

Transportation Planning Division Bylaws
Adopted July 2022

1 General

1.1 Name

The name is the Transportation Planning Division (hereafter the Division) of the American Planning Association (hereafter APA or the Association).

The Division has been authorized by and is subject to the Bylaws of the APA.

1.2 Purpose

The Division shall foster an interest in, contribute knowledge to, and promote cooperation for Transportation Planning by:

- 1.2.1 Creating a network of planners to contribute to the promotion of interests, concerns, practitioner skills, and the competence of its members in a common area of interest or identity, where learning, research, advocacy and interaction serve to advance the security of planners and the role of planning in building communities.
- 1.2.2 Disseminating materials and information about current transportation planning practice and theory to members of the Division;
- 1.2.3 Assisting and educating the Association about influencing legislation; planning policy; and membership welfare, which may include but is not limited to workplace fairness, equitable programs and benefits, and opposing discrimination – that affects transportation planning;
- 1.2.4 Facilitating connections with Divisions, Chapters, and other professionals and professional organizations that are concerned with transportation planning; and,
- 1.2.5 Promoting professional communication among members of the Division through a variety of member services, including but not limited to E-blasts, conference sessions, workshops, webinars and other publications.

1.3 Mission

The mission of the Division is to facilitate technical information sharing among members who work in the transportation planning or related fields. Technical information includes but is not limited to how transportation systems move people and goods, shape urban form, affect economic vitality, and impact quality of life. The Division promotes professional communication among members, with other APA divisions, and with other professional groups. The Division assesses and makes recommendations on policies and programs that promote all forms of transportation.

1.4 Nonprofit status

Divisions are recognized as subordinate entities under the nonprofit 501(c)(3) status of the American Planning Association.

1.5 Procedures

- 1.5.1 Procedures shall be informal for meetings with fewer than 50 percent of the membership for general Division meetings and 50 percent of the Executive Board for Executive Board monthly meetings.
- 1.5.2 For general Division meetings and Executive Board monthly meetings with 50 percent or more of the membership and/or Executive Board, procedure shall be governed by basic

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parliamentary procedures as a guide (or Robert's Rules of Order).

- 1.5.3 It is encouraged, that wherever reasonably possible, decisions shall be reached by consensus.

2 Membership

- 2.1 Eligibility: Any Association member may join upon payment of the Division's dues.
- 2.2 Non-Association members may become Division Affiliates upon payment of Division Affiliate dues.
- 2.3 Division-only affiliates shall not represent themselves as members of the Association.
- 2.4 Termination: Division membership or affiliation will be terminated upon failure to pay Division dues.

3 Decision-Making

- 3.1 The Executive Board shall make decisions by a majority of votes, except where specified otherwise in these Bylaws.
- 3.2 The Executive Board shall determine the means of disseminating information about decision requiring a vote by Division membership to ensure accessibility.
- 3.3 Voting members of the Executive Board shall consist of all elected Officers and the Immediate Past Chair.

4 Officers and Elections

The Officers are Chair, Vice Chair of Outreach, Vice Chair of Policy, Vice Chair of Programs, Vice Chair of Chapter Coordination, Chair-Elect (when applicable), Secretary - Treasurer, and Immediate Past Chair. Elected Officers shall include at least the Chair, Vice Chairs of Outreach, Policy, Programs, and Chapter Coordination, and the Secretary - Treasurer. Leadership team members may be appointed or elected at the discretion of the Chair in consultation with the Executive Board.

4.1 Elections

- 4.1.1 Elections will be held in accordance with the APA's election cycle
- 4.1.2 No Division member may serve more than two terms as Chair of the Division..
- 4.1.3 The Immediate Past Chair shall be the Chair of the Elections Committee and the Chair shall appoint at least two other Division members to issue a call for nominations from the Division membership and follow procedures according to National APA Election Bylaws. Elections Committee members may not include members running for any TPD office.
- 4.1.4 The Elections Committee will present an election schedule which includes a call for nominations, submission of candidate material, and balloting window for the Executive Committee's approval.
- 4.1.5 The Elections Committee shall allow at least two weeks for nominations to be submitted.
- 4.1.6 The Elections Committee shall be responsible for nominations and the conduct, and tally of

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bi-annual elections.

