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**BYLAWS
for the
SURFCOAST CHAPTER of the
FLORIDA PLANNING AND ZONING ASSOCIATION**

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1. **Name**. The name of the organization is the Surfcoast Chapter (“Chapter”) of the Florida Planning and Zoning Association. The Chapter is one of 13 local chapters established under the bylaws of the Florida Planning and Zoning Association Inc.(“State”) which is a nonprofit corporation operating under the laws of the State of Florida. The geographic area of the Chapter shall include Volusia and Flagler Counties and all municipalities contained therein, but membership from outside of the Chapter territory may be determined on an individual basis.

 2. **Purpose**. The purpose of the Chapter is:
 - A. To promote cooperation among official planning and zoning boards or commissions, civic bodies, citizens, technicians, and students interested in planning and zoning in the Chapter area;
 - B. To cultivate and stimulate an interest in planning and zoning by local governments;
 - C. To encourage the observance of sound planning and zoning practices;
 - D. To furnish information, advice and assistance to its members and provide for exchanging information, advice and assistance among them;
 - E. To engage in research and issue publications of planning and zoning and related matters;
 - F. To promote the sound development of land, conservation of water and natural resources, and elimination of air and water pollution; and
 - G. To educate the public and elected and appointed officials in matters pertaining to planning and zoning.

 3. **Office**. The locations and principal place of business of the organization shall be within the geographic area of the Chapter as determined by the Board of Directors.

 4. **Fiscal/Membership and Program Years**. The year for Fiscal/Membership and programs of the Chapter shall begin on the first day of January and end on the last day of December of each calendar year, with renewal due in July each year. .

 5. **Membership**. Members of the Chapter are concurrently members of the State. Members may participate in State and Chapter regular and special meetings, vote at general meetings or by ballot, serve on committees, and receive publications of the State and Chapter. All members, except Honorary Members, may hold office on the Board of Directors. The Chapter shall have the following classifications of membership:
 - A. **INDIVIDUAL MEMBER** - Any person wishing to further the purposes of the Chapter and to participate in Chapter activities.
 - B. **PRIVATE AND PUBLIC ORGANIZATIONS** - Any government agency or board, consulting firm, business or trade association, chambers of commerce, industrial promotion groups, industry or similar organization wishing to further the purposes of the Association. This classification includes boards of county commissioners, city councils, planning and zoning commissions, other town, city and county boards and agencies,

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- 47 and regional and state agencies and commissions.
- 48 C. STUDENT MEMBER - Any full-time student wishing to further the purposes of the
- 49 Chapter and participate in its activities.
- 50 D. HONORARY MEMBER - Any person of marked attainment in planning or civic
- 51 improvement or any person who has rendered outstanding service to the State, and
- 52 who shall have been elected by unanimous vote by the State Board of Directors and/or
- 53 the Chapter Board of Directors. Honorary members are not eligible to hold office.
- 54
- 55 6. **Dues.** Annual Chapter dues for the various membership classifications shall be as follows:
- 56 A. INDIVIDUAL MEMBER: \$25.00
- 57 B. PRIVATE AND PUBLIC ORGANIZATIONS: \$25.00 per person (or) \$23.00 per person if
- 58 the application and/or renewal includes four or more members.
- 59 C. STUDENT OR HONORARY MEMBER: No Chapter fee due.
- 60 D. State Association Dues. The Chapter dues stated above do not include the State's
- 61 dues, which are payable to the State at the same time as the Chapter dues in the form of
- 62 one payment. Dues shall be payable on or before June 30 of each year consistent with
- 63 the bylaws and procedures of the State. Notice of dues payable shall be billed
- 64 individually by the State. New members joining after January 1st shall pay one-half of the
- 65 annual dues of the current year and shall receive privileges and publications for the
- 66 remainder of the year.
- 67 E. Purging of Membership Rolls. Past members who have not paid renewal dues by
- 68 September 30th shall be dropped from the Chapter membership rolls.
- 69 F. Change in Dues. Any change in Chapter dues shall be determined by the Board of
- 70 Directors, subject to approval by a majority vote of the members in good standing,
- 71 present and voting at a regularly scheduled meeting, after ten (10) days notice to the
- 72 membership, and does not require a modification of these Bylaws. Any change in State
- 73 dues are governed by State Bylaws.
- 74
- 75 7. **Board of Directors.** The Board of Directors ("Board") shall consist of 11 members, which
- 76 include; six (6) elected Officers, the Immediate Past President, and four (4) appointed
- 77 Directors.
- 78
- 79 A. Elected Officers. The six elected Officers include: President, Vice President, Secretary,
- 80 Treasurer, Newsletter Editor, and Professional Development Officer (PDO).
- 81 B. The appointed Directors shall be nominated by the President, the Vice-President and
- 82 Immediate Past President; and approved by the Board. The remaining members of the
- 83 Board may also nominate candidates for the position of Appointed Director for
- 84 consideration by the Board. The nomination and appointment of the Appointed Directors
- 85 shall be completed at a meeting convened by the President and attended by a quorum of
- 86 (3) Officers.
- 87 C. Past Presidents. Past Presidents, other than the Immediate Past President, shall be non-
- 88 voting Directors-at-Large and shall constitute an Advisory Committee to advise the Board
- 89 in any matters that come before the Board.
- 90 D. State Board. Two Chapter Board members shall serve on the State Board, one of which
- 91 is the Chapter President. The other State Board member shall be appointed by the
- 92 Chapter Board. These two Chapter Board Members will represent the Chapter at the
- 93 State Association meetings as voting members of the State Association Board of

