

## Gulfcoast Chapter

Florida Planning and Zoning Association, Inc.  
Serving Sarasota and Manatee Counties

### **By-laws – as of November 17<sup>th</sup>, 2006**

#### ARTICLE I – NAME

The name of this organization shall be the Gulfcoast Chapter of the Florida Planning and Zoning Association, Inc., hereinafter called the Chapter.

This chapter shall be a non-profit educational organization, operating under the sponsorship of the Florida Planning & Zoning Association, Inc.' the objectives of both being in substantial agreement.

This chapter shall embrace Manatee and Sarasota Counties, but membership is not restricted to territorial limits.

#### ARTICLE II – PURPOSE

Purposes – The purposes of the Chapter shall be to promote cooperation among official planning and zoning boards of commissions, civic bodies, citizens, technicians and students interested in planning and zoning in the Chapter area; to cultivate and stimulate an interest in planning and zoning by local governments; to encourage the observance of sound planning and zoning practices; to furnish information, advice and assistance to its members and provide a medium for exchanging information, advice and assistance among them; and to exchange in research and issue publications on planning and zoning related matters.

#### ARTICLE III – MEMBERSHIP

An individual or organizational member of the Florida Planning and Zoning Association, Inc., in good standing, shall be eligible for membership in the Chapter. The Chapter shall have the following classifications of membership:

- A. **INDIVIDUAL MEMBER.** Any person wishing to further the purpose of the Chapter and to participate in its activities.
- B. **ORGANIZATIONAL MEMBER.** Any governmental agency or board, consulting firms, business and trade associations, Chambers of Commerce, industrial promotion groups, industries and similar organizations wishing to further the purpose of the Association. This classification also includes local, regional, and state agencies boards, and commission not included in other categories.
- C. **HONORARY MEMBER.** Any person of marked attainment in planning or civic improvement, or any person who has rendered outstanding service to the Chapter, who shall have been elected by unanimous vote of the Board of Directors.

D. PUBLICLY ELECTED AND APPOINTED PLANNING BOARD OFFICIALS. Boards of County Commissioners, City Councils, Planning and/or Zoning Commissioners, and Boards of Adjustments shall be entitled to this classification.

E. STUDENT MEMBER. Any full time student wishing to further the purpose of the Chapter and to participate in its activities.

#### MEMBERSHIP PRIVILEGES

The several membership classifications shall be granted the following privileges:

A. INDIVIDUAL MEMBER. May participate in annual and special meetings, vote, hold office, serve on committees and receive all publications of the Association. Membership certificates will bear name of the individual.

B. ORGANIZATIONAL MEMBER. Individual membership privileges for a maximum of three members of the agency or firms. Membership certificate will bear name of the organization. Separate membership certificates will bear name of the agency/firm and the individuals. Organization will receive all publications of the Association.

C. HONORARY MEMBER. May participate in meetings, vote, serve on committees and receive all publications of the Association, but may not hold office. Membership certificate will bear the name of the honorary member.

#### ARTICLE IV – VOTING

Voting – All individual or organizational members are eligible to attend and participate in meetings of the Chapter. All members are entitled to one vote.

#### ARTICLE V – DUES

Any dues or fees for the administration and operation of the Chapter shall be determined by the Board of Directors, subject to approval by a majority vote of the members.

The fiscal year for the Chapter shall be the same as the fiscal year of the parent organization. (January 1 to December 31)

#### ARTICLE VI – ADMINISTRATION

OFFICERS. The elective officers of the Chapter shall be: President, Three (3) Vice-Presidents, Secretary, Treasurer, Six (6) Directors. The Chapter shall have two “State Director” to serve on the Board of Directors of the Florida Planning and Zoning Association. The State Director(s) shall be elected by a majority vote of the general membership annually.

ELIGIBILITY. Only members in good standing holding Individual or Organizational memberships shall be eligible to hold office in the Chapter.

**BOARD OF DIRECTORS.** The Board of Directors shall be composed of the Officers and six (6) Directors who shall perform duties set forth in the Chapter By-Laws.

The retiring President shall automatically become a Director until such time as he is succeeded by a retiring President. All Past Presidents shall remain on the Board as lifetime Directors, so long as they remain members of the chapter. All other Directors shall be elected for a term of two (2) years.

**EMOLUMENTS.** No officer, director, committeemen, appointee or member shall receive a salary or compensation for expenses incurred, except those approved by the Board of Directors.

**TERM OF OFFICE.** Officers and Directors shall be installed at the Annual December meeting and shall serve until their respective successors have been duly named. No elected officer shall hold the same office for more than two consecutive years; the exceptions being the Secretary and Treasurer.

**VACANCIES.** A vacancy occurring in any office, other than the President, shall be filled by a majority vote of the Board of Directors. A vacancy in the office of President shall be filled by a Vice-President to be chosen by a majority vote of the Board of Directors.

#### **ARTICLE VII – ELECTION OF OFFICERS**

The Nominating Committee shall consist of not more than five or less than three members. This committee shall be named by the Board of Directors not less than one month before the September meeting and one member shall be designed to serve as the Chairman.

The Nominating Committee shall prepare a slate of Officers and Directors for the ensuing year and present said slate of Officers and Directors to the Membership at the regular September meeting. The chairman of the Nominating Committee shall call for nominations from the floor at the regular September meeting. Nominations may be mailed or emailed to the Chairman of the Nominating Committee within five days after the regular September meeting provided such nominations are accompanied with the signatures of not less than five (5) supporting active members in good standing. Not less than twenty (20) days prior to the regular November meeting, the Secretary shall prepare and mail to each active Gulfcoast Chapter member in good standing, a ballot of the candidates for office. The ballots may be faxed or emailed prior to or at the November meeting.

Election shall be according to returned ballots. The Nominating Committee shall verify the ballots.

The candidates receiving the highest number of votes shall be declared elected, each officer for a period of one year and each of the new directors for a period of two years. The results of the election shall be submitted to the membership at the regular meeting in November. Officers and Directors shall be installed as provided in Article VI, Section 5 above.

#### ARTICLE VIII – COMMITTEES

Such standing and special committees, as may be deemed necessary, shall be appointed by the President.

#### ARTICLE IX – MEETINGS

The annual meeting shall be held in October of each year. No less than six (6) regular meetings including meetings in the months of September and October, shall be held during the fiscal year and the time and place of such meetings shall be determined by the Board of Directors. A notice of all meetings shall be mailed to the members by the Secretary, not less than seven days before the date of the meeting.

#### ARTICLE X – AMENDMENTS

These By-Laws may be amended at any regular meeting of the Chapter by a two-thirds vote of the members in good standing, present and voting, provided the proposed amendment has been submitted to the Board of Directors for review. No proposed amendment shall be presented to the membership unless approved by the Board of Directors.

#### ARTICLE XI – PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order, Revised” shall be the parliamentary authority for the Chapter, whenever they are not inconsistent with the By-Laws or Rules of the Chapter.

#### ARTICLE XII – EFFECTIVE DATE

These By-Laws shall become effective upon adoption by two-thirds vote of the members in good standing present and voting.