



American Planning Association

Making Great Communities Happen

APA DIVISIONS COUNCIL

FY 2017 ANNUAL DIVISION PERFORMANCE REPORT

DUE NOVEMBER 15, 2017

Division: Regional and Intergovernmental Planning Division (RIPD)

Chair (or primary author if not Chair): Mark VanderSchaaf (Chair)

1. **Workplans and Budgets**

Our Workplans and Budgets for FY2017 and FY2018 reflect activities undertaken by our new Executive Committee (taking office in January 2017) to solidify and advance previous accomplishments of RIPD. See attachments (Appendices a. and b.). In FY2017, RIPD took on a conservative budget that left the division under the proposed expenses for the fiscal year. For FY2018 RIPD will pursue a policy project related to climate change. Those funds as listed in the workplan and financial report are partially contingent on APA support via a Divisions Council Product Development Grant.

2. **Communications**

RIPD's Executive Committee appointed Becky Bradley to be the Division's Communications Officer in 2017. Under her leadership, the Executive Committee approved an initial Communications Strategy, most recently updated on January 23, 2017, which outlined four goals and appropriate actions to achieve them: (1) Promote the work of the Division and regional and intergovernmental planning; (2) Engage Division membership, planning community and public generally about regional and intergovernmental planning; (3) Support the work of the Division and Division membership through regular and reliable communications; and (4) Assist with membership growth by communicating the value of the Division.

Actions in support of this strategy include:

- a. Newsletter: During FY2017, RIPD used APA's MailChimp to publish four e-newsletters which combined news with articles exploring issues in greater depth. Publication dates were November 7, 2016; March 16, 2017; April 6, 2017; and July 24, 2017.
- b. Website updates: The RIPD Division collaborated with APA to prepare for a changeover to a new system for updating website material. That process took longer than expected so no update of our website was possible in FY2017. Now that we have been informed that the new process will likely not be available until October 2018, we will be working with APA to update our website prior to that time, with a hope that this can be accomplished by January, 2018.
- c. e-blasts: In addition to our e-newsletter, the RIPD Division released an e-blast during FY2017 to gain input from members regarding a proposed change in our bylaws (see

Item #10 below). We also sought volunteers to serve as a Membership Officer via an e-blast (see 2.f. below).

- d. Social media sites: For the first time, the RIPD Division established both a Twitter account and LinkedIn site ([linkedin.com/groups/5024232](https://www.linkedin.com/groups/5024232)) to open new channels of communication to our members and other interested parties.
- e. Membership surveys: The RIPD Division is planning to conduct a membership survey during FY2018. Our newly-elected Executive Committee determined that a schedule of conducting the survey a year after elections would be most effective. Such a survey is proposed to be a part of the project funded by the Divisions Council Product Development Grant for which we have applied (see Items #7 and #14 below).
- f. Specific outreach for volunteer opportunities: In the Spring of 2017 we sought a volunteer to serve as a Membership Officer for the Division. In light of our already strong East Coast representation on the Executive Committee, I made a special effort to recruit such a person from the West Coast, an effort that included a visit to SANDAG in San Diego. We were not successful at that time in finding someone with the time to assume this responsibility.
- g. Other: The RIPD Division prepared two hard-copy brochures to be used at NPC17 to publicize RIPD conference sessions, the release of our PAS 586 *Emerging Trends in Regional Planning*, and our seeking of a Membership Officer.

3. Annual National Planning Conference Activities

- a. General sessions, facilitated discussion, mobile workshops, or other:

The Division sponsored a NPC session on New Models for Economic Resilience moderated by Mariia Zimmerman of MZ Strategies, and featuring Joe McKinney, the Executive Director of the National Association of Development Organizations; Chuck Bean, Executive Director of the Washington Metropolitan Council of Governments; and, Dan Reuter with Reuter Strategy and former Livable Communities Director for the Atlanta Regional Commission. The session explored the motivations and best practices being developed by regional agencies to engage on economic planning, and how definitions of “economic competitiveness” are being transformed to include greater emphasis on resiliency, quality of life, and workforce development.