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94 Directors. The Chapter representatives shall report to the State Association the activities
95 of the Chapter and shall inform the Chapter of State Association matters relevant to
96 Chapter activities.
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- 99 8. **Board Member Eligibility.** All elected Officers and appointed Directors shall be members in
100 good standing of the Chapter and State for at least six months prior to election or
101 nomination. In addition, the following Officers shall have appropriate experience as follows:
102 A. The President must have served on the Board for one year at a minimum and at least
103 one year as a Vice-President, Secretary, Treasurer or Chair of a standing committee.
104 B. The Vice-President must have served on the Board for one year at a minimum.
105

106 In the event a nominee for President or Vice-President does not meet the minimum
107 requirements, the Board members present at a regular meeting may vote to either reject
108 the nomination or override said requirements and accept the nomination.
109

110 **9. Duties of the Board Members.** It shall be the duty of each member of the Board to attend
111 all Board meetings, to participate in the consideration and discussion of items brought before
112 the Board, and to perform such other duties as shall be determined by the President or Board.
113 Specific duties are as follows:

- 114 A. The President shall preside over all Chapter meetings. The President shall appoint all
115 committees as are established by the Chapter and as may be expressly requested at
116 Chapter meetings by the membership, and shall appoint chairs of the committees from
117 members of the Board. The Board must approve presidential committee appointments.
118 The President shall be an ex-officio member of all committees. The President shall serve
119 as the Chair of the Nominating Committee with committee Chairs to serve as members.
120 The President shall also serve as one of the two Chapter Directors on the State Board.
121 B. The Vice-President shall assist the President and, in the absence of the President shall
122 assume the duties of President. The Vice-President shall chair and coordinate the work
123 of the Program Committee.
124 C. The Secretary shall keep records and minutes of all Chapter meetings.. The Secretary
125 shall chair and coordinate the work of the Membership Committee and assist the
126 President in the work of the Nominating Committee. The Secretary shall keep a
127 continuing roster of the membership of the Chapter, prepare correspondence, and send
128 Board members timely notice of all meetings.
129 D. The Treasurer shall collect all fees and monies receivable by the Chapter. The Treasurer
130 shall make minor disbursements in accordance with instructions of the President on
131 minor expenditures (under \$300) and in accordance with the instructions of the Board on
132 major expenditures (over \$300). The Treasurer shall account for receipts and
133 disbursements of the Chapter on a monthly and annual basis. The Treasurer shall serve
134 as Chair and coordinate the work of the Budget Committee. The Treasurer shall prepare
135 and submit a six -month and year -end financial report to the State on the form provided
136 by the State.
137 E. The Immediate Past President shall advise the President in all matters of Chapter rules
138 and procedures, shall serve as liaison to the President and coordinate the work of the
139 Nominating, Awards, and By-Laws Committees.
140 F. The Newsletter Editor shall be responsible for the chapter newsletter, webpage,

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141 brochures and information packets, shall assist President and Officers in news solicitation
142 and membership notification. The Newsletter Editor shall Chair and coordinate the work
143 of the Newsletter Committee.

144 G. The Professional Development Officer (PDO) shall be responsible for program
145 coordination of AICP credits for chapter members and assist in coordination of events
146 which offer continuous education and/or AICP credits. The PDO shall Chair and
147 coordinate the work of the Social Action Committee.
148

149 **10. Vacancies; Removal from Board.**

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151 A. Any Board Member may resign at any time by giving written notice to the Board, the
152 President, or the Secretary. Resignation shall take effect on the date of the receipt
153 of such notice or at any later time specified therein, and unless otherwise specified
154 therein. Acceptance of such resignation shall not be necessary to make it effective.

155 B. In the event of resignation or disability of the President, the Vice-President shall
156 serve as President for the remainder of the term of office thus vacated. In the event
157 of resignation or disability of both President and Vice-President, the Board shall elect
158 an Acting President to hold office until the next regular election and annual meeting.
159 Any other Board position vacated shall be filled by appointment by the President and
160 ratified by the Board members present and voting at a regular Board meeting.

