

By Laws and Operating Guidelines:
The Chicago Metropolitan Section
Of the Illinois Chapter of the
American Planning Association

Article 1: Name and Service Area

The official name of the Section shall be the Chicago Metropolitan Section of the Illinois Chapter of the American Planning Association. The area served by the Section shall encompass the Illinois counties of Cook, DeKalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will.

Article 2: Section Purposes and Objectives

The purposes and objectives of the Section shall be to:

- A. Encourage persons interested in planning who work or reside in the Section's service area to affiliate with and participate actively in the American Planning Association, its Illinois Chapter and the Chicago Metropolitan Section;
- B. Further the general purposes and objectives of the American Planning Association.
- C. Further the public's understanding of planning and the planning process through education and public relations;
- D. Promote and participate actively in the enhancement of the various living environments found within the Section's service area;
- E. Provide a forum for the exchange of ideas and experiences, including the critical review of planning activities, by and between professional planners and other persons who are engaged in planning the urban, suburban, or rural environments found within the Section's service area;
- F. Provide a forum and vehicle for the non-partisan expression of professional policy positions on issues having important implications for the future of the Section's service area in whole or in part;
- G. Promote or sponsor, independently or in cooperation with other professional organizations, meeting or conferences on subjects of interest or concern to professional planners or other persons who are involved in planning and the planning process; and
- H. Promote the continuing education of both professional planners and other persons who are involved in planning and the planning process.

Article 3: Membership and Privileges

- A. Any member of the American Planning Association whose address of record is within the Section service area shall automatically be a Section member. Persons who are not members of the American Planning Association are not eligible for Section membership.

- B. Each section member shall have full voting privileges and shall be eligible to hold a section office and serve on one or more of the Section's committees.
- C. Section membership shall be terminated upon a finding that:
 - A. A person's address of record is changed to an address which is outside of the Section's service area; or
 - B. A person's membership in the Illinois Chapter of the American Planning Association has been terminated; or
 - C. A person's membership in the American Planning Association has been terminated; or
 - D. A person has failed to pay Section dues and assessments.
- D. Section membership may be reinstated subject to conditions, Rules and Procedures as may be established by the Executive Committee.

Article 4: Officers

- A. The officers of the Section shall be a Chairman, Vice Chairman, Secretary, and Treasurer.
- B. The term of office for each officer shall be two years beginning at the time of the Annual Business Meeting, and running concurrently with the terms of the officers of the Illinois Chapter. No officer may serve in the same office more than two full consecutive terms.
- C. A vacancy in the office of the Section Chairman shall be filled by the Vice Chairman who shall hold such office only for the balance of the unexpired term and until his successor is elected and installed. Vacancies in other offices occurring between the semi-annual elections may be filled by the Executive Committee. Officers so appointed shall hold office only for the balance of the unexpired term and until their successors are elected and installed. Members shall be promptly informed of a change in the executive Committee Membership.
- D. Any officer can be removed from office for a cause by a 2/3 vote of the Executive Committee. A vacancy shall automatically occur if a member of the Executive Committee fails to attend three consecutive meetings of the Committee. Upon such a vote the office in question shall become vacant. If the decision of the Executive Committee is contested by the officer in question, in writing within 14 days, the Executive Committee shall submit the issue to the Section Membership in a written ballot. The position receiving the most votes shall be sustained. In the event of a tie vote, the previous decision of the Executive Committee shall be sustained.

E. Duties of Each Officer.

- 1 The duties of the Section Chairman shall be to:
 - a) Represent and speak for the Section;
 - b) Call and preside at meetings of the Section and of the Executive Committee;
 - c) Create, appoint and discharge standing and special committees and serve as a non-voting ex-officio member of all committees unless otherwise specified in these By Laws;
 - d) Provide leadership on the development of the Section policies in coordination with the Executive Committee.
 - e) Prepare in coordination with the Treasurer an annual budget for the Section (to be approved by the Executive Committee);
 - f) Prepare a written Annual Report and Financial Statement of Section Activities for the preceding year to be presented at the Annual Business Meeting; and
 - g) Perform such other duties as is customary to the office or required by these By Laws to carry out the business of the Section.

