Approved by the APA Maryland Chapter Board on April 21, 2017
In 2014, the Young Planners Group of the Maryland Chapter of the American Planning Association was reinvented to be **inclusive of planners from all walks of life**—whether a recent graduate, a professional amid career transition, or an experienced planner who’s new to Maryland—the new Emerging Planners Group (EPG) was born.

**EPG is a community.** We strive to create a network for engaging and supporting planners and demonstrating the value of planning throughout Maryland. EPG’s mission is to establish and strengthen relationships among local planning professionals (with both peers and with established professionals), prepare emerging planners for their careers, and offer opportunities to engage and otherwise support new planners throughout Maryland. The Bylaws were created to guide EPG in this mission.
Acknowledgements

Emerging Planners Working Group

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APA Maryland Chapter Board, 2016/2017

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Wendy McGee-Preti | Student Representative, Morgan State University
Casey Dawkins, Ph.D | Faculty Representative, University of Maryland College Park
Andrew Bernish, AICP / GISP | Chapter Web Management
Megan Griffith, AICP | Emerging Planners Group Chair

American Planning Association

Monica Groh | Director of Emerging Professionals
1 | General

1.1 — Name
The name shall be the Emerging Planners Group of Maryland (EPG Maryland), herein referred to as the “Group.”

1.2 — Group Area
The area served by the Group remains aligned with the geographic scope of the Maryland Chapter.

1.3 — Vision
Inspiring the next generation of planners and innovators, the Emerging Planners Group is Maryland’s leading community for providing emerging planning professionals with guidance, support, and growth opportunities.

1.4 — Mission and Purpose
According to the American Planning Association Maryland Chapter Bylaws, adopted April 15, 2015, the mission of the Emerging Planners Group shall be to:

a. Promote career development of members by providing networking, mentoring, leadership and educational opportunities;
b. Build and develop a community of emerging professional planning professionals;
c. Engage the community through volunteerism, outreach, and cross-discipline activities; and
d. Support and collaborate with other Emerging Planner Groups/Young Professional Groups in the region.

To this, the Emerging Planners Group would like to elaborate: The mission of the APA Maryland Chapter Emerging Planners Group is to establish and strengthen relationships among local planning professionals (with both peers and with established professionals), prepare emerging planners for their careers, and offer opportunities to engage and otherwise support new planners throughout Maryland. Our purpose is to:

- Cultivate professional skills and facilitate the transition from academic to professional.
- Connect emerging planners with experienced professionals for mentorship.
- Foster social and professional relationships.
- Provide opportunities for involvement at the state and national levels of APA.
- Promote cross-disciplinary interaction.
- Educate and engage the Maryland community in discussions of planning around various social, environmental, and economic issues.
- Harness the energy, enthusiasm, and fresh ideas of young planners to further the goals of APA Maryland, and vice versa.
1.5 — Relationship with State Chapter

This Group is the Emerging Planners Group of the American Planning Association (APA) Maryland Chapter (the “Chapter”). It is a committee of the Chapter. Interface with the chapter will occur via the EPG Chair. Additionally, the Chapter Professional Development Officer, as a voting member of the Chapter board, shall facilitate official coordination among the Group and the Chapter and reflect the Group’s interest in Chapter matters.

1.6 — Relationship with National APA

As a committee of the Chapter, communications with National APA will generally occur through the state chapter executive board, supplemented by additional coordination between the committee and the National APA Director of Early Career Programs, as necessary.

1.7 — Parliamentary Procedures

Membership, committee organization, and board meetings shall be governed by Robert’s Rules of Order, unless otherwise specified below. (The Chair may designate additional pertinent and applicable rules if not covered in Robert’s Rules of Order).

Robert’s Rules of Order can be accessed online at http://www.rulesonline.com/
2 | Members and Meetings

2.1 — Membership Eligibility and Rights
All members in good standing of the Chapter are automatically Group members. The Group is intended to serve students, recent graduates, or individuals in the early stages of their professional planning career. Membership is open, however, to all willing participants—regardless of professional stature. Additionally, non-APA members are welcome to participate in Group activities, but may be subject to a higher fee for certain events.