- 4.1.7 All Officers must be current APA and Division members. Division Affiliates are not eligible to hold elected office.
- 4.1.8 Election results are based on a plurality of the valid ballots received.
- 4.1.9 In the case of a tie, the Elections Committee shall determine the winner by random drawing.
- 4.1.10 Terms for Elected Positions:
 - a. Terms for Vice Chair of Policy, Vice Chair of Outreach, and Vice Chair of Programs, shall be for two years, starting on January 1st of even years.
 - b. Terms for Vice Chair of Chapter Coordination, and Secretary - Treasurer shall be for two years, starting on January 1st of odd years.
 - c. The Chair shall serve a four-year term commencing on January 1st of odd years, consisting of one year as Chair-Elect, two years as Chair, and one year as Immediate Past Chair. In accordance with the APA Bylaws, the position of Chair is limited to a maximum of two terms.

4.2 Chair

The Chair shall:

- 4.2.1 Act as the presiding Officer of the Division;
- 4.2.2 Preside over all Division meetings;
- 4.2.3 Prepare or oversee preparation of all meeting agendas, an Annual Performance Plan, Work Plan, and Budget for approval by the Executive Board;
- 4.2.4 Serve on the Divisions Council (DC) of APA. In the event of extraordinary circumstances, the Division Chair may appoint one of the remaining officers or Immediate Past Chair of that Division to attend the Council meeting as the Division Chair's proxy, provided that such designation of proxy is submitted in writing by e-mail to and approved by the Divisions Council Chair prior to the meeting in accordance to Divisions Council Bylaws;
- 4.2.5 Appoint Committee chairs and others necessary to carry out the annual work program;
- 4.2.6 Make other delegations and decisions necessary to carry out the Mission and Purpose of the Division;
- 4.2.7 Be responsible for Division compliance with requirements in the APA corporate bylaws, current Division Performance Criteria and Division Council Policies and Procedures;
- 4.2.8 Represent and promote the Division concerns before the Divisions Council at national conferences and other forums;
- 4.2.9 Maintain a liaison with the Divisions Council and other Divisions Chairs;
- 4.2.10 Along with the Vice Chair of Outreach and the Vice Chair of Chapter Coordination, establish and nurture relationships with related organizations;
- 4.2.11 Coordinate with Vice Chair of Chapter Coordination for annual Chapter conference Divisions' tabling and activities;

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- 4.2.12 Communicate Divisions Council concerns to the Executive Board through meetings and reports to regularly provide Divisions Council material for distribution through Executive Board;
- 4.2.13 Represent the Division in formal correspondence, transmittals, and at public events;
- 4.2.14 Provide general leadership for the Division by coordinating and directing the Executive Board's administration, activities and programs, including supervision of the activities of the Executive Board;
- 4.2.15 Oversee the development of inclusive programming and Division initiatives to create dialogue about diversity in transportation planning and promote institutional change within the organization;
- 4.2.16 Coordinate with the Vice Chair of Chapter Coordination in developing, coordinating and conducting an Annual Orientation for all Chapter Liaisons and any members that would like to participate; and
- 4.2.17 Oversee the budget for the Division in conjunction with the Secretary-Treasurer.

4.3 Chair - Elect

The Chair - Elect shall:

- 4.3.1 In the absence of a Chair, the Chair-Elect shall assume the duties of the Chair, and other duties as assigned by the Chair. The Chair-Elect shall assume the duties of the Chair until the term of the vacated Chair is complete, whereupon the Chair-Elect will complete his or her elected leadership term;
- 4.3.2 Assist the Chair as directed including, but not limited to, manage committee activities, assist with special projects, assist with the creation of the Annual Performance Plan and Work Plan and planning efforts associated with the annual business meeting or the APA Annual Conference; and
- 4.3.3 Assist the Chair in an orderly transition of leadership and undertake such duties as may be assigned by the Chair.

4.4 Vice Chair of Policy

The Vice Chair of Policy shall:

- 4.4.1 Coordinate with APA's legislative and Policy Committee and response capability;
- 4.4.2 Present legislative and policy items to the Executive Board in a timely manner;
- 4.4.3 Develop and maintain a strong working relationship with the Vice Chair of Outreach and with the Vice Chair of Programs and other members of the Executive Board as appropriate;
- 4.4.4 Oversee the coordination of the State of Transportation Publication biannual report;
- 4.4.5 Oversee and Chair the Policy Advisory Committee (PAC); and
- 4.4.6 Oversee the budget for Division Policy activities.

