

**BYLAWS**  
**for the**  
**SURFCOAST CHAPTER of the**  
**FLORIDA PLANNING AND ZONING ASSOCIATION**  
(Adopted 12/13/2024)

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, and regional and state agencies and commissions.
  - C. **STUDENT MEMBER** - Any full-time student wishing to further the purposes of the Chapter and participate in its activities.

- D. HONORARY MEMBER - Any person of marked attainment in planning or civic improvement or any person who has rendered outstanding service to the State, and who shall have been elected by unanimous vote by the State Board of Directors and/or the Chapter Board of Directors. Honorary members are not eligible to hold office.
6. **Dues.** Annual Chapter dues for the various membership classifications shall be as follows:
- A. INDIVIDUAL MEMBER: \$25.00
  - B. PRIVATE AND PUBLIC ORGANIZATIONS: \$25.00 per person (or) \$23.00 per person if the application and/or renewal includes four or more members.
  - C. STUDENT OR HONORARY MEMBER: No Chapter fee due.
  - D. **State Association Dues.** The Chapter dues stated above do not include the State's dues, which are payable to the State at the same time as the Chapter dues in the form of one payment. Dues shall be payable on or before June 30 of each year consistent with the bylaws and procedures of the State. Notice of dues payable shall be billed individually by the State. New members joining after January 1st shall pay one-half of the annual dues of the current year and shall receive privileges and publications for the remainder of the year.
  - E. **Purging of Membership Rolls.** Past members who have not paid renewal dues by September 30th shall be dropped from the Chapter membership rolls.
  - F. **Change in Dues.** Any change in Chapter dues shall be determined by the Board of Directors, subject to approval by a majority vote of the members in good standing, present and voting at a regularly scheduled meeting, after ten (10) days notice to the membership, and does not require a modification of these Bylaws. Any change in State dues are governed by State Bylaws.
7. **Board of Directors.** The Board of Directors ("Board") shall consist of 11 members, which include; six (6) elected Officers, the Immediate Past President, and four (4) appointed Directors.
- A. **Elected Officers.** The six elected Officers include: President, Vice President, Secretary, Treasurer, Newsletter Editor, and Professional Development Officer (PDO).
  - B. The appointed Directors shall be nominated by the President, the Vice-President and Immediate Past President; and approved by the Board. The remaining members of the Board may also nominate candidates for the position of Appointed Director for consideration by the Board. The nomination and appointment of the Appointed Directors shall be completed at a meeting convened by the President and attended by a quorum of (3) Officers.
  - C. **Past Presidents.** Past Presidents, other than the Immediate Past President, shall be non-voting Directors-at-Large and shall constitute an Advisory Committee to advise the Board in any matters that come before the Board.
  - D. **State Board.** Two Chapter Board members shall serve on the State Board, one of which is the Chapter President. The other State Board member shall be appointed by the Chapter Board. These two Chapter Board Members will represent the Chapter at the State Association meetings as voting members of the State Association Board of Directors. The Chapter representatives shall report to the State Association the activities of the Chapter and shall inform the Chapter of State Association matters relevant to Chapter activities.
8. **Board Member Eligibility.** All elected Officers and appointed Directors shall be members in good standing of the Chapter and State for at least six months prior to election or nomination. In addition, the following Officers shall have appropriate experience as follows:

- A. The President must have served on the Board for one year at a minimum and at least one year as a Vice-President, Secretary, Treasurer or Chair of a standing committee.
- B. The Vice-President must have served on the Board for one year at a minimum.