- 2 The duties of Vice Chairman shall be to:
 - a) Act in place of the Section Chairman in the event of that officer's absence at meetings or other official occasions;
 - b) Actively assist the Section Chairman in the guidance of committee activities.
 - c) In the event of the Section Chairman's incapacity, assume the duties of Section Chairman; and
 - d) To head a Program Committee with responsibility for establishing the location and content of non-business portions of Section Meetings;
 - e) Perform such other duties as are customary to the office or required by the Section Chairman or these By Laws to carry out the business of the Section.

- 3 The duties of the Secretary shall be to:

- a) Take minutes of all business meetings and otherwise maintain a permanent record of Section activities (including the preservation of all records, reports, and official documents of the Section and its committees;
- b) Assist the presiding officer before each business meeting in preparing a detailed agenda;
- c) Prepare and send required notices of business meetings and proposals;
- d) Maintain an accurate roster of the members of the Section;
- e) Transmit to the Section Chairman a list of all Section officers (including their addresses and telephone numbers) within thirty days of their election;
- f) Submit to the Section Chairman proposed By Laws or Amendments;
- g) File two copies of the Section's By Laws and subsequent amendments with the Secretary of the Illinois Chapter of the American Planning Association; and to file with the same, copies of all reports and publications which are on occasion distributed to the Section membership; and
- h) Perform such other duties as are customary to the office or required by the Section Chairman or these By Laws to carry out the business of the Section.

1. The duties of the Treasurer shall be to:

- a) Receive Section funds;
- b) Collect Section dues and assessments of Section members or other monies in the name of the Section, not collected by the National Office or the Illinois Chapter;
- c) Disburse Section funds in accordance with the direction of the Executive Committee;
- d) Maintain accounts which shall be open to inspection by Section officers and subject to audit;
- e) Prepare from time to time at the request of the Executive Committee a financial report to include a current balance sheet and an income statement reflecting the preceding twelve months of Section operation;
- f) Assist the Section Chairman in preparing a written Annual Report and Financial Statement of Section activities for the preceding year to be presented at the Annual Business Meeting;

- g) Assist the Section Chairman in preparing an annual budget to be approved by the Executive Committee; and
- h) Perform such other duties are customary to the office or required by the Section Chairman or these By Laws to carry out the business of the Section.

Article 5: Executive Committee

- A. The Executive Committee shall consist of the Section Chairman, Vice Chairman, Secretary, Treasurer and the immediate past Chairman.
- B. The duties and responsibilities of the Executive Committee shall be to:
 - 1 Manage the affairs of the Section and approve the annual budget;
 - 2 Effectuate the motions and policies agreed upon by the Section membership;
 - 3 Be custodian of all Section property and funds, and to authorize and approve all contracts and expenditures, but not to incur liabilities exceeding the amount of unappropriated funds in the Section treasury;
 - 4 Determine the amount and time of payment of Annual Membership Dues and of any Assessments to be made of Section members;
 - 5 Elect duly qualified Section Members to serve the unexpired term of any position on the Executive Committee;
 - 6 Report on each meeting of the Executive Committee at the next following meeting of the membership and in writing to the President of the Illinois Chapter and the Chairman of other sections in said Chapter;
 - 7 Make policy positions (subject to the restrictions on professional policy matters) when it is not possible to go to the entire Section membership; and
 - 8 Perform such other duties as are authorized by the members of the Section of these By Laws.
- A. Meetings of the Executive Committee shall be called by the Section Chairman or by a majority of the Committee Members. A majority of the member's of the Committee shall constitute a quorum for the transaction of business at meetings of the Committee.
- B. At least four meetings of the Executive Committee shall be held in each year.
- C. 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 member of the Committee.

Article 6: Nomination and Election of the Executive Committee

- A. A Nominating Committee of the five members shall be appointed by the Section Chairman at least 120 days prior to any Annual Business Meeting at which general election results are to be announced. At least two persons shall be nominated by this Committee to fill each position of the Executive Committee.
- B. The Nominating Committee shall submit a report on nominations to the Section membership at least 90 days prior to the Annual Business Meeting.
- C. Additional nominations to fill a position on the Executive Committee, to be filled by petition signed by at least 5 percent of the Section membership, shall be accepted no later than 60 days prior to the Annual Business Meeting. Names so submitted shall be included on the official ballot. In addition, space shall be provided on the ballot for write-in votes.
- D. Written ballots shall be sent to the Section membership at least 21 days prior to the Annual Business Meeting. Such ballots shall be returned by mail to the Secretary at least 7 days prior to the Annual Business Meeting.
- E. An official announcement of Section Officers shall be made at the Annual Business Meeting. The candidate receiving the most votes for each office shall be elected. In the event of a tie vote, the Executive Committee shall cast the deciding votes.

