

# **By-Laws**

## **Southern Section**

### **Nevada Chapter**

**American Planning Association (As amended September 1<sup>st</sup>, 2009)**

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#### **1.0 GENERAL**

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

1.2 General: Area. The area served by the Southern Section includes the following counties: Clark, Esmeralda, Lincoln, Nye, and White Pine.

1.3 General: Purpose. The purpose of the Southern 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 Southern Section is automatic for any member of the Nevada Chapter who has a mailing address in the Southern 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 Southern 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 Southern Section, shall represent the Southern 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 Southern 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.

## **Southern Section Bylaws – Page 2**

3.4 Officers: Planning Official Representative. The Planning Official Representative of the Southern Section shall provide leadership on Section programs for members of planning commissions, boards of zoning adjustment (BAZ), 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 Southern Section shall be responsible for taking minutes at Southern 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 Southern 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 Southern 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 Southern Section.

4.2 Committees: Executive Committee Duties. The Executive Committee shall set policies and direction for the Southern 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 Southern 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 distribute the election ballot to the Southern Section membership no later than December 31. The ballot may be included in the Section

### **Southern Section Bylaws – Page 3**

newsletter, by electronic ballot or else in a separate mailing. The ballot should include a minimum of one candidate for each Southern 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. Southern Section elections are held during odd-numbered years with new terms beginning the following January.

### **6.0 BY-LAWS**

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