These are the by-laws as proposed by the Executive Committee to the members at the annual meeting to be held on October 11, 1995.

1.0 General

1.1 NAME: The name of the (Chapter) organization is the Maryland Chapter of the American Planning Association hereinafter referred to as “the Chapter”.

1.2 AREA: The area covered by the Chapter is the State of Maryland.

1.3 PURPOSE: The purpose of the Chapter is to facilitate the individual participation of the members of the Association. The Chapter shall carry out the objectives of the Association and shall work toward: (a) advancing the art and science of planning; (b) encouraging the exchange of information and professional experience; (c) promoting the interest in and welfare of the planning profession; (d) sponsoring other activities that advance the overall goals and objectives of the Association; and (e) provide fellowship among its members and opportunities for professional growth and development. Notwithstanding any other provisions of these articles, this Association will not carry on any other activities not permitted to be carried on by (a) an organization exempt from Federal Income Tax under Sections 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 or any corresponding provision of any future United States Internal Revenue law.

1.4 THE AMERICAN PLANNING ASSOCIATION: The National Organization of which this Chapter is an integral part is the American Planning Association. It is referred to in these By-laws as “the Association” or “APA”.

1.5 PARLIAMENTARY PROCEDURE: At the meetings of the Membership and Chapter Executive Committee, parliamentary procedure shall be governed by Robert’s Rules of Order (the pertinent edition of which may be designated by the President).
2.0 Members

2.1 ELIGIBILITY: All members of APA whose address of record is within the Chapter area shall automatically be Chapter members. An APA member whose address of record is outside of the Chapter area may also become a Chapter member upon notification to Secretary and upon payment of all applicable dues and assessments.

2.2 CHAPTER-ONLY MEMBERS: Individuals, Firms, Organizations and Agencies, which are not members of APA but may become members of the Maryland Chapter with all the rights and privileges except as noted herein.

2.3 CHAPTER-ONLY DUES: Dues are payable on July 1st of each year and effective until June 30th. New chapter-only members joining before January 1st of a fiscal year shall pay full dues for the remainder of the fiscal year. New members joining on or after January 1st shall pay one-half the normal dues amount. Membership is effective immediately upon payment of dues.

3.0 Meetings

3.1 ANNUAL MEETING: There shall be an Annual Meeting of the Chapter membership in each calendar year. The meeting shall be held at a location with the Chapter area. The Chapter Executive Committee shall determine the specific location, date and time of each annual meeting.

3.2 NOTICE OF ANNUAL MEETING: The Secretary shall notify the membership of the place, date and time of the Annual Meeting in a publication of the Chapter, or by another communication that is mailed to each member at least one month before the meeting.

3.3 SPECIAL MEETINGS: A Special Meeting of the members may be called by the President, by the Executive Committee or by a petition signed by at least five per cent of the members of the Chapter. The place, date and time shall be set by the President of Executive Committee, provided that the location shall be within the Chapter area. Notice of the Special Meeting shall be given to members as provided in Section 3.2 and shall include a statement of the purpose of the Special Meeting.

3.4 QUORUM REQUIREMENTS: A quorum at the Annual and Special Meetings shall be considered those Chapter members present.
4.0 Officers

4.1 TERM AND QUALIFICATIONS: The Officers of the Chapter shall be a President, a President-Elect a Vice President, a Secretary, a Treasurer, and five Members at large. Members At Large shall consist of at least one representative from each of the following geographic areas of the State:

Western Maryland
- Allegany County
- Garrett County
- Washington County
- Frederick County

Eastern Shore
- Caroline County
- Cecil County
- Dorchester County
- Kent County
- Queen Anne’s County
- Somerset County
- Talbot County
- Wicomico County
- Worcester County

Southern Maryland
- Calvert County
- Charles County
- St. Mary’s County

Metro Area
- Anne Arundel County
- Baltimore County
- Carroll County
- Harford County
- Howard County
- Montgomery County
- Prince George’s County
- Baltimore City

The term of Officers and Members At Large shall be two years. All officers shall have been members of the Association for two years.
4.2 PRESIDENT: The President shall preside at the meetings of the Executive Committee and of the membership. The President shall provide leadership on the development of Chapter policies in coordination with the Executive Committee. The President shall prepare an annual budget for approval by the Executive Committee. The President shall have the power to create, appoint and discharge all Chapter Committees unless otherwise provided in these By-laws. The president shall represent the Chapter on the Chapter Presidents’ Council. The President shall call meetings and perform other duties required by these By-laws, or customary to the office.