4.5 Vice Chair of Outreach

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The Vice Chair of Outreach shall:

- 4.5.1 Promote Division membership to prospective members; make initial contact, welcome new members, and help resolve membership problems;
- 4.5.2 Develop membership recruitment programs;
- 4.5.3 Oversee the coordination of the monthly TPD Member Spotlight;
- 4.5.4 Develop affirmative programs to recruit members, lay planners, planning and related commissioners, community activists, stakeholders, minorities and members of the general public interested in cities and planning;
- 4.5.5 Oversee the E-blast Editor and publishing the Division E-blasts;
- 4.5.6 Oversee editorial programs, media, advertising, and Social Media Manager and social media campaigns;
- 4.5.7 Oversee the regular updating of the Division's website and content including managing design, development, and maintenance of web architecture and web applications;
- 4.5.8 Provide information on Division events and activities to media outlets and non-member individuals, to stimulate attendance at and awareness of the Division's activities;
- 4.5.9 Identify opportunities for sponsorship engagement; and
- 4.5.10 Oversee the budget for Outreach, Membership and Communication related expenditures

4.6 Vice Chair of Programs

The Vice Chair of Programs shall:

- 4.6.1 Recommend, develop, and maintain an annual calendar of general programs that meet the educational, professional development, and social needs of members and promote the Division to non-members;
- 4.6.2 Make and coordinate necessary arrangements to carry out Division programs and events;
- 4.6.3 Develop and maintain a strong working relationship with the Vice Chair of Chapter Coordination;
- 4.6.4 Work with the Chair to initiate program partnerships with related organizations as needed;
- 4.6.5 Work with the Chair to oversee the coordination of FAICP nominations;
- 4.6.6 Ensure that all programs display well-rounded subject matter that addresses issues of equity and promotes the inclusion of diverse perspectives in program creation, organization, and implementation;
- 4.6.7 Register Division events for CM credit and report annually on credits offered;
- 4.6.8 Oversee the coordination of National Planning Conference annual Division Reception and related logistics;
- 4.6.9 Oversee the coordination of any National Planning Conference Division submitted sessions, mobile workshops or other Division National Planning Conference events;

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4.6.10 Assist other Executive Board and Division members with the administration of CM credit events; and

4.6.11 Oversee the budget for Division General Events

4.7 Vice Chair of Chapter Coordination

The Vice Chair of Chapter Coordination shall:

4.7.1 Oversee and help coordinate the Division's Chapter Liaisons for each state and/or region and Executive Board;

4.7.2 Lead efforts to recruit Chapter Liaisons from within each state and/or region from within the Division;

4.7.3 Hold bi-annual Chapter Liaison meetings (either by phone or in person), develop meeting agendas and record minutes and distribute minutes;

4.7.4 Track Chapter annual conference schedules, coordinate and oversee Division tabling and activities at Chapter conferences in conjunction with the Chapter Liaisons;

4.7.5 Coordinate an annual orientation for Chapter Liaisons in conjunction with the Executive Board describing Division positions, roles, procedures and resources;

4.7.6 Coordinate and support the Chapter Liaisons within their role to represent TPD at the local level, promote the Division at the state and/or regional level;

4.7.7 Assist the Chair in developing, coordinating and conducting an Annual Orientation for all Chapter Liaisons and any members that would like to participate.

4.7.8 Promote local involvement and engagement in the Division.

4.8 Secretary - Treasurer

The Secretary - Treasurer shall:

4.8.1 Prepare agenda in coordination with Chair, record, distribute, post and save minutes of the Division's annual Business Meeting and all Executive Board meetings;

4.8.2 Submit proposed Bylaw amendments to the membership, as needed;

4.8.3 Fulfill all recordkeeping and reporting requirements as stipulated by APA National;

4.8.4 Assist the Vice Chair of Outreach with ongoing communications to members;

4.8.5 Maintain the Division's membership roster;

4.8.6 Develop and maintain a strong working relationship with the Vice Chair for Outreach and other members of the Executive Board as appropriate;

4.8.7 Work with APA National to ensure all invoices and required documentation are processed expeditiously, and ensure that all financial contributions to Division activities from within and outside APA are accounted for accurately in Division financial records;

4.8.8 Oversee the Annual Budget Proposal to be approved by the Executive Board and submitted with the Annual Performance Plan and Work Plan;

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- 4.8.9 Present an annual membership status report to the Executive Board;
- 4.8.10 Prepare an annual financial report to be presented to the Executive Board as well as the Division's members at the annual meeting;
- 4.8.11 Work with APA National office to administer all reimbursements for Division activities;
- 4.8.12 Work with APA National to ensure disbursements are correctly issued in accordance to annual budget;
- 4.8.13 Receive funds from programs and events; and
- 4.8.14 Oversee the Small Grants Program.

