

## **1.0 GENERAL**

1.1 General: Name. The name of the Section is the Northern Section of the Nevada Chapter of the American Planning Association.

1.2 General: Area. The area served by the Northern Section includes the following counties: Washoe, Pershing, Humboldt, Elko, Douglas, Storey, Churchill, Lyon, Lander, Eureka, Mineral and Carson City.

1.3 General: Purpose. The purpose of the Northern Section is to provide access to professional training for members; to promote the profession of planning in the community; and to represent the interests of the members before the Nevada Chapter.

1.4 General: The American Planning Association. The national organization of which the Nevada Chapter is part is the American Planning Association, which is referred to in these bylaws as "APA."

## **2.0 MEMBERS**

2.1 Members: Eligibility. Membership in the Northern Section is automatic for any member of the Nevada Chapter who has a mailing address in the Northern Section. Persons who are not members of APA are not eligible for Section membership or Section office and cannot vote in Section elections.

## **3.0 OFFICERS**

3.1 Officers: Elections and Terms. The officers of the Northern Section shall be a Director, Assistant Director, ~~Planning Official Representative~~, Secretary, and Treasurer. The terms of office shall be two years and shall coincide with the calendar year.

3.2 Officers: Director. The Director shall preside at meetings of the Northern Section, shall represent the Northern Section on the Executive Committee of the Nevada Chapter of APA, and shall provide leadership on Section activities and programs.

3.3 Officers: Assistant Director. The Assistant Director shall assist the Director in developing activities and programs for the Northern Section. The Assistant Director will preside in the absence of the Director. In the event of incapacity of the Section Director, the Assistant Director shall assume the office of the Director.

~~3.4 Officers: Planning Official Representative. The Planning Official Representative of the Northern Section shall provide leadership on Section programs for members of planning commissions, boards of zoning adjustment (BZA), city councils, boards of county commissioners (BCC), etc. The Planning Official Representative must be a member of APA and a member of a planning commission, BZA, city council, or BCC within the section, and shall be elected by the membership at large.~~

3.5 Officers: Secretary. The Secretary of the Northern Section shall be responsible for taking minutes at Northern Section meetings, preparing mailings and tabulations for elections and/or bylaw changes. The Secretary shall transmit to the Executive Committee of the Nevada APA Chapter the results of all special Section elections. The Secretary is responsible for updating the Northern Section membership list and preparing a quarterly list of new members.

3.6 Officers: Treasurer. The Treasurer shall be responsible for maintaining accounts, paying bills, and providing quarterly reports on receipts and expenses for the Northern Section.

3.7 Officers: Vacancies. In the event that the Assistant Director, the Planning Official Representative, the Secretary, or Treasurer positions become vacant, the Director may appoint an individual to serve the remainder of the term with ratification by the Executive Committee.

#### **4.0 COMMITTEES**

4.1 Committees: Executive Committee. The Executive Committee is comprised of the officers of the Northern Section.

4.2 Committees: Executive Committee Duties. The Executive Committee shall set policies and direction for the Northern Section.

4.3 Committees: Nominating Committee. The Director shall appoint a Nominating Committee to oversee the election of Section officers. The committee shall prepare a list of candidates for Section elections; distribute, collect, and count ballots; and is responsible for notifying the Nevada APA Chapter Executive Committee and Section members of the results. Members of the Nominating Committee shall not be candidates for any office in the election, which they oversee.

4.4 Committees: Other Committees. The Executive Committee may establish committees for the Northern Section and appoint individuals to chair such committees.

#### **5.0 ELECTIONS**

5.1 Elections: Method of Balloting. The nominating committee shall finalize a slate of candidates by October 31 of the election year and mail the election ballot to the Northern Section membership no later than December 31. The ballot may be included in the Section Newsletter or else in a separate mailing. The ballot should include a minimum of one candidate for each Northern Section position.

5.2 Elections: Election Results. The election results shall be announced before January 31 of the following year and transmitted to the Executive Committee of the Nevada APA Chapter.

5.3 Elections: Frequency. Northern Section elections are held during odd numbered years with new terms beginning the following January.

## **6.0 BYLAWS**

6.1 Bylaws: Amendments. Bylaw amendments may be proposed by the Executive Committee of the Northern Section or by a petition signed by 10% of the Northern Section membership. Approval of bylaw amendments requires a simple majority by mail ballot. Draft Bylaw amendments must be distributed to Northern Section members at least two weeks prior to the actual vote.