4.3 PRESIDENT-ELECT: The President-Elect shall work with the President in preparation for becoming chapter leader. The President-Elect shall assist the President in the guidance and coordination of committee activities. The President-Elect shall carry out any other duties assigned by the President. In the absence of or in the event of incapacity of the president, the President-Elect shall assume the duties of the President.

4.4 VICE PRESIDENT: The Vice President shall assist in the guidance and coordination of committee activities. The Vice President shall carry out any other duties assigned by the President. In the absence of, or in the event of incapacity of the President-Elect, the Vice President shall assume the duties of the President. The Vice president shall perform other such duties required by these By-laws; or customary to the office.

4.5 SECRETARY: The Secretary shall: (a) maintain an accurate list of members of the Chapter; (b) notify members and Executive Committee members of meetings, prepare and report minutes of Chapter and Executive meetings; (c) Transmit to the Executive Director a list of all Chapter Officers (including their names, address and telephone number) within thirty days of their election; (d) notify the Executive Director of the results of all Chapter voting, and in doing so, specify the quorum and the number voting for each candidate, or “aye” or “nay” on each issue; (e) transmit to the Executive Director at least one copy of each publication of the Chapter; (f) submit to the Executive Director proposed by-laws or amendments as required by the By-laws of APA; and perform such other duties required by these By-laws or customary to the office.

4.6 TREASURER: The Treasurer shall: (a) receive and disburse Chapter funds; (b) collect Chapter dues and assessments not collectable by the National Office; (c) assist the President in preparing an annual budget for review by the Executive Committee; (d) maintain accounts which shall be open to inspection by Officers and subject to audit; (e) prepare for each income statement reflecting the preceding twelve (12) months of Chapter operations; and (f) perform such other duties as required by these By-laws or customary to the office.

4.7 MEMBERS-AT-LARGE: Members-at-large shall serve on the Executive Committee and perform those duties required by these By-laws and other duties customary to the office.
5.0 Executive Committee

5.1 COMPOSITION: The Executive Committee shall include the Officers, Section Directors, Division Directors, the immediate Past President, the Members at-Large, the Committee Chairpersons, a Student Representative from each planning program within the state, a representative of the Maryland Citizen Planners Association and a representative of the Maryland Office of Planning and representatives from such other organizations and/or associations as may from time to time be deemed appropriate by the Executive Committee.

5.2 DUTIES: The Executive Committee shall: (a) manage the affairs of the Chapter; (b) report to the membership upon all business which is considered or acted upon between Chapter meetings; (c) adopt a budget for the Chapter; (d) put into effect the votes of the Chapter; (e) authorize expenditures consistent with the budget; (f) fill vacancies and elect officers in case of a tie during an election; and (g) perform such other functions as are designated herein or by the members of the Chapter.

5.3 MEETINGS AND QUORUMS: Meetings of the Executive Committee shall be called by the President or a majority of the Committee members. There shall be in each year at least six meetings of the Executive Committee.

5.4 ACTION WITHOUT MEETING: An action may be taken by the Executive Committee without a regular meeting if each member of the Committee is telephoned or contacted by mail. Their decisions must be confirmed in writing.

6.0 Committees

6.1 NOMINATING COMMITTEE: The Nominating Committee shall consist of three Chapter members, one of whom shall be a member of the Executive Committee. The Nominating Committee shall be appointed by the President with the advice and consent of the Executive Committee at least sixty (60) days prior to the mailing of ballots to the membership.

6.2 PROFESSIONAL DEVELOPMENT COMMITTEE: The President shall appoint three (3) Chapter members who are members of the American Institute of Certified Planners to serve on the Chapter Professional Development Committee. The President shall designate a Chairperson from among the committee members. The duties of the Committee shall be; (a) to advise prospective members of the American Institute of Certified Planners as to the qualifications, purpose and programs of the Institute, the Institute’s Code of Professional Responsibility, the Guidelines for Social Responsibility of the planner and the Rules of Reference to Institute Membership, and (b) to advise members of the American Institute of Certified Planners concerning opportunities and or requirements for continuing education and professional development.
6.3 TELLER COMMITTEE: The Teller Committee shall provide the official count of ballots for the election of officers. The President with the advice and consent of the Executive Committee, shall appoint a Teller Committee which will include at least three Chapter members.

6.4 TECHNICAL DIVISION REPRESENTATIVES: The President may appoint a Chapter Representative to serve as liaison with the Technical Divisions of the Association.