The Division also sponsored an NPC session on Trajectory for Livable and Sustainable Regions, moderated by Dan Reuter of Reuter Strategy. The session described programs underway in two key regions, Boston and Minneapolis, that are leaders advancing livability and sustainability programs. A review of climate planning and HUD/DOT/EPA Sustainable Communities programs was also provided to suggest the future directions for progressive regional programs.

A third session featured a discussion of the new PAS 586, *Emerging Trends in Regional Planning*, that RIPD produced. RIPD sponsored a facilitated discussion at the 2017 National Planning conference on this report, published by APA in January 2017. The facilitated discussion was moderated by Robert Leiter, FAICP, one of the co-editors of the PAS report. He was joined by Paul Niedzwiecki, Executive Director of the Cape Cod Commission, Karen Walz, FAICP, principal consultant for the Vision North Texas regional planning effort, and John Owen, AIA, Co-Director of the Regional Open Space Strategy for Central Puget Sound. Following an overview of the PAS report by Bob Leiter, speakers representing three diverse regions with unique regional planning programs focused on environmental resource management discussed their programs and

how they reflected the emerging trends identified in the report. The facilitated discussion was standing-room-only indicating strong interest in the recently released report and emerging trends in regional planning.

b. Annual Business Meeting:

RIPD's Annual Business Meeting was held on Sunday, May 7, 6-7:30 pm at the Broadhurst Room of the Marriott Marquis Hotel in New York City, during NPC17. See attached Business Meeting notes and attendance list (Appendix c.).

c. Staffing of the Divisions Council booth at the direction of the Divisions Council:

RIPD Chair Mark VanderSchaaf staffed the Divisions Council booth from 11am – noon on Tuesday, May 9.

4. **All Other Events/Programs**

a. Education programs (including webinars, events at local APA conferences, events co-sponsored with other organizations, etc.):

The Division again sponsored a Regional Livable Communities Forum to bring together planners working in MPOs and regional planning agencies to share emerging best practices for how their agencies are supporting innovative local implementation strategies that align with regional plans and goals. This year, 60 participants from 35 regions attended the Forum, which was held the day before the NPC at the Ford Foundation offices in New York City. Most attendees represented MPOs and regions greater than 1 million population. David Rouse and Jason Jordan of APA joined the Forum, as did Fleming El-Amin from FHWA (and also a representative of the APA board). This year, the Division partnered with the Lincoln Land Institute to organize the Forum and Lincoln provided travel stipends to facilitate greater geographic representation and diversity of attendees. The Forum highlighted regional Livable Communities programs in upstate New York, Northeastern Ohio, Wilmington, DE, northeastern Pennsylvania, and Washington DC. We also explored emerging best practices to develop, monitor and communicate regional performance metrics with spotlights from Sacramento, Chicago, Kansas City and North-Central Texas. A number of regional agencies are getting increasingly involved in regional housing issues so this year's Forum explored how issues of gentrification, fair housing and displacement are informing work in Boston, San Diego and the Philadelphia regions. Finally, national perspectives on shifting federal support for regional work was explored including a look at potential federal legislation, grant programs, regulatory frameworks and the critical role that census and other federally-supported data sets provide to the regional planning community.

b. Networking/social events (events at local APA conferences, events co-sponsored with other organizations, etc.) RIPD held a joint reception with the County Planning Division during NPC17. It was held on Sunday, May 7, from 7-9 pm, at Ben's Kosher Deli, 209 W. 38th Street, New York.

c. Recognition events/programs: At NPC17, our Division received a Divisions Council 2017 Division Achievement Award for our *Emerging Trends in Regional Planning PAS Report*.

d. Awards you give out (student papers, scholarships, diversity, etc.): None in FY2017, but proposed for FY2018 in our Divisions Council Product Development Grant application (see Items #7 and #14 below).

