RM2]~~conserve and improve the standards and quality of~~ planning at all levels in the states of Maine, New Hampshire and Vermont,
2. to support and strengthen the three state Sections that comprise the Chapter^[RM3],
3. to encourage exchange ~~cross-fertilization~~ of ideas among planners in northern New England,
4. to facilitate cooperation on shared policy interests and issues across the three states,
5. to encourage planners from the three states to participate in and benefit from the American Planning Association^[RM4], and
6. to facilitate the delivery of services from membership benefits from ~~participation of members of~~ the American Planning Association to in the ~~affairs of the~~ Chapter and its members.
- 6.7. To advocate for thoughtful planning in the region.

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 IV - Membership

Any member of the American Planning Association whose national dues are currently paid and whose address of record is in Maine, New Hampshire, or Vermont shall be a member of this Chapter and the Section corresponding to his or her address. [Any other member of the American Planning Association may choose to become a member of this Chapter by paying any applicable Chapter dues.](#)

[Members may be dues-paying members of more than one of the Chapter's sections](#)

The Chapter may have [dues-paying](#) members who are not members of the American Planning Association. Such members shall share the benefits of membership in the Section but not receive national membership services (e.g. access to the member-only portion of the Chapter's website) 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.

[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. Sections [This all new]

1. NNECAPA shall preserve and strengthen the operations and identities of the state organizations that have formed the basis of this Chapter and shall encourage their respective members to participate fully in the planning work of their state. By uniting as a Chapter, the Sections shall encourage their members to participate in the planning work of Northern New England and, through participation in the affairs of APA, the planning work of the nation.

The Sections are organized to facilitate their individual purposes and the purposes of the Chapter, as set forth in these Bylaws.

2. The following Sections are recognized within the Chapter: the Maine Association of Planners, the New Hampshire Planners Association, and the Vermont Planners Association. The boundaries of each Section are identical to the boundaries of the three states.

~~3.—Additional sections of the Chapter shall be formed upon a two-thirds vote of the Chapter Executive Committee and subsequent ratification by the Section’s members in a process determined by that Section’s Bylaws.~~

~~4.~~3. Sections shall adopt Bylaws to govern Section affairs. Section Bylaws shall not conflict with the Chapter Bylaws or the Articles of Incorporation and Bylaws of APA. Before adoption, copies of proposed Bylaws or amendments to Section Bylaws shall be sent to each member of the Chapter Executive Committee for review and comment. Upon Section adoption of the Bylaws or amendments to the Bylaws, they shall be promptly filed with the ~~Executive Director of APA~~ NNECAPA Executive Committee.

4. The principal elected officer of the Section shall be titled Section President.

5. Each Section shall elect a “Section Representative” to serve as a voting member of the Chapter’s ~~The Section Vice-President will serve as an Officer of the Chapter~~-Executive Committee. The Section Representative shall also be a member of the Section’s Executive Committee, and may hold other offices within the Section. In the event a Section ~~Representative~~ Vice-President is unable to attend a Chapter Executive Committee meeting, the Section President shall appoint an Alternate from that Section to attend in their ~~his or her~~ stead.¹ The Alternate shall have full authority to vote at the Chapter Executive Committee meeting assigned to ~~them~~ him or her. The Section ~~Representative~~ Vice-President or their ~~his or her~~ alternate shall also prepare reports for the Chapter Executive Committee describing the activities of the Section, coordinate Chapter and Section activities, and carry out other duties assigned by the Chapter President or the Chapter Executive Committee.

6. It is the responsibility of each Section to serve its members and to participate in the management and activities of the Chapter. Each Section shall convene an annual business meeting to adopt a budget and conduct other business. Each Section shall report on its finances, activities, and policy positions to the Chapter Executive Committee. And each Section shall participate in the meetings and conferences as described in Article VI.

¹ To promote the principle of inclusion in planning, the Chapter is using in its bylaws gender-neutral plural pronouns instead of gender-specific singular pronouns.

7. Each ^[RM5]Section shall manage its own tax status with the Federal Internal Revenue Service and shall continue to comply with its State laws and responsibilities as a distinct non-profit organization.

~~7.8.~~ Each Section shall submit to the Chapter Treasurer any and all reports required by federal or state law.

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, listserve, 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 - Meetings and Quorums

The Northern New England Chapter, American Planning Association, shall hold an Annual business meeting open and accessible to the Chapter's members. 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, listserve, 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 Chapter Meeting.

