

Hazard Mitigation and Disaster Recovery Planning Division

PROPOSED BYLAWS

DRAFT – May 18, 2014, REV 1-5-15, REV 1-9-15; REV 2-3-2020

Article 1.0 Organization

1.1 Name

The name of the Division is the Hazard Mitigation and Disaster Recovery Planning Division of the American Planning Association.

1.2 Purpose

The purpose of the Division is to advance the practice of community sustainability planning by:

- A. Increasing the understanding of hazard mitigation and disaster recovery planning as key elements of public policy formulation at all levels of government;
- B. Promoting hazard mitigation and disaster recovery planning as a critical element of neighborhood, community, regional, state and national planning process;
- C. Disseminating materials and information about current hazard mitigation and disaster recovery practice and theory to members of the Division;
- D. Assisting the American Planning Association (APA) in influencing planning policy that affects hazard mitigation and disaster recovery;
- E. Facilitating connections with Divisions, Chapters, and Institutes within APA and with other professional associations contributing to planning for hazard mitigation and disaster recovery; and
- F. Promoting professional communication among members of the Division through a variety of member services, including but not limited to newsletters, conference sessions, workshops and other publications.

1.3 Decision-making

Decision-making on all Division matters shall rest with the **Executive Committee**, except where specified otherwise in these bylaws. Decisions requiring a vote by Division membership shall be made by electronic or physical ballot: the Secretary-Treasurer shall present the question(s) and a ballot to membership via the Division newsletter, specifying a deadline for returning ballots no sooner than two weeks in the future, and the decision shall then be made by a plurality of valid ballots received from Division members.

1.4 Compliance with APA Performance Criteria

This Division will disseminate substantive information about the theory and practice of hazard mitigation and disaster recovery planning by producing quarterly newsletters for its members and establishing a website. It will fully cooperate with the staff of the APA and provide assistance on policy matters as requested. It will submit annual reports and regular financial reports to APA staff as well as sponsor conference sessions at each national APA conference. The Division will operate under an adopted set of bylaws, hold biennial elections, maintain a long-range development plan, have an annual business meeting, promote outreach activities in collaboration with APA and support a representative at each business meeting of the APA Divisions Council. The Division will operate with full consultation among Division officers and maintain at least 300 paying members. It will abide by established criteria for APA Division performance regarding membership, operations and coordination.

Article 2.0 Membership

2.1 Eligibility

Voting membership is restricted to current APA members, who may join the Division upon payment of dues to APA. Individuals, agencies, firms, and institutions who are not members of APA but wish to participate in Division activities (except voting) may associate with the Division as "Division Affiliates." The Division Executive Committee may choose to require dues for Division Affiliates.

2.2 Termination

Membership will be terminated upon failure to pay Division dues.

Article 3.0 Officers

3.1 Election

Elections will be held every two years. Newly elected officers will assume office on January 1. Divisions may select January 1 of odd-numbered or even-numbered years. The officers of the Division shall be a **Chair**, **Chair-Elect**, and a **Secretary-Treasurer**. The terms of offices shall be for two years. Division Affiliates will not be eligible to vote or hold elected office.

3.2 Chair

The Chair shall:

- preside at all Division meetings,
- prepare an annual program and budget for approval by the Executive Committee,
- establish and appoint committees,
- oversee such Division activities as policy, finance, publications, research, public relations, membership recruitment, and contacts with related organizations,
- serve on the Divisions Council of APA, and
- make other delegations and decisions as necessary to carry out the mission of the Division.

The Chair is further responsible for ensuring that the Division complies with requirements of the APA Corporate Bylaws.

3.3 Chair-Elect

The Chair-Elect assists the Chair and coordinates committee activities. In the absence or resignation of the Chair, the Chair-Elect assumes those duties. Upon completion of the term of office, the Chair-Elect becomes the Chair.

3.4 Secretary-Treasurer

The Secretary-Treasurer shall maintain a Division membership list and support the Chair with membership recruitment, prepare minutes of the Executive Committee meetings, submit proposed Bylaws to the membership, receive and disburse Division funds, maintain complete financial records which can be audited, and assure that all required reports and filings are made in a timely fashion to APA.

3.5 Succession

The Chair-Elect succeeds the Chair. If vacancies occur, all other positions are filled by the Executive Committee.

3.6 Election of Officers

A Nominating Committee consisting of three or more Division members shall be appointed by the Chair. The Chair may not serve on the Nominating Committee. At least one person shall be nominated for each office. Additional candidates may be nominated by petition signed by at least ten percent (10%) of Division membership or twenty (20) members, whichever is less. Members of the Nominating Committee shall not be eligible candidates for office. Elections shall be conducted by the Nominating Committee on the following schedule: Nominations by November 1; Division membership notified by December 1; Ballots, including petition candidates, sent by February 1; Ballots received by the Nominating Committee by March 1.