- e. Any Division management meetings/conference calls: The RIPD Executive Committee held regular monthly, one-hour conference call meetings to coordinate its work program progress. In addition, conference call meetings were held with program committees as needed to prepare for the annual Livable Communities Forum, to begin launching new programs focusing on regional strategies for climate change mitigation and adaptation, and regional strategies to elevate arts and culture. (See details in Item #14 below.) Also, conference call meetings of the Communications Committee were conducted.
- f. Other events: None in FY2017

5. **Membership**

RIPD's membership in FY2016 was 228, all non-student. RIPD's non-student membership grew to 231 in FY2017, and 420 student members were added for a total membership of 651. Consequently, our total membership grew by 185% and students now make up nearly 2/3 of all of our members. It is also notable that RIPD's non-student membership, although growing only slightly, was one of only eight APA divisions to grow at all during FY2017. During FY2017, our membership participated in two RIPD committees: a Livable Communities Committee (convened by Mariia Zimmerman and Amy Cotter), and a Communications Committee (convened by Becky Bradley).

6. **Division Assistance Programs**

As part of the process of preparing this report, RIPD members were surveyed in an e-blast on November 6, 2017, regarding their involvement in Division assistance. The following are responses received.

- a. Assistance to other APA divisions, chapters, students, staff, CPAT's, or general membership:

Laura Buhl, a land use and transportation planner in Salem, Oregon, is a member of the Oregon chapter's Professional Development Committee where she has helped to organize sessions for planning workshops for professional planners, is on the program committee for the upcoming UrbanismNext conference on AVs, and is launching a statewide planners' book group.

Debbie Alaimo Lawlor, a planning consultant in Mt. Arlington, NJ, was elected as President Elect of AICP in September of 2017.

RIPD Chair Mark VanderSchaaf met in person on several occasions with Tim Gladhill, President of the Minnesota Chapter of APA, and Carissa Slotterback, the new Associate Dean of the Humphrey School of Public Affairs at the University of Minnesota. These meetings discussed potential collaborations with RIPD and resulted in a commitment by Dan Milz, a University of Minnesota urban planning faculty member, to create a capstone course for planning graduate students that will inform RIPD's new climate change program.

RIPD's Executive Committee provided substantial input to APA regarding two FY2017 issues: by-right sessions at NPC18, and the proposal to create an APA Infrastructure Task Force. This input led to three members being appointed to the new task force: Mariia Zimmerman (task force chair); Richard E. Hall, AICP; and Dan Reuter, FAICP.

- b. Assistance in response to external requests:

Linda Giltz, AICP, a community planner, facilitator, and project manager in North Carolina, has served on two advisory committees during the past year: the Buncombe

County Aging Planning Committee, and the City of Asheville’s Comprehensive Plan Advisory Committee.

c. Members quoted or cited in a publication:

Mike Grace, the Director of Unincorporated Areas Services for Dallas County, Texas, published a March 14, 2017 article in *D Magazine*, “Fair Park: Dallas Must Think Big”: <https://www.dmagazine.com/urbanism-transportation/2017/03/fair-park-dallas-must-think-big/>

Cary D. Lowe, Ph.D., AICP, a land use attorney and mediator in San Diego, published three op-ed articles on planning-related topics in the *San Diego Union Tribune* during FY2017: “Initiatives Not the Way to Make Planning Decisions” (February 12, 2017), “A Consensus Plan Needed for Qualcomm” – with Michael Stepner and Frank Wolden (February 12, 2017) and “Restoring Mission Bay Wetlands (August 10, 2017).

Mark VanderSchaaf was cited by the British urban cultural strategist Charles Landry for his contributions to Landry’s 2017 book *Psychology and the City*. VanderSchaaf helped to pilot Landry’s new “urban psychology test” in Minneapolis, the only North American community included in the pilot. (Other communities were Milton Keynes, Adelaide, Bilbao, Plymouth, Antwerp and Ghent.)