2.2 — Annual Meeting and Notice Thereof
The Group shall conduct an Annual Meeting for the membership in each calendar year to be held at a location within the Baltimore area, unless otherwise designated by the EPG Committee. The EPG Committee shall determine the specific location, date, and time of each Annual Meeting. The Secretary shall notify the membership of the place, date, and time of the Annual Meeting in a notice or publication of the Group, or by another communication, such as posting to the Group website, emailed, and/or published in the Chapter newsletter. Annual Meeting notice will be made at least one (1) month before the meeting.

2.3 — Regular Meetings
A Regular Meeting schedule will be established at the Annual Meeting, with a decision on the specific location, date, and time. Changes to the Regular Meeting schedule shall be communicated by the Secretary, in similar means as described in Section 2.2.

2.4 — Special Meetings
A Special Meeting of the members may be called by the Chair, by the EPG Committee, or by a petition signed by a quorum of the members of the Group (see below for quorum requirements). The Chair shall set the place, date, and time at a location to be determined. Notice of a Special Meeting shall be given to members as in Section 2.2, and shall include a statement of the purpose of the Special Meeting.

2.5 — Quorum Requirements
The quorum for Annual and Special Meetings and for electronic ballots shall be a majority of the Group membership if the total membership is less than thirty (30) members. If the total Group membership is thirty (30) members or greater, then the quorum shall be either fifteen (15) members or five percent (5%) of the Group membership, whichever is greater.
2.6 — Minutes and Conduct
The Secretary shall summarize the agenda, major discussion, decision points, and action items in Group meeting minutes, including a list of all members present. These shall be circulated among the EPG Committee for review, and posted to the Group website when finalized.
3 | EPG Committee

3.1 — Board Composition

The EPG Committee shall consist of five (5) officers—Chair, Vice Chair, Secretary, Treasurer, and Marketing and Outreach Coordinator—in addition to non-voting Standing Committee Chairs and the University Student Representatives.

3.2 — Board Voting

All EPG Officers shall be voting APA members and their membership must be in good standing. Other ex officio, non-voting members may be appointed to serve on committees and task forces by the Chair.

3.3 — Board Duties

a) Manage the Group’s affairs;
b) Adopt a Group budget with approval from the Chapter Board;
c) Report all business which it has considered or acted upon between Group meetings to the membership;
d) Provide an update of Group activities to the Chapter Board;
e) Put the votes of the Group into effect;
f) Authorize expenditures consistent with the budget;
g) Establish task forces and ad hoc committees, as deemed necessary; and
h) Perform such other functions as are delegated herein or by the members of the Group.

3.4 — Meetings and Quorums

Meetings of the EPG Committee shall be called by the Chair or by a majority of the voting members. The EPG Committee shall conduct at least four (4) meetings in a calendar year. A majority of the voting Board members shall be required for the transaction of business at meetings of the EPG Committee.

3.5 — Board Attendance

Any member of the EPG Committee who fails to attend two (2) “unexcused” consecutive meetings shall be deemed to have resigned and shall be replaced by majority vote of the balance of the EPG Committee. “Unexcused” is defined as failing to give reasonable advance notice to the Secretary of the intended absence of the meeting. Committee Chairs are encouraged to provide an appropriate proxy in their stead. Exemptions may be granted by majority vote of the EPG Committee.
3.6 — Board Term Lengths

The terms for all positions (including Standing Committee Chairs) shall be two (2) years. Terms shall begin on January 1st (consistent with the Chapter) and end upon appointment of new position. An EPG Committee Officer shall serve no more than four (4) consecutive years (or two terms) in the same office.

3.7 — Board Resignation and Removal

Any EPG Committee Officer may resign at any time by delivering written notice to the Chair or the Secretary, or by giving oral or written notice at any meeting. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof. The acceptance of such resignation shall not be necessary to make it effective.

Should the need arise, one or more EPG Committee Officers may be removed by the affirmative vote of a majority of the number of EPG Committee Officers. Before an Officer is removed, they shall be given fourteen (14) days prior notice and an opportunity to address the EPG Committee.