4.9 Immediate Past Chair

The Immediate Past Chair shall:

- 4.9.1 Assist the new Chair in an orderly transition of leadership and undertake such duties as may be assigned by the Chair;
- 4.9.2 Shall preside over Division meetings in the absence of the Chair; and
- 4.9.3 Oversee the coordination of the annual Student Paper Competition;
- 4.9.4 Shall serve as Chair of the Elections Committee.

4.10 Vacancies

- 4.10.1 In the absence or resignation of the Chair, the Chair - Elect shall assume the duties of the Chair, and other duties as assigned by the Chair. The Chair - Elect shall assume the duties of the Chair until the term of the vacated Chair is complete, whereupon the Chair-Elect will complete his or her elected leadership term. If there is no Chair Elect at the time the Chair leaves office, a special election will be held to fill the position of Chair., unless there is less than one year left in the Chair's term, in which case the position will be filled for the unexpired term by a vote of the remaining Executive Board.
- 4.10.2 All other vacancies will be filled for the unexpired term by a vote of the Executive Board within three months.

4.11 Attendance

In the event that any Officer of the Division misses more than three regularly scheduled Executive Board meetings during their term without prior consent of the Chair, the Chair shall send a letter to the absent Officer documenting these absences and the provisions of this section concerning performance, vacancy and removal.

4.12 Removal

- d. In the event that a Division Officer is unable to perform his/her duties and/or is not functioning within the guidelines their elected position outlined by the APA and Division Bylaws and the Division Performance Criteria and Policies, the subject Division Officer may be asked to resign or be terminated from his/her position by the majority vote of the Executive Board.
- e. The Officer pending removal shall be sent written notice and given the opportunity to appear with

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any statements or evidence as to why the position should not be vacated. The Executive Board shall consider these facts prior to acting on the Chair's request.

- f. A motion to remove any Officer shall require an affirmative vote from two-thirds majority of the voting Executive Board members, provided that an agenda containing the proposed removal action was communicated to all Executive Board members not less than ten days before the Executive Board meeting at which action is proposed.

5 Executive Board

5.1 Composition

The Officers, as defined in Section 4.0, with consultation from the other elected Officers, shall comprise the Executive Board. Additional members may be added as necessary to facilitate Division administration and programs by a majority decision of the Officers of the Division.

5.2 Duties of the Executive Board:

5.2.1 Manage the affairs for the Division.

5.2.2 Prepare and approve the annual performance plan, work plan and budget, using templates specified by the Divisions Council Executive Committee.

5.2.3 Authorize expenditures consistent with the budget and subject to consent by the Chair.

5.2.4 Administer the Division's activities at the National Planning Conference, and other events as warranted.

5.2.5 Consult, electronically or in person, to coordinate the activities of the Division as needed, and as defined in these Bylaws.

5.3 Meetings

5.3.1 Meetings of the Executive Board, be they through a traditional meeting gathering, a teleconference, or some other type of electronic communications, shall be called by the Chair, or by a majority of the Board members.

5.3.2 A majority of the Executive Board shall constitute a quorum or by a majority of all Executive Board members if the decision is not made in a meeting (e.g. via email).

6 Committees

The Executive Board may form (and dissolve) committees, drawn from Division membership to carry out the activities of the Division. The Chair shall appoint a Committee Chair for each Committee. Committee Chairs may, at the discretion of the Executive Board, serve as advisory members of the Executive Board. Committee Chairs may be appointed to or removed from said position at the discretion of the Division Chair.

6.1 Division Standing Committees include but are not limited to:

- State of Transportation Publication Committee (Biannual)
- Policy Advisory Committee (PAC)
- Student Paper Competition Committee
- National Planning Conference Committee
- Elections Committee (Biannual)

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7 Finances

7.1 Dues

Dues shall be consistent with the APA Division dues schedule for all categories. Dues are collected by national APA and are rebated by the Association's national office.

