

BY LAWS OF THE

PLANNING DIRECTORS ASSOCIATION OF ORANGE COUNTY



ADOPTED: DECEMBER 1981

Revised: January 1, 1997;

December 12, 2012

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I. NAME AND PURPOSE

The name of the organization shall be Planning Directors Association of Orange County (“Association”). The organization shall be a nonprofit organization.

The purpose of the Planning Directors Association of Orange County is to provide a forum where issues of mutual interest can be brought forth and discussed, where new concepts of planning can be presented, and where differing standards of development between jurisdictions can be reviewed and methods of agreement identified leading to a better coordination of planning objectives.

Such activities may include monthly luncheons, annual Planning Officials Forum, Planners Training Series, and other training and workshops sponsored with other planning, educational and related organizations.

The Association also collaborates with other organizations to assist and provide educational scholarship opportunities for qualified undergraduate and graduate students currently enrolled in urban planning and related fields.

II. MEETING LOCATION

Membership Meetings. The location of meetings shall be determined by the First Vice-President of the Association and membership shall be notified at least 10 days prior to a scheduled meeting of the location and topic of said meeting.

Board Meetings. The President may call such a meeting as deemed desirable to carry out the purposes and objectives of the Association.

III. MEETING TIMES

Membership meetings shall be held on the second Thursday of each month at 12:00 noon, unless otherwise determined by the First Vice-President.

IV. MEMBERSHIP

Membership shall be comprised of the Directors of Planning and Community Development of the cities in Orange County and the County of Orange, or their

designated representatives. Planning directors of other agencies may be ex-officio members of the Association, entitled to participate without voting privileges.

Membership in Good Standing Defined. A member in good standing shall be defined as an individual that is current in their annual dues, employed by one of the cities of Orange County, California or the County of Orange, California, in the capacity as a Director of Planning or Community Development, or their designated representative.

V. OFFICERS OF THE ORGANIZATION

There shall be a President, First Vice-President, and Second Vice-President whose duties and selection shall be as described in Section V.B. The Association's two Past Presidents shall be considered Ex-Officio Board members.

A. Duties

1. The President shall preside at all meetings, maintain responsibility for all funds and other property of the Association, assure that the programs and business of the Association are carried out, publish the annual roster of members, appoint Association representatives to regional organizations and other agencies, as needed, and serve as spokesman for the Association with other organizations and agencies.

The President shall serve as the Treasurer of the Association. The Treasurer shall be responsible for collecting income and paying expenses from the Association's Treasury. The Treasurer shall designate a person responsible for each event where money is charged to collect and transmit attendance fees to the Treasurer.

2. The First Vice-President shall preside at meetings in the absence of the President and shall be responsible for the preparation of agendas and notifications for the membership meetings. The First Vice-President shall assume the office of President in the event the President resigns from office.

3. The Second Vice-President shall assist the First Vice-President in all duties and serve as Chair of the planning committee for the annual Planning Officials Forum. The Second Vice-President shall assume the office of the First Vice-President in the event the President resigns from office.

4. The Immediate Two Past Presidents shall constitute a nominating committee, together with the current President, for the positions of President, and First and Second Vice-Presidents.

B. Election Procedures

1. Term of Office. The President and Vice-Presidents shall serve a term of one year, from January 1 to December 31. The terms of the two Past Presidents shall coincide with the terms of the elected Board members.
2. Officers shall assume office upon election by a vote of the membership.
3. Annual election of officers shall be held in November.
4. Unless otherwise prescribed by a majority vote of the membership at a regular meeting prior to December 1, the procedure for placing names of candidates for office in nomination before the membership and their elections shall be as follows:
 - a. The outgoing President, together with the two immediate past Presidents, shall constitute a nominating committee.
 - b. The nominating committee shall select from the membership a nominee for President and a nominee for Vice-President. (Ex-officio members are not eligible to hold office.)
 - c. The nominating committee shall send a ballot to each member in good standing prior to November 15 indicating the names of the nominees, along with a line for “write-in” candidates. “Write-in” candidates will be accepted or recognized as legitimate candidates running for office as long as they are members in good standing, as defined in Section IV.
 - d. Only those ballots returned to the President by November 30 shall be counted. The Nomination Committee shall count and verify all votes.
 - e. The winning candidates shall be those receiving the most votes for their respective offices by November 30.
 - f. Results of the election shall be made known to the membership and candidates no later than December 31, either via mail, email or announcement at the Association’s December monthly luncheon.
5. Board Vacancies. In the event the vacancy occurs in the position of President, the First Vice-President shall assume the position of the President. The Second Vice-President shall assume the position of the First Vice-President if that position were to become vacant. In the event the Second Vice-President position was to become vacant, the President, with the concurrence of the First Vice-President, shall temporarily fill the position among the members in good standing. Officers so appointed shall serve the unexpired terms of their predecessor in office.
6. Eligibility to Vote and/or Hold Office. Those eligible to vote for adoption and/or amendment of the Association Bylaws, election for Association Officers,

and/or eligible to hold office as an Association Officer shall be all members in good standing of the Association, as defined in Section IV.

VI. AGENDA PREPARATION AND NOTIFICATION

The First Vice-President of the Association or designated representative shall be responsible for the preparation of agendas and notification of membership meetings.

VII. REQUIRED VOTE ON ACTION ITEMS

Any item presented to the Association requiring action shall be sent to the membership at least ten (10) days in advance of a scheduled meeting for review. At the scheduled meeting, an affirmative vote will constitute a simple majority of those members present.

VIII. CHANGING OF BY LAWS

Changes to these By Laws may be introduced at any time and adopted at a subsequent meeting by an affirmative vote of a majority of the membership in good standing. Discussion concerning changes may take place on an informal basis; however, any formal action shall be taken under Parliamentary Procedure.

IX. GENERAL INFORMATION

A. Meetings

1. Monthly meetings of the Association are open to anyone wishing to attend unless otherwise specified on the meeting announcement.
2. Each year the following programs are usually included in the schedule:
 - a. Spring – Legislative Update
 - b. August – Annual Golf Tournament with the Orange Section of the American Planning Association and the Orange Empire Chapter of the International Code Council
 - c. September – Annual Business Meeting
 - d. October – Planning Officials Forum
 - e. December – Holiday and Officer Installation Luncheon
 - f. Customarily, no meeting is held in July.

B. Association Finances

1. The Association is a nonprofit organization, and the President serves as the Treasurer as described in Section V.
2. Membership dues are \$125.00 per year and are due upon receipt of notice. In the first quarter of each fiscal year notice of annual dues is provided to each member. Dues may be changed at anytime upon a majority vote of the membership in good standing.
3. Revenues from dues and luncheons are used to cover incidental expense (stationary, postage, etc.), the directory and the December luncheon.
4. Revenues from the Golf tournament are used for student scholarships in collaboration with the Orange Section of the American Planning Association.

C. Officers and Representatives

1. The Nominating Committee offers names of candidates for President and Vice-Presidents representing cities of differing sizes and geographic location in the County in order to rotate the opportunity to serve among the entire membership.
2. The Association designates Planning Director representative(s) to regional organizations, when appropriate. The President shall make the appointment(s).

D. Annual Roster

1. In the first quarter of each fiscal year a roster is prepared and sent to each member.
2. In addition to the Planning Director, other staff members may be listed at the discretion of the Director.