7. **Research and Publications**

In January 2017, APA published PAS report #586, *Emerging Trends in Regional Planning*, the first PAS report available online and free of charge to all APA members at: <https://planning.org/publications/report/9118764/>. Written and edited by the RIPD Executive Committee and other Division members, the report presents the current state of regional planning, with a focus on emerging trends and best practices. The following six emerging trends are highlighted in this report:

1. Regional planning for sustainability
2. Integrated regional planning across related issues
3. Inclusive engagement and expanded partnerships in regional planning
4. New approaches for implementation
5. Changing demographics and changing regions
6. New tools and techniques for regional planning

The PAS report offers a distinct contribution to understanding regional planning in the United States because it is written primarily for planning professionals and practitioners, as well as for decision makers and interested citizens. Examples of notable regional planning efforts from regions across the country are highlighted throughout the report, and five more detailed profiles of regions and their noteworthy planning practices and accomplishments are featured. RIPD received a Divisions Council Achievement Award for Contribution to the Planning Profession in 2017 for this outstanding two-year effort by the Division to complete this report.

To continue the mission of the Regional and Intergovernmental Planning Division (RIPD) to provide Division members and APA at large with best practices in regional and intergovernmental planning, the RIPD Executive Committee is exploring opportunities in 2018 to more thoroughly examine emerging trends in regional climate change mitigation and adaptation planning highlighted in the PAS report. The Division’s research will focus on water-related issues that are being impacted by climate change identified in APA’s 2016 Water Policy Guide focused on five distinct regions in the U.S.

To assist with our effort to conduct this research, we hope to engage with students and faculty at the University of Minnesota Humphrey School of Public Affairs through a project next Spring and will be applying for a Divisions Council product grant to produce a Handbook for Division members.

8. **Elections**

Our Division held elections for 2017-2018 offices in October of 2016. The Nominating Committee for candidates consisted of Lee Schoenecker (chair,), Dan Reuter, Karen Walz and Peter Conrad.

The slate of candidates ran unopposed, and winners were as follows:

- Chair, Mark VanderSchaaf
- First Vice Chair, Sharon Rooney, AICP
- Vice Chair for Metropolitan and Regional Planning, Mariia Zimmerman
- Vice Chair for Federal Policy, Amy A. Cotter
- Vice Chair for State Planning, Richard E. Hall, AICP
- Secretary-Treasurer, Lamont Cobb

Subsequently, the officers of the Division selected Becky Bradley to be the Division's Communications Officer. Immediate Past Chair Dan Reuter, FAICP, also continues to serve on the Executive Committee.

9. **Financial Report**

As requested, we are providing the Financial Report for FY2017 in Appendix d. below. As is evident from this report, we are ending FY2017 with a substantial balance of \$5,730.30, an amount higher than the FY2016 ending balance of \$3,753.58. We were intentionally frugal in FY2017 to ensure that we would have resources to launch an important new program in FY2018 (the emerging trends in regional climate change mitigation and adaptation planning project discussed in Item #7 above), and to continue supporting the annual Livable Communities Forum discussed in Item #4.a. above.

10. **Bylaws**

RIPD adopted a major overhaul of its bylaws in FY2017, following APA's latest Model Divisions Bylaws (See Appendix e. below). The draft bylaws were prepared by the RIPD Executive Committee under the leadership of the Chair, reviewed by RIPD membership, and adopted at RIPD's annual meeting.

Two major changes are highlights of the new bylaws:

1. New mission statement: "The mission of the Division is: to identify, analyze, and promote best practices to strengthen the productive interdependence of local, regional, state and federal government in the planning and development of our nation's communities. It especially emphasizes the way in which state and regional activities support the coordination of local plans and implementation strategies in megaregional, metropolitan, micropolitan, and rural areas."
2. Greater flexibility in creating committees to address evolving priorities rather than specifying committees with geographic focus (e.g., federal, state, metropolitan) as was the case previously.

11. Divisions Council Meetings

As chair, Mark VanderSchaaf attended and represented the Division at all three Divisions Council meetings: January (virtual), May and September. RIPD Secretary-Treasurer Lamont Cobb also attended a portion of the September meetings.

12. APA Development Plan

Much of the work of RIPD addresses a key issue identified in the 2014 report on the APA Development Plan by the Emerging Issues Task Force. This report framed the challenge for planners as follows: “Climate change will affect all aspects of planning practice including how we approach hazard mitigation planning, environmental and natural resources management, and land use planning as well as health, transportation, and housing and urban development.” RIPD observes that often regional strategies are needed to address this set of issues and is tailoring its work program to contribute significantly to this element of the Development Plan. RIPD’s annual Livable Communities Forum focuses on one aspect of climate change mitigation, reconfiguring transportation and land use systems to reduce carbon footprints. RIPD’s new Climate Change Program will complement the Livable Communities Forum by focusing especially on regional strategies for integrated water/land use management to adapt to growing water-related climate change challenges.