161 C. Any Board member who misses three (3) consecutive meetings will be dismissed
162 from the Board, unless the absences are excused by the Board. The President shall
163 appoint a Chapter member in good standing to fulfill the remainder of that year of
164 service on the Board, and ratified by the Board.
165

166 **11. Terms of Office.**

167 A. Board members serve a term of two years, and may serve any number of
168 consecutive terms, except that the President and Vice-President shall not hold office for
169 more than two consecutive terms.

170 B. The Immediate Past President shall become a Director until such time as he/she is
171 succeeded by a retiring President.

172 C. Officers and Directors shall be installed at the Annual Meeting and shall serve until
173 their successors have been duly installed.
174

175 **12. Election of Officers.**

176 A. An election of the Officers shall be held annually.

177 B. The Nominating Committee shall prepare a preliminary slate of Officers for the ensuing
178 year and present said slate of Officers to the Board for approval at a regular Board
179 meeting prior to the Annual Meeting. All nominees must be confirmed as members in
180 good standing and shall have consented to serve if elected.

181 C. The preliminary slate of Officers shall be published in the Chapter newsletter. Within
182 fifteen (15) days after the initial preliminary slate is published or such additional time as
183 determined by the President, additional nominations may be submitted to the Chair of the
184 Nominating Committee, provided such nominations are members in good standing,
185 accompanied by not less than three (3) signatures of supporting members in good
186 standing, and a written statement from the nominee indicating a willingness to serve if
187 elected. The Nominating Committee will confirm that each nominee meets the eligibility
188 requirements under Section 8. These nominations will then be added to the Nominating

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- 189 Committee's preliminary slate.
- 190 D. Not less than twenty (20) days prior to the Annual Meeting, the Nominating Committee
- 191 shall prepare and e-mail or mail to each member in good standing a ballot. In the event
- 192 ballots are mailed, each shall include a self-addressed envelope. Provision for a write-in
- 193 candidate for each position to be filled shall be made on the ballot. To be counted, the
- 194 write-in candidates must be members in good standing and eligible according to Section
- 195 8. To be counted for the vote, the ballot must be received by a member of the Nominating
- 196 Committee not less than four days prior to the Annual Meeting.
- 197 E. Elections and Bylaw amendments shall be by plurality vote according to returned ballots
- 198 received. The votes shall be canvassed by the Nominating Committee and verified by the
- 199 Board. The Officer candidates receiving the plurality of votes shall be declared elected.
- 200 The results of the election shall be announced at the Annual Meeting. In the event of a tie
- 201 for an Officer position, ballots for a runoff election shall be e-mailed or mailed to the
- 202 membership within 14 days following the Annual Meeting. The results of a runoff election
- 203 shall be verified by the Board and announced to the membership at a regular fall meeting
- 204 or in the Newsletter.
- 205

206 **13. Committees.**

- 207 A. The term of office of committee members and chairs shall be one year. Upon reelection
- 208 and/or reappointment, any number of consecutive one -year terms may be served.
- 209 B. The following committees and their primary responsibilities shall be considered the
- 210 Standing Committees.
- 211 (1) Awards/Annual Meeting
- 212 a) Review Chapter award procedures.
- 213 b) Solicit nominations for awards.
- 214 c) Select winners and present awards at Annual Meeting
- 215 d) Coordinate the Chapter's Annual Meeting program arrangements, with the
- 216 President's approval.
- 217 (2) Social Events
- 218 a) Coordinate plans and arrangements for social events as deemed appropriate by
- 219 the Board.
- 220 b) Coordinate any Board-supported Chapter social events.
- 221 (3) Budget
- 222 a) Review income and expenditures for the preceding two years.
- 223 b) Project income from all potential sources for the following year.
- 224 c) Project expenditures for the following year's Chapter program.
- 225 (4) Bylaws
- 226 a) Review and recommend changes in Bylaws to the Board, and upon approval of
- 227 the Board, to Chapter membership.
- 228 b) Provide copies to membership through the Membership Committee.
- 229 c) Send the State Association's Secretary a copy of the Bylaws once amended by
- 230 the Chapter.
- 231 (5) Legislation
- 232 a) Represent the Chapter on local, regional or state task forces or ad hoc
- 233 committees involving planning and zoning issues.
- 234 b) Gather information on innovative regulations and techniques in the Chapter's
- 235 jurisdiction and disseminate to members through the Chapter Newsletter and oral