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

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

- A. The President shall preside over all Chapter meetings. The President shall appoint all committees as are established by the Chapter and as may be expressly requested at Chapter meetings by the membership, and shall appoint chairs of the committees from members of the Board. The Board must approve presidential committee appointments. The President shall be an ex-officio member of all committees. The President shall serve as the Chair of the Nominating Committee with committee Chairs to serve as members. The President shall also serve as one of the two Chapter Directors on the State Board.
- B. The Vice-President shall assist the President and, in the absence of the President shall assume the duties of President. The Vice-President shall chair and coordinate the work of the Program Committee.
- C. The Secretary shall keep records and minutes of all Chapter meetings. The Secretary shall chair and coordinate the work of the Membership Committee and assist the President in the work of the Nominating Committee. The Secretary shall keep a continuing roster of the membership of the Chapter, prepare correspondence, and send Board members timely notice of all meetings.
- D. The Treasurer shall collect all fees and monies receivable by the Chapter. The Treasurer shall make minor disbursements in accordance with instructions of the President on minor expenditures (under \$300) and in accordance with the instructions of the Board on major expenditures (over \$300). The Treasurer shall account for receipts and disbursements of the Chapter on a monthly and annual basis. The Treasurer shall serve as Chair and coordinate the work of the Budget Committee. The Treasurer shall prepare and submit a six -month and year -end financial report to the State on the form provided by the State.
- E. The Immediate Past President shall advise the President in all matters of Chapter rules and procedures, shall serve as liaison to the President and coordinate the work of the Nominating, Awards, and By-Laws Committees.
- F. The Newsletter Editor shall be responsible for the chapter newsletter, webpage, brochures and information packets, shall assist President and Officers in news solicitation and membership notification. The Newsletter Editor shall Chair and coordinate the work of the Newsletter Committee.
- G. The Professional Development Officer (PDO) shall be responsible for program coordination of AICP credits for chapter members and assist in coordination of events which offer continuous education and/or AICP credits. The PDO shall Chair and coordinate the work of the Social Action Committee.

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

- A. Any Board Member may resign at any time by giving written notice to the Board, the President, or the Secretary. Resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified

- therein. Acceptance of such resignation shall not be necessary to make it effective.
- B. In the event of resignation or disability of the President, the Vice-President shall serve as President for the remainder of the term of office thus vacated. In the event of resignation or disability of both President and Vice-President, the Board shall elect an Acting President to hold office until the next regular election and annual meeting. Any other Board position vacated shall be filled by appointment by the President and ratified by the Board members present and voting at a regular Board meeting.
  - C. Any Board member who misses three (3) of any seven (7) consecutive meetings will be dismissed from the Board, unless the absences are excused by the Board. The President shall appoint a Chapter member in good standing to fulfill the remainder of that year of service on the Board, and ratified by the Board.

#### **11. Terms of Office.**

- A. Board members serve a term of two years, and may serve any number of consecutive terms, except that the President and Vice-President shall not hold office for more than two consecutive terms.
- B. The Immediate Past President shall become a Director until such time as he/she is succeeded by a retiring President.
- C. Officers and Directors shall be installed at the Annual Meeting and shall serve until their successors have been duly installed.

#### **12. Election of Officers.**

- A. An election of the Officers shall be held annually.
- B. The Nominating Committee shall prepare a preliminary slate of Officers for the ensuing year and present said slate of Officers to the Board for approval at a regular Board meeting prior to the Annual Meeting. All nominees must be confirmed as members in good standing and shall have consented to serve if elected.
- C. The preliminary slate of Officers shall be published in the Chapter newsletter. Within fifteen (15) days after the initial preliminary slate is published or such additional time as determined by the President, additional nominations may be submitted to the Chair of the Nominating Committee, provided such nominations are members in good standing, accompanied by not less than three (3) signatures of supporting members in good standing, and a written statement from the nominee indicating a willingness to serve if elected. The Nominating Committee will confirm that each nominee meets the eligibility requirements under Section 8. These nominations will then be added to the Nominating Committee's preliminary slate.
- D. Not less than twenty (20) days prior to the Annual Meeting, the Nominating Committee shall prepare and e-mail or mail to each member in good standing a ballot. In the event ballots are mailed, each shall include a self-addressed envelope. Provision for a write-in candidate for each position to be filled shall be made on the ballot. To be counted, the write-in candidates must be members in good standing and eligible according to Section 8. To be counted for the vote, the ballot must be received by a member of the Nominating Committee not less than four days prior to the Annual Meeting.
- E. Elections shall be by plurality vote according to returned ballots received. The votes shall be canvassed by the Nominating Committee and verified by the Board. The Officer candidates receiving the plurality of votes shall be declared elected. The results of the election shall be announced at the Annual Meeting. In the event of a tie for an Officer position, ballots for a runoff election shall be e-mailed or mailed to the membership within 14 days following the Annual Meeting. The results of a runoff election shall be verified by the Board and announced to the membership at a regular fall meeting or in the Newsletter.

### **13. Committees.**

- A. The term of office of committee members and chairs shall be one year. Upon reelection and/or reappointment, any number of consecutive one -year terms may be served.
- B. The following committees and their primary responsibilities shall be considered the Standing Committees.
  - (1) Awards/Annual Meeting
    - a) Review Chapter award procedures.
    - b) Solicit nominations for awards.
    - c) Select winners and present awards at Annual Meeting
    - d) Coordinate the Chapter's Annual Meeting program arrangements, with the President's approval.
  - (2) Social Events
    - a) Coordinate plans and arrangements for social events as deemed appropriate by the Board.
    - b) Coordinate any Board-supported Chapter social events.
  - (3) Budget
    - a) Review income and expenditures for the preceding two years.
    - b) Project income from all potential sources for the following year.
    - c) Project expenditures for the following year's Chapter program.
  - (4) Bylaws
    - a) Review and recommend changes in Bylaws to the Board, and upon approval of the Board, to Chapter membership.
    - b) Provide copies to membership through the Membership Committee.
    - c) Send the State Association's Secretary a copy of the Bylaws once amended by the Chapter.
  - (5) Legislation
    - a) Represent the Chapter on local, regional or state task forces or ad hoc committees involving planning and zoning issues.
    - b) Gather information on innovative regulations and techniques in the Chapter's jurisdiction and disseminate to members through the Chapter Newsletter and oral reports.
    - c) Serve as liaison between elected, appointed government officials and the State Association as appropriate.
  - (6) Program
    - a) Plan for regular or other forms of meetings with specific topics and speakers, with the intent of earning AICP credits for such events when possible or practical.
    - b) Coordinate arrangements including menu, cost, reservations, publicity, and financial payment and receipts.
    - c) Serve as host.
    - d) Develop specific course offerings for AICP credits, utilizing State Board's pre-authorized AICP credit program.
    - e) Present training and education programs to interested parties including elected officials, planning boards, school groups, etc.
    - f) Serve as speaker host and facilitate introduction to membership at Annual Meeting.
  - (7) Membership
    - a) Recruit new members and promote annual membership renewal.
    - b) Coordinate and maintain current membership roster.
    - c) Provide new members with Information Packet.
    - d) Provide renewing members with Bylaws when amended.
    - e) Pursue coordination and partnership opportunities with organizations such as:

Volusia County Association for Responsible Development (VCARD), Florida Engineering Society (FES), American Society of Landscape Architects (ASLA), American Planning Association (APA), American Institute of Architects (AIA), or other related professions.

(8) Newsletter

- a) Edit the monthly e-mail/online newsletter, and assure timely notification of said newsletter.
- b) Solicit and publish information pertinent to membership interest in the region and state in the fields of planning and zoning.
- c) Provide notices of meetings in the newsletter.
- d) Publish in a timely manner any bylaw changes recommended by the Board of Directors for vote by the membership and the slate of Officers and Directors and the biographies for the primary election.
- e) Assist President and Board in news solicitation and membership notification.
- f) Prepare Chapter brochures/information packets.
- g) Create and update the Chapter webpage on the FPZA website.
- h) Coordinate the dissemination of information to news media about the Chapter's and State Association's programs and activities.

(9) Nominating

- a) Review election procedures and prepare the Nomination slate for presentation at a meeting before the Annual Meeting.
  - b) Solicit additional nominations, prepare the final nomination slate and mail ballots to the membership.
  - c) Receive and canvas ballots and report results to the Board.
  - d) Prepare a paragraph for the Chapter newsletter stating the qualifications of each nominee on the Nominating Committee's slate.
- C. The following committee chairs shall report committee activities to the Board at each regularly scheduled Board meeting: Annual Meeting/Social Action, Membership, Program, Budget, and Newsletter. At the request of the President, reports shall be made to the Board by the chairs of the Awards, Bylaws, Legislation, and Nominating committees.
- D. Other standing and special committees as deemed necessary shall be appointed by the President.

**14. Meetings.**

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

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

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

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

15. **Rules.** Robert's Rules of Order Revised shall be used for conducting all meetings of the Chapter.
16. **Quorum.** For meetings of the Board, a quorum shall consist of a majority of the Board Members then holding office. A vote will require a majority of Board Members present and voting. For meetings of general membership, duly noticed as required herein, a quorum shall consist of a majority of members in good standing, present, and voting.
17. **Amendments.** These Bylaws of the Chapter may be repealed, revised or amended at any annual meeting of the Chapter; provided however, that such changes may not be made unless the membership has been advised of the proposed changes at least 30 days prior to the annual meeting. Proposed amendments must first be approved by a majority vote of the Board of Directors present at any regular Chapter meeting and then submitted to the FPZA State Vice President of Member Services for a consistency determination prior to adoption by the Chapter. A majority vote of the Chapter members in good standing, present and voting at the annual meeting shall be required to effectuate the changes. Once adopted, the Chapter Secretary shall send the amended Bylaws to the State.