In support of this new RIPD program, Sharon Rooney, Vice-Chair of RIPD, represented the Division in a day-long water needs assessment workshop held in September 2017 in Washington, DC that was sponsored by APA, with support from the National Oceanic and Atmospheric Administration (NOAA) to identify key issues addressed by water decision support tools and where gaps exist; identify water-related decision support tools that are actively used and those that are not used and why; and address how water decision support tools may be improved. The workshop is the second step in a process designed to make recommendation to NOAA for the development of a water-related decision support tool (DST).

13. Division Challenges

Three challenges are especially notable as we transition from FY2017 to FY2018:

1. **Communications:** Our biggest Communications challenge regards our website. We were expecting an imminent change in technology allowing us to make our own revisions but eventually learned that that won’t be available until October 2018 – consequently we plan to update our website the old-fashioned way by reporting needed changes to Jennie Geisner in Fall 2017.
2. **Membership:** Although we did grow our non-student membership base slightly in FY2017, we are still well below the target of 300 for that category. We endeavored to recruit a Membership Officer but were unable to find someone to take on that responsibility in FY2017. The rapid influx of non-paying student members creates both opportunities and challenges. On the one hand, it’s wonderful to see so many energetic young people expressing interest in our work, but now our already-thin leadership has new expectations to engage with our student members in ways that are mutually productive. We are addressing this issue by recruiting a Student Membership Officer who will be responsible for working with a Student Membership Committee that will be formed to assist with these efforts. We applaud the new APA student membership policy and hope that non-paying student members will gradually translate into a growth in regular paying membership as students graduate from college and move into their careers.

3. **By-Right Sessions:** Along with many other divisions, RIPD was shocked and saddened by APA's decision to end the practice of by-right NPC sessions. Our Executive Committee has generated two proposals for NPC18 that would be by-right sessions in a normal year, but we still don't know if they will show up in the program. This seriously inhibits our ability to plan for FY2018 in a way that builds on sessions that we hope (but don't know) will occur. We believe strongly that this practice undermines the leadership that divisions are charged to provide and hope that APA changes this practice by the time of NPC19.

14. **Shout it from the Mountains**

Five Highlights for RIPD's FY2017:

1. *Emerging Trends in Regional Planning* PAS report, and the commitment of RIPD leadership to continue pursuing "emerging trends" on an ongoing basis to guide our future program development.
2. Creation of a partnership with the Lincoln Institute of Land Policy to advance the activities of our annual Livable Communities Forum. Lincoln now helps with funding and advice to bring together "best practice" communities that are integrating multi-modal transportation systems and associated land uses in creative ways.
3. Outlining a future "Regional Strategies for Climate Change Mitigation and Adaptation" program, under the direction of RIPD First Vice-Chair Sharon Rooney. This program has already gained a partner in the form of the University of Minnesota's Humphrey School of Public Policy that will offer a graduate student capstone course focusing on integrated regional water management strategies. The program will also include a proposal for APA grant funding that will be submitted in November 2017, as well as funding from the regular RIPD budget, subject to the constraints discussed in Item 13 above.
4. Early stages of a "Regional Arts and Culture" program. The RIPD's chair, Mark VanderSchaaf, is the retired regional planning director of the Minneapolis-Saint Paul Area Metropolitan Council, a founding member of APA's Arts in Planning Interest Group, and now a faculty member in the entrepreneurial studies program at the Minneapolis College of Art and Design. He has worked with staff at regional planning agencies in Boston, Chicago and Seattle to prepare an NPC18 proposal that would discuss new regional arts and culture programs in those metropolitan areas. We intend for that proposal to be the nucleus of a growing program area for RIPD that would focus especially on how community-based arts and cultural programs can both stimulate regional economic vitality and resist market-driven forces of gentrification.
5. Student Membership Officer. Upon learning of the great student interest in RIPD, our Executive Committee agreed to exercise the option of appointing a Student Membership Officer, as allowed by our new bylaws. Recruitment for this position has already yielded significant interest. We intend to appoint the new officer by January 2018 and at that time also create a new Student Membership Committee that would assist in communications, academic partnerships, spotting of emerging trends in regional planning, and recruiting new student members.