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- 236 reports.
- 237 c) Serve as liaison between elected, appointed government officials and the State
- 238 Association as appropriate.
- 239 (6) Program
- 240 a) Plan for regular or other forms of meetings with specific topics and speakers, with
- 241 the intent of earning AICP credits for such events when possible or practical.
- 242 b) Coordinate arrangements including menu, cost, reservations, publicity, and
- 243 financial payment and receipts.
- 244 c) Serve as host.
- 245 d) Develop specific course offerings for AICP credits, utilizing State Board's pre-
- 246 authorized AICP credit program.
- 247 e) Present training and education programs to interested parties including elected
- 248 officials, planning boards, school groups, etc.
- 249 f) Serve as speaker host and facilitate introduction to membership at Annual
- 250 Meeting.
- 251 (7) Membership
- 252 a) Recruit new members and promote annual membership renewal.
- 253 b) Coordinate and maintain current membership roster.
- 254 c) Provide new members with Information Packet.
- 255 d) Provide renewing members with Bylaws when amended.
- 256 e) Pursue coordination and partnership opportunities with organizations such as:
- 257 Volusia County Association for Responsible Development (VCARD), Florida
- 258 Engineering Society (FES), American Society of Landscape Architects (ASLA),
- 259 American Planning Association (APA), American Institute of Architects (AIA), or
- 260 other related professions.
- 261 (8) Newsletter
- 262 a) Edit the monthly e-mail/online newsletter, and assure timely notification of said
- 263 newsletter.
- 264 b) Solicit and publish information pertinent to membership interest in the region and
- 265 state in the fields of planning and zoning.
- 266 c) Provide notices of meetings in the newsletter.
- 267 d) Publish in a timely manner any bylaw changes recommended by the Board of
- 268 Directors for vote by the membership and the slate of Officers and Directors and
- 269 the biographies for the primary election.
- 270 e) Assist President and Board in news solicitation and membership notification.
- 271 f) Prepare Chapter brochures/information packets.
- 272 g) Create and update the Chapter webpage on the FPZA website.
- 273 h) Coordinate the dissemination of information to news media about the Chapter's
- 274 and State Association's programs and activities.
- 275 (9) Nominating
- 276 a) Review election procedures and prepare the Nomination slate for presentation at
- 277 a meeting before the Annual Meeting.
- 278 b) Solicit additional nominations, prepare the final nomination slate and mail ballots
- 279 to the membership.
- 280 c) Receive and canvas ballots and report results to the Board.
- 281 d) Prepare a paragraph for the Chapter newsletter stating the qualifications of each
- 282 nominee on the Nominating Committee's slate.
- 283 C. The following committee chairs shall report committee activities to the Board at each

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284 regularly scheduled Board meeting: Annual Meeting/Social Action, Membership,
285 Program, Budget, and Newsletter. At the request of the President, reports shall be made
286 to the Board by the chairs of the Awards, , Bylaws, Legislation, and Nominating
287 committees.

288 D. Other standing and special committees as deemed necessary shall be appointed by the
289 President.

290

291 **14. Meetings.**

292 A. An Annual Meeting shall be held in the fall of each year at which event the Officers will
293 be elected and installed along with the appointed Directors, and awards presented. It is
294 preferred that this meeting be in the form of a Banquet.

295

296 B. The Board meetings shall be considered to be the monthly meetings. The time and place
297 of such meetings shall be announced in the Chapter newsletter, and by regularly marked
298 notices of such meetings. No less than six Board meetings shall be held during the program
299 year. Chapter members may attend the Board meetings and participate when recognized by
300 the President.

301 C. General membership meetings shall be scheduled at the pleasure of the President,
302 preferably on a regular basis, but also as called meetings when necessary.

303 D. Members of the Board or any committee designated by the Board may participate in a
304 Board or committee meeting by means of telephone or other electronic means, through
305 which all persons participating in the meeting can hear each other. Participation in this
306 manner shall constitute presence at the meeting for all purposes.

307 **15. Rules.** Robert's Rules of Order Revised shall be used for conducting all meetings of the
308 Chapter.

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310 **16. Quorum.** For meetings of the Board, a quorum shall consist of a majority of the Board
311 Members then holding office. A vote will require a majority of Board Members present and
312 voting. For meetings of general membership, duly noticed as required herein, a quorum shall
313 consist of a majority of members in good standing, present, and voting.

314

315 **17. Amendments.** These Bylaws of the Chapter may be amended by a two-thirds vote of the
316 Board of Directors, and ratified by a majority of the votes received using the procedure set
317 forth for elections of Officers set forth in Section 12(E) above. Alternatively, these Bylaws
318 may be amended by a two-thirds vote of the Board of Directors, and ratified by a majority of
319 the members in good standing, present and voting at any meeting of the Chapter. Prior to
320 the amendment to the Bylaws under either procedure, the proposed amendment shall be
321 submitted to the Board of Directors for review at least 14 days prior to a required vote by the
322 Board and then sent to the State for approval. Notice of the proposed amendment shall be
323 given to the membership or published in the newsletter or other written correspondence
324 (such as e-mail) at least 15 days prior to the Chapter vote.