6.5 OTHER COMMITTEES: The President may appoint as many committees and task forces as are necessary to develop and represent, the interests of the Chapter.

7.0 Elections

7.1 METHOD OF BALLOTING: Election of Chapter Officers shall be by mail ballot of the membership. No quorum requirement shall be applicable.

7.2 NOMINATIONS: The Nominating Committee shall submit, not later than April 1 in each (election) year, the names of its nominees for President, Vice President, Secretary, Treasurer and Members-at-Large to all members of the Chapter. The Committee shall submit more than one name for each position. The committee shall secure acceptance from each nominee submitted. After announcement of candidates, Chapter members can be nominated for office by petition, which shall indicate the office being sought, and shall be signed by ten (10) Chapter members. The petition must be received by the Secretary no later than April 30.

7.3 TIMETABLE: Not later than May 1 of each election year, the Secretary shall submit a ballot containing the names of all candidates for office to each Chapter member. Ballots must be returned to the Secretary no later than May 31.

7.4 TALLY OF BALLOTS: The Teller Committee shall provide the official count of ballots for the election of officers.

7.5 ONLY ONE CANDIDATE: If there is only one nominee for an office or members-at-large, then that person may be elected by acclamation and that position need not be included on the ballot which is mailed to members. If there is only one nominee for each office and members-at-large then the entire slate may be adopted by acclamation and no ballots need be mailed.
8.0  Student Representatives

8.1 NOMINATION AND ELECTION: The Chapter Executive Committee shall determine the manner of nomination for and election of, Student Representatives provided however, that no Chapter members other than those enrolled in a full-time course of study shall be eligible to vote for or be elected as Student Representative. In the event that a Student Representative ceases to be a full-time student, the Chapter Executive Committee shall designate a full-time student to complete the term of office.

8.2 DUTIES: Student Representatives shall serve on the Executive Committee, and shall advise the Committee and the Chapter on the conduct of services to students.

9.0  Sections

9.1. FORMATION: Sections of the Chapter may be formed upon petitions signed by twenty-five of the members whose addresses of record are within the geographic areas of the proposed Sections and upon approval of the Chapter Executive Committee. The territory of a Section shall be a reasonable coherent unit and the name of the Section shall be geographically descriptive.

9.2 BY-LAWS: Sections shall adopt by-laws to govern Section affairs. Section By-laws shall not conflict with these By-laws or the Articles of Incorporation and By-laws of APA. Copies of Section By-laws or By-law Amendments shall be sent to each member of the Executive Committee and filed with the Executive Director promptly upon their adoption.

9.3 DIRECTORS: The principal officer of the Section shall be titled Section Director. The Section Director shall serve on the Executive Committee.

9.4 FINANCES: The Section may petition the Chapter for funding and/or collect its own dues.

10.0  Amendments

10.1 By-law amendments may be proposed by the Executive Committee or by a petition signed by twenty-five Chapter members. The membership may amend these By-laws by a majority vote, if by mail ballot. A By-law amendment may also be adopted by a two thirds (2/3) affirmative vote at an annual or special meeting of the Chapter membership, provided that the amendment is published in a publication of the Chapter membership, at least one month prior to the meeting and the notice of the meeting states that among its purposes is the consideration of the proposed amendment, and that a quorum is present at the meeting at the time of the vote on the amendment.
11.0 Finances

11.1 BUDGET: The Treasurer shall prepare and the Executive Committee shall review and adopt a budget setting forth programs and activities for which funds may be expended for the next fiscal year, and the amount authorized to be expended therefore. The Chapter’s fiscal year shall be from July 1st to June 30th. The budget may be amended from time to time by a majority vote of the Executive Committee.

11.2 CHAPTER-ONLY DUES: The amount of annual chapter dues by type of membership shall be established by the Executive Committee. Any increase in the amount of annual chapter dues shall require the approval of the chapter membership in accordance with the procedure outlined in Section 10.0.

12.0 Divisions

12.1 FORMATION: Divisions based on the APA model in areas of interest such as; Transportation, Blacks, Women, Student, etc. may be formed upon petitions signed by twenty-five members and upon approval of the Chapter Executive Committee.

12.2 BY-LAWS: Divisions shall adopt by-laws to govern their affairs, Division Bylaws shall not conflict with these By-laws or the Articles of Incorporation and By-laws ox APA.

12.3 DIRECTORS: The principal officer of the Division shall be titled Division Director. The Director shall serve on the Executive Committee.

12.4 FINANCES: The Division may petition the Chapter for funding and/or collect its own dues.