3.8 — Board Vacancies

A vacancy in any of the EPG Committee positions may be filled by a majority vote by the EPG Committee Officers.
4 | EPG Subcommittee Officers

4.1 — Chair

The Chair shall preside at EPG Committee meetings and provide leadership on EPG policies. The Chair shall lead the Committee in the development/update of a strategic plan every two years—following Chapter elections—setting reasonable goals and objectives for the Group, implementation strategies, timelines, and expected costs/revenues. The Chair will be the main point of contact to the Chapter Board and will provide updates on Group activities either in person, or via the appointed EPG liaison. The Chair shall call meetings, notify EPG Committee members of meetings, and perform other duties required by the Bylaws or customary to the office, such as appointing or dissolving special committees. In addition, the Chair shall lead all activities related to membership recruitment and retention.

4.2 — Vice Chair

The Vice Chair shall assist the Chair with overall EPG responsibilities and the responsibilities to the Chapter. These duties include attending to correspondence and the day-to-day maintenance of relationships between the EPG and the Chapter. The Vice Chair shall also be responsible for all organizing and coordinating of educational/professional development events, including the Chapter’s mentorship program and AICP exam preparation workshops, in coordination with the appointed EPG liaison on the Chapter Board. In the absence of, or in the event of incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.

4.3 — Secretary

The Secretary shall: (a) Maintain (or oversee the maintenance of) an accurate list of the members of the Group; (b) notify members of annual meetings and prepare and report minutes of Committee and general membership meetings; (c) transmit to the Chair a list of all Group officers (including their email addresses and telephone numbers) within thirty (30) days of their election; (d) notify the Chair of the results of all Group voting, and in so doing, specify the quorum and the number voting for each candidate or “aye” and “nay” on each issue; (e) transmit to the Chair at least one copy of each publication of the Group; (f) submit to the Chair proposed Bylaws or Amendments; (g) be custodian of the Group records; and (h) perform such other duties required by these Bylaws or customary to the office. In addition, the Secretary will be the main point of contact for coordination with the universities and will be responsible for organizing community service events.
4.4 — Treasurer
The Treasurer shall: (a) prepare an annual budget with the assistance of the Committee; (b) collaborate with the Chapter’s Treasurer to receive and disburse all Group funds; (c) collect and deposit Group assessments not collectible by the Chapter’s Executive Board; (d) assist the Chair in preparing an annual budget for review by the Committee; (e) prepare a financial report to include a current balance sheet and an income statement reflecting the preceding twelve months of Group operations; (f) oversee maintenance of the Group’s books; and (g) perform such other duties as required by these Bylaws or customary to the office. The Treasurer shall develop formal procedures to assure that expenditures are consistent with the annual budget.

4.5 — Marketing and Outreach Coordinator
The Marketing and Outreach Coordinator shall be responsible for all communications related to the Group through all types of media (e.g., website, newsletters, event advertisements, social media, promotional materials, and email communications). Additional responsibilities may include developing and executing a communications strategy. The Marketing and Outreach Coordinator shall work with the Chapter President to establish a linked website, and coordinate with the Chapter Newsletter and Social Media leads to coordinate outreach efforts.

4.6 — Standing Committee Chairs
The Standing Committee Chairs shall serve on the EPG Committee and shall lead their respective committees. Ideally, these positions will be appointed to members who have been active in the Group and are in good standing.

4.7 — University Student Representatives
The University Student Representatives shall be the acting liaison between EPG and student planning or non-planning association. The University Student Representative must currently be involved with a student association (e.g., the Morgan Association of Planning Students (MAPS) or the UMD Student Planners).
5 | Standing and Appointed Committees

Standing Committees

These committees shall be chaired by an EPG Committee Officer and report out at all EPG Committee meetings. They shall operate by Group policy, and shall keep and file minutes with the Secretary. These committees will include a Fundraising and Financing Committee, a Professional Development Committee, a Membership Recruitment/Retention Committee, and a Community Service/Outreach Committee. The EPG Chair shall be an ex-officio member of each standing committee.

5.1 — Fundraising and Financing Committee

The Fundraising Committee shall raise funds by identifying and pursuing fund raising opportunities. Committee members will work closely with the Board and Chapter Treasurers.