Appendices:

- a. FY 2017 Work Plan with Approved Budget
- b. FY 2018 Work Plan with Proposed Budget
- c. Annual Business Meeting Notes and Attendance List

- d. FY 2017 Financial Report
- e. Updated bylaws

Appendix a. Regional and Intergovernmental Planning Division						
FY 2017 Amended Work Plan and Budget						
4/13/2017						
<i>Policy/Goal and Tasks</i>	<i>Action</i>	<i>Timeframe</i>	<i>Responsible Parties</i>	<i>Budget (Ongoing)</i>	<i>Budget (Startup, One-Time and Contingency)</i>	<i>Total Budget</i>
1. Communications to Members						\$250.00
A. Establish Communications Officer and Communications Committee	a. Determine responsibilities for Communications Officer; Recruit Communications Officer	January 2017	Executive Team, Division Chair			\$0.00
	b. Recruit and establish Communications Committee	February	Communications Officer			\$0.00
B. Publish electronic newsletter (E-Journal) at least twice a year	a. Ongoing solicitation of information, articles & writeups	Ongoing	Communications Officer, Division Chair, Executive Committee	\$250.00		\$250.00
	b. Newsletter published and distributed	June, December	Communications Officer, Division Chair, Executive Committee			\$0.00
C. Publish an e-blast news brief for members (E-News) on a regular basis	a. Ongoing solicitation of information, articles and write-ups	Ongoing	Communications Officer, Division Chair, Executive Committee			\$0.00
	b. Regular transmittal (6 times annually)	Odd numbered months, beginning in January	Immediate Past Chair initially, then Communications Officer			\$0.00
D. Expand Division website to include new content	a. Post division-related communications and information on website	Ongoing, beginning in March	Communications Officer, Division Chair, Executive Committee			\$0.00
	b. Post division-sponsored presentations on website	Ongoing, beginning in March	Communications Officer, Division Chair, Executive Committee			\$0.00
E. Establish and maintain social media links	a. Upgrade and maintain Division LinkedIn site	Ongoing, beginning in March	Membership Officer			\$0.00

	b. Pursue other possible social media links		Membership Officer, Membership Committee			\$0.00
F. Executive Committee communication	a. Monthly conference calls of the full Executive Committee	Ongoing	Division Chair			\$0.00
	b. Other communication coordinated as needed, such as Division committees working on specific tasks	Ongoing	Division Chair			\$0.00
2. Education and Advocacy						\$0
A. Coordinate one By-Right Division session at National Conference	a. Solicit By-Right session proposals from Division members and Executive Committee	June - July	1st Vice-Chair, Communications Committee			\$0
	b. Executive Committee selects conference proposal	July 2017	1st Vice-Chair			\$0
	c. Submit complete proposal and identify	August	1st Vice-Chair			\$0
	d. APA notifies Division of decision	December	NA			\$0
	e. Coordinate with speakers to register for conference, prepare PPTs, submit bios	January	1st Vice-Chair			\$0
	e. Finalize PPTs.	1-Apr	1st Vice-Chair			\$0
B. Conduct one facilitated discussion or presentation at annual Policy and Advocacy conference or AICP symposium	a. Work with APA staff on potential topics	Mar June	Chair/1st Vice-Chair, Communications Committee			\$0
	b. Submit proposal	July-Aug.	Chair/1st Vice-Chair			\$0
	c. Arrange speakers and prepare PPTs	Aug.-Sept.	Chair/1st Vice-Chair			\$0
	d. Finalize PPT	Sept.	Chair/1st Vice-Chair			\$0
3. Division Meeting						\$500
A. Strive for high attendance at annual meeting (at National Conference)	a. Develop agenda and program for annual meeting	March	Chair/Executive Committee			\$0
	b. Advertise meeting through various communication avenues, including newsletter, e-blast, direct email invitation to members by Division chair, Division website	April	Chair, Communications Officer			\$0
	c. Hold joint reception with other divisions	May	Chair/Immediate Past Chair		\$500	\$500
4. Outreach & Division Activities						\$595
A. Regional planning support	a. Provide funds as needed to promote regional planning education by providing webinars, roundtables, small grants, etc.	Ongoing	Division Chair, Executive Committee	\$150	\$350	\$500
B. State Planners Collaborative	a. Support ongoing program to promote RIPD by planners working for state planning agencies	Ongoing	Vice Chair for State Planning			\$0