Article 7: Meeting of Section Members

- A. An Annual Business Meeting of the Section Membership shall be held during the month of September each year.
- B. At least 9 regular meetings shall be mailed to all members at least 7 days prior to the date of meeting (each meeting date to be determined by the Executive Committee).
- C. Special Meetings of the Section Membership may be called by the Chairman, Executive Committee, or petition signed by least 100 Section Members. The place, date, and time for such meetings shall be determined by the Chairman and approved by the Executive Committee (provided that the location shall be within the Section's Service Area). Notice of such meeting shall be mailed to all members at least 7 days prior to the date of such meeting. Such notice shall include a clear statement of the purpose of the Special Meeting.
- D. At least 20 percent of the Resident Members shall constitute a quorum for transaction of business at meetings of the Section. If a quorum of members is not present at a meeting of Section Members, a vote of those Resident Members present shall be taken on all items of business anyway. Except for professional policy positions, the majority vote when confirmed of the executive Committee shall take the position of the Section. When the Executive Committee wishes to bring items of business for consideration to the membership at a Section Meeting, a minimum of one week's notice should be given to Resident Members on any issue and may take action on any issue on behalf of the Section.

- E. The current edition of Roberts Rules of Order governs this organization in all parliamentary situations that are not provided for in the By Laws of the American Planning Association or adopted rules.

Article 8: Committees

- A. The Executive Committee may create Standing Committees to handle routine or on-going functions of the Section. Members of Standing Committees, including the chairmen thereof, shall be appointed by the Section Chairman with the approval of the Executive Committee. The terms of such committees shall end with the terms of the Officers of the Section. A member of the Standing Committee may be removed from the committee by the Section Chairman with the approval of the Executive Committee and may be replaced by another member in like manner.
- B. Special or ad hoc committees, including the chairman thereof, may be appointed by the Section Chairman with the approval of the Executive Committee to perform specific tasks. Such committees shall automatically cease to exist upon the acceptance of their final reports by the Executive committee shall determine the committee's task is accomplished.
- C. Meeting of committees, whether Standing or Special, shall be called by the chairman thereof or by a majority of the members serving thereon. Results of committee meetings shall be reported in writing to the Executive Committee on a periodic basis.

Article 9: Finances

- A. The amount of dues shall be determined by the Executive Committee of the Section. Policy governing the payment of Section dues shall conform to the policy for national dues.
- B. There shall be an annual audit of the Section's finances by a committee appointed by the Section Chairman and this audit shall be a part of the Section Chairman's annual report.

Article 10: Professional Policy Positions

- A. All section Members shall be eligible to vote on professional policy positions, which are to represent the professional planning judgment of the Chicago Metropolitan Section of the American Planning Association. No person shall represent such views of the Section unless he has first sought out and received the approval of the Section Membership as prescribed hereinafter. Such requirement shall not prohibit the Executive Committee from taking a professional policy position provided:
 - 1 The position taken shall be identified as that of the Executive Committee, which does not necessarily reflect the position of the Section Membership.
 - 2 No position shall be taken unless it is concurred in by at least 2/3 of the members of the Executive Committee.

- A. Proposed Section Policy Positions shall be eligible for submittal to the Section Membership upon a 2/3 vote of the Executive Committee or by petition signed by at least 5 percent of the Section Membership. Ballots shall then be sent to the membership for vote and the proposed policy position shall be adopted by the section upon an affirmative vote of a majority of those ballots returned; provided at least 20 percent of the Section Membership cast a ballot. To be valid, a ballot must be returned to the Executive Committee within 14 days from the date of the mailing of the ballots to the membership.

Article 11: Amendments

Upon the initiative of the Executive Committee, or upon petition signed by at least 5 percent of the Section Membership, any proposed amendments to these By Laws shall, after discussion at a Section Meeting, be submitted as a written ballot to the Section Membership. For adoption, any amendment shall require the affirmative vote of a majority of those ballots returned; provided at least 20 percent of the Section Membership cast a ballot. To be valid a ballot must be returned to the Executive Committee within 14 days from the date of the mailing of the ballots to the membership.