5.2 — Professional Development Committee

The Professional Development Committee shall provide timely, accurate, and informative educational seminars and workshops. The Committee shall prepare an annual education program schedule and will make opportunities for participation available to all group members. It shall also recruit mentors and facilitate the mentor process. Committee members will work closely with the Chapter Professional Development Officer (PDO).

5.3 — Membership Recruitment/Retention Committee

The Membership Recruitment/Retention Committee shall identify opportunities to increase and retain EPG membership. Responsibilities may include outreach to local planning programs, coordination with state-wide and regional professional conferences, participation in local career fairs, etc.

5.4 — Community Service/Outreach Committee

The Community Service/Outreach Committee shall be responsible for organizing community service volunteer and outreach efforts for the purposes of improving communities and educating residents on the value and purpose of planning.
6 | Budget and Funding

6.1 — From APA Maryland

It is anticipated that EPG will require funding support from the Chapter to host events, conduct outreach, and facilitate general operations of the EPG. Any EPG funding solicited from the Chapter will be discussed on an annual basis with the Chapter Board and the Chapter Treasurer for reasons of feasibility and practicality. Requests for funding allocation shall be submitted no later than ten (10) days prior to Chapter budget adoption. Once approved, budgeted EPG funds will remain in the Chapter accounts and provided to the EPG on an as-needed basis.

Additional funding will be generated through fundraising opportunities. Chapter budgets are outlined for two-year periods, beginning July 1st and ending on June 30th.

6.2 — Annual Dues

While EPG is not required to collect annual dues because of allotment of funds from the Chapter, annual dues are recognized as an additional form of income generation which can support programming and activities hosted by the EPG. Annual dues, if ever determined to be appropriate, shall be solicited from Group members by the Treasurer. The amount of the dues will be determined by the EPG Committee each year at the Annual Meeting, with all Group membership voting their approval. A quorum is necessary for approval. Consideration should be given for whether or not dues should be discounted for APA-members compared to non-APA members.

6.3 — Fundraising

Additional funds shall be solicited via various methods, such as in the form of events or in collaboration with other organizations. The EPG Fundraising and Financing Committee, along with the EPG Treasurer, will be in charge of coming up with innovative fundraising ideas in the form of events, or in collaboration with other organizations. Funds raised by EPG will be submitted to the Chapter for deposition into the Chapter accounts.

6.4 — Treasurer and Accountability

The EPG Treasurer, in conjunction with the Chapter Treasurer, will be accountable for maintenance, use, and recording of all EPG funds. The EPG Treasurer shall develop formal procedures to assure that expenditures are consistent with the annual budget. Accountability of these duties will be overseen by the EPG Chair and the Committee.
7 | Elections

7.1 — Method of Balloting

Election of EPG Committee Officers shall be by ballot of the Group membership. A quorum (see Section 2.5) is necessary. In case of a tie, the EPG Committee Officers shall choose the winner.

7.2 — Vacancies

Per Section 3.8, a vacancy in any of the EPG Committee positions may be filled by a majority vote by the EPG Committee Officers.

7.3 — Timetable

The EPG Committee shall hold elections annually in conjunction with the Chapter Board balloting, during which EPG members will vote on incoming EPG Committee members. By June 1st, the Group shall convene, start contacting potential candidates, and solicit interested candidates. By July 1st, all approved candidates shall register with the Secretary by completing and submitting all required application materials and processes. By August 1st, the ballots shall be prepared and distributed, allowing new EPG Committee Officers to be formally elected and prepared to retain office by January 1st.

7.4 — Announcement of Results

The results of the election shall be reported to the Chair by the Secretary. Following this, the Chair shall inform all candidates. The first attempt at informing the candidates shall be by telephone (“in person” – not by leaving a message). The Secretary shall then write the announcement of the election results. The results shall be officially entered in the minutes of the next Committee Meeting following announcement of the election results.
8 | Amendments

8.1 — Procedure

Bylaw amendments may be proposed by the EPG Committee or by a petition signed by ten percent (10%) of the Group membership. A summary of proposed bylaw amendments shall be published in the next regular newsletter or special mailing for membership comment at least ten (10) days prior to the EPG Committee taking any action on proposed amendments. The EPG Committee may amend the bylaws by a majority vote of EPG Committee Officers.