C. Free webinars on issues of shared intergovernmental interest such as water and climate change	a. Division to sponsor at least one webinar that is free to Division members; budgeted amount is for AICP CM provide annual fee	TBD	Communications Officer	\$95		\$95
D. Cooperation and other interaction with other organizations and groups advancing regional planning	a. Ongoing coordination and information sharing with other regional planning groups, including AMPO and NARC in order to develop national priorities for supporting regional planning	TBD	Division Chair and Executive Committee, Vice Chair for Regional Policy	\$0		\$0
5. Membership						\$0
A. Continue to pursue plan to regain and expand membership	a. Work with membership survey results	Ongoing	Membership Office and Membership Committee, Division Chair and Executive Committee		\$0	\$0
	b. Prepare membership plan	Ongoing				\$0
	c. Communicate with existing membership via various media	Ongoing				\$0
	d. Identify and recruit prospective members	Ongoing				\$0
	e. Improve website for interactive ability on relevant issues and to link to related sites	Ongoing				\$0
6. Leadership Meetings						\$1,500
A. Attend spring and fall leadership meetings	a. Division Chair or proxy attends spring and fall leadership meetings	May, September	Division Chair or proxy	\$1,500		\$1,500
	b. Chair reports on outcomes to Executive Committee and members		Division Chair or proxy			\$0
B. Continue to encourage entire Division Executive Committee to attend national conference	a. Division Chair promotes national conference participation		Division Chair and Executive Committee			\$0
7. Regional Planning Best Practices Project						\$50
A. Produce APA Planning Advisory Service Report on "Emerging Trends in Regional Planning"	a. Develop marketing plan in collaboration with APA Research Office	January	Immediate Past Chair, Communications Officer			\$0
	b. Finalize for publication and distribution	March	Immediate Past Chair, Communications Officer	\$50		\$50
8. Regional Livability Program Coordination						\$50
A. Continue coordination of MPOs having Regional Livable Communities Programs	a. Hold a Regional Livable Communities Forum on May 5 in NYC, a day before the start of the APA 2017 national conference	May	Dan Reuter, Amy Cotter, Maria Zimmerman	\$50		\$50
	b. Complete a survey of MPOs having regional livable communities					\$0

**Appendix b. Regional and Intergovernmental Planning Division
FY 2018 Work Plan and Budget
11/15/2017**

<i>Policy/Goal and Tasks</i>	<i>Action</i>	<i>Timeframe</i>	<i>Responsible Parties</i>	<i>Budget (Ongoing)</i>	<i>Budget (Startup, One-Time and Contingency)</i>	<i>Total Budget</i>
1. Communications					Total:	\$250.00
A. Establish Communications Officer and Communications Committee	a. Determine responsibilities for Communications Officer; Recruit Communications Officer	January 2017	Executive Team, Division Chair			
	b. Recruit and establish Communications Committee	February	Communications Officer			
B. Publish electronic newsletter (E-Journal) at least twice a year	a. Ongoing solicitation of information, articles & writeups	Ongoing	Communications Officer, Division Chair, Executive Committee	\$ 250.00		\$ 250.00
	b. Newsletter published and distributed	June, December	Communications Officer, Division Chair, Executive Committee			
C. Publish an e-blast news brief for members (E-News) on a regular basis	a. Ongoing solicitation of information, articles and write-ups	Ongoing	Communications Officer, Division Chair, Executive Committee			
	b. Regular transmittal (6 times annually)	Odd numbered months, beginning in