[The Chapter shall host an annual three-state conference devoted to current planning topics deemed to be of interest to the Chapter membership. The location of the conference shall rotate among Maine, New Hampshire, and Vermont.](#)

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.

Article VII - 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 Officers' duties shall be those customarily exercised by such Officers and shall be exercised according to standard parliamentary procedures. ~~The President, Vice-President, and Treasurer shall always be from different Sections.~~

The Executive Committee shall consist of the ~~six~~^{seven} Chapter Officers and six members representing the three sections: the Section Representative, ~~Vice-President of each Section (RMG),~~ and the Legislative Liaison from each Section. Each section shall determine how its Legislative Liaison is selected. The Legislative Liaisons and Section Representatives shall be members of their Section's 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.~~

Old and New Side by Side: ~~Final Draft~~ [Approved at NNECAPA Business Meeting 10/25/18](#)

The President shall appoint members of the Student Programs Subcommittee, 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.

The President shall appoint [as a non-voting member of the Executive Committee a liaison to higher-education faculty engaged in planning and related fields.](#) ~~one of the members of the Student Programs Committee to serve as a voting member of the Executive Committee.~~ ^[RM7]

The Professional Development Officer shall be a member of the American Institute of Certified Planners. The President may appoint Assistant Professional Development Officers, one from each state, who together shall form the Professional Development Committee, and shall not be 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 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. [Meetings may be convened in person or through simultaneous telecommunication.](#) 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. [Emailed voting is acceptable.](#)

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 - Terms of Office

The Chapter Officers and ~~non-appointed~~ other members of the Executive Committee shall ~~be elected for~~ serve [BF8] terms of two years beginning on January 1. ~~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~~ Officer [BF9] vacancy which occurs between biennial elections.

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 - Election of [Chapter](#) Officers

The report of the Nominating Committee (Article XI) 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 - 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 Section, at the regional, 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 and support operations on behalf of this Chapter. The Chapter may also contract with individuals or organizations to -and to assist the Sections with ~~contracted administrative services.~~ reduce the administrative responsibilities of the Sections. 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 the Chapter's Strategic Plan and seeking approval from membership.
- ~~8.~~ 9. Carrying liability insurance for Chapter and Section officers.

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 - Nominating Committee and Nomination of Officers

~~{Proposed Alt 1: The three Section Vice Presidents [or Section Representatives]} shall comprise the nominating committee.~~

~~{Proposed Alt 2: The Nominating Committee shall consist of one representative from each Section, elected or appointed by that section according to its bylaws.}~~

The Nominating Committee and President shall seek balanced representation among the Officers and voting members of the Executive Committee. [The Nominating Committee shall pay particular attention to balanced geographical representation.](#) ~~No Section should be represented by more than five or fewer than four voting members.~~

[

Article XII – Standing Committees ~~{this is new}~~

The Chapter shall do much of its work through standing committees. Unless otherwise specified in these bylaws, the Sections shall select members to the standing committees to represent them.^[RM10] The Executive Committee may modify the size and composition of the standing committees to meet the Chapter's needs but should strive to maintain a balance among the Sections and a diversity of interests and backgrounds among committee members.

Standing Committees shall include:

1. Legislative ~~Liaison~~ Committee which will include the three Section Legislative Liaisons and the Chapter President. ~~The Committee will focus primarily on federal and regional policy and legislation.~~
2. Professional Development Committee
- ~~3. Student Programs Committee~~
- ~~4.~~3. Finance Committee
- ~~5.~~4. Conference Planning Committee
5. Nominating Committee
6. Communications Committee.

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 XIII - Finances

The Chapter shall operate on the principle that each Section should be largely self-sufficient and that revenues generated by each Section should be retained there except where pooling resources at the Chapter level will generate economies of scale.

To that end, 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 Annual Meetings and sponsors.

The Chapter shall retain the uniform rebates for Chapter-wide purposes, including administrative support for the Chapter and Sections. The Chapter shall provide each Section an operating stipend to be determined annually as part of the budget process.

[The Executive Committee shall establish a format for budgets and reports that will be used by the Chapter and its Sections.](#)

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.

[After a period of transition, the fiscal years of the Sections shall be January 1 to December 31 of each year.](#)

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.

Article XIV - 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 of the Chapter or by mail or electronic ballot by two-thirds of those voting and involving at least 5 percent of the voting members.

[DRAFT October 24, 2018: Original Adopted: July 14, 1980, and as amended through September 9, 2016.]