Article 4.0 Committees

4.1 Executive Committee

4.11 Composition - The Executive Committee shall consist of a **Chair**, a **Chair-Elect**, a **Secretary-Treasurer**, the **Immediate Past Chair** and a **representative from each Section**.

4.12 Duties - The Executive Committee shall manage the affairs of the Division, adopt an annual program and budget, and authorize expenditures consistent with the budget.

4.13 Meetings - Meetings of the Executive Committee shall be called by the Chair or by a majority of the committee members. A majority of the Executive Committee shall constitute a quorum. Meetings may be held in person or via other communications media.

4.14 Decision-making - The Executive Committee shall make decisions by a plurality of votes when a quorum is present, or by a plurality of all Executive Committee members if the decision is not made in a meeting (e.g., via email). Executive Committee procedures shall be informal for meetings with fewer than 12 people; for meetings with 12 or more people procedure shall be governed by Robert's Rules of Order.

4.2 Other Committees

The Executive Committee may appoint (and dissolve) other Committees, drawn from Division membership, to manage the activities of the Division. The Chair shall appoint a Committee Chair for each Committee.

Article 5.0 Sections

5.1 Purpose

Division Sections will address specific topics or issues within the field of planning for hazard mitigation and disaster recovery or administrative issues that merit focused attention.

5.2 Formation

A Section will be formed upon the Division membership's approval of an Executive Committee recommendation. A majority of the valid ballots cast is required for approval. A Section must claim at least 5% of Division members as Section members to be recognized. A Section may be dissolved by a decision of Division membership.

5.3 Provisions

Section interests will be represented on the Division website, in the Division newsletter, and reflected in the content of educational programming developed by the Division.

5.4 Representation

Each Section will be represented by a voting member of the Executive Committee. Section Representatives may stand for election as Officers and may serve on Committees.

Article 6.0 Member Services

The Chair shall present an annual work program of member services for review and adoption by the Executive Committee. The programming of member services shall fulfill APA's Divisions Performance Criteria.

Article 7.0 Finance

7.1 Dues

Dues shall be established by the Executive Committee. Dues are collected by APA.

7.2 Budget

The Chair shall prepare an annual budget the term of which shall coincide with the APA budgetary year of October 1 through September 30. A proposed budget shall be prepared for review and approval by the Executive Committee at the annual business meeting held at the preceding APA national conference.

7.3 Reporting

The Chair shall prepare a financial report for the most recent fiscal year and first two quarters of the current fiscal year to be presented to the Executive Committee at the annual business meeting. Depending upon the timing of the APA national conference and business meeting, the financial statement for the first two quarter report to the Executive Committee may contain estimates. This information shall be in a form and content necessary for submittal to the Divisions Council in a manner consistent with the "Division Performance Review Process." The report shall include the identification of all sources of income as well as expenditures. A copy of this report will be made available to the APA Divisions Staff Liaison and the Division membership.

7.4 Other Revenues

Subject to approval by the Executive Committee and by APA, the Division may accept contributions, donations, and grants. The Executive Committee may establish fees for publications and services to be offered to non-members, or for special services to members.

7.5 Contracts

Divisions may not enter into agreements for contracts with organizations outside of APA without prior knowledge of, and review by, APA.

7.6 Staff

Retention of Staff shall not occur without approval of the Executive Director of APA.

Article 8.0 Publications

8.1 Newsletter

A newsletter or comparable publication shall be distributed to members of the Division at regular intervals. APA may assist with producing and distributing Division publications.

8.2 Identification

Division publications shall be identified with their full name as a "Division of the American Planning Association" and with uniform logotype of the Association.

8.3 Filing with the APA

At least one copy of each publication or report shall be filed with APA.

Article 9.0 Public Policy

No member shall represent the Division on matters of public policy in an official capacity without first obtaining the approval of the Executive Committee. No member shall represent the APA on matters of public policy in an official capacity without first obtaining the approval of the Executive Committee and APA.

Article 10.0 Amendments to these Bylaws

Amendments to these Bylaws may be proposed by the Executive Committee or by a petition signed by at least ten current Division members. The Secretary-Treasurer shall submit proposed amendments to the Division membership for a vote (see Article 1.3) within one month. Bylaws shall be amended by a plurality of valid ballots received. A copy of the proposed Bylaws or amendments shall be filed with APA for review before publication or adoption. Adopted Bylaws shall also be filed with APA.