7.2 Non-Dues Receipts

Subject to approval by the Executive Board, the Division may accept contributions, donations, and grants. The Executive Board may establish fees for publications and services to be offered to non-members, or as special services to members, as long as these fees are consistent with other Divisions or APA entities.

7.3 Contracts

The Division shall not enter into contracts or obligate the Division financially or in name if said obligation or contract exceeds \$500 and is not described and proposed in an approved annual work plan and Division budget. All agreements, partnerships with outside organizations or individuals, or previously unidentified expenses shall be submitted to APA prior to any action being taken. For proposals exceeding \$500 and not previously delineated in an approved annual work plan and/or Division budget, the Executive Board shall consider and vote on the requests.

8 Publications, Media, and Branding

8.1 Identification

The Division shall utilize developed APA branding, logos, and imagery for all publications and media produced by or for the Division. Division publications shall be identified with the full name, as, "a Division of the American Planning Association;" and with the uniform logotype of the Association.

8.2 E-blast and other Member Communications

8.2.1 The Division is required to produce and disseminate regularly-scheduled communications to Division members in conformance with Divisions Performance Criteria. The purpose of these communications is to provide a benefit to Division members including opportunities to contribute articles and other content, stay current on Division or generalized urban planning industry news, and share information with other Division members.

8.2.2 E-blasts and other communications may be distributed in digital format or in hard copy via United States mail at the discretion of the Division.

8.2.3 A digital copy of each E-blast shall be uploaded to the Division website.

8.3 Division Website

8.3.1 If the Division uses the APA Division website, the Division shall work with APA to ensure regular and current content is included on the Division's APA website.

8.3.2 For all Division websites, quarterly website updates are recommended.

8.4 Other media communications

8.4.1 The Division may also maintain a presence through social media, e-bulletins, or other

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communications as supported by APA.

9 Meetings

9.1.1 The Division shall hold an annual meeting during the APA National Conference. Notice of the annual meeting shall be distributed to Division membership via email to the Division membership at least 30 calendar days prior to the meeting.

9.1.2 Special meetings of members may be held at such times and places as may be ordered by: the Chair; or in the case of the Chair's absence, death or disability, the Chair Elect or Immediate Past Chair; or, a majority of the Executive Board; or, by petition of 10 percent of Division members. For special meetings, a written notice shall be delivered via regular mail and/or email to the Division membership at least 14 calendar days prior to the meeting.

10 Event Attendance and Travel Reimbursement Policy

10.1 The Division Chair, or designated proxy, must attend the annual meeting, held at the National Planning Conference held in the spring. All other Division Officers are encouraged to attend the annual meeting.

10.2 The Division Chair, or designated proxy, must attend APA Fall Leadership Meetings.

10.3 Reimbursement of NPC-related expenses for all required Division Officer activities shall be identified in the Division Work Plan and Budget. Levels of reimbursement shall be in accordance to the Division's Travel Policy.

11 Public Policy

No member shall represent the Division on Division policy without obtaining the approval of the Executive Board. No member shall represent APA without obtaining the approval of the Executive Board as well as the APA Executive Director or APA President or their designee.

12 Right to Privacy

All Division member anonymity shall be respected with regards to billing and other Division activities. Division members will be provided the opportunity to opt out of inclusion in Division membership directories through their own "MyAPA" login.

13 Amendments or Replacement

13.1 Proposed amendments or replacement Bylaws may be proposed by either the Executive Board or by a petition signed by a plurality of full dues paying Division members who vote.

13.2 A copy of the proposed Bylaws or amendments shall be filed with the Association's National Office for review before distribution to members for adoption. If no response is received by the Association within 14 days of service, the Division may proceed with its adoption of the proposed amendments or replacement Bylaws as outlined in this section of the Bylaws.

13.3 All proposed amendments or replacement Bylaws shall be published in the Division E-Blast and/or the Division website no less than twenty (20) days for comment prior to the final draft being placed on a ballot for the vote to be opened to the membership.

13.4 All proposed Bylaws or amendments shall be sent to the Executive Director for review prior to their adoption.

13.5 Bylaws may be amended by a plurality of the valid ballots received. Mail or electronic ballots

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may be used.

- 13.6 Once approved, the Bylaws shall be filed with the APA National.

Bylaws approved by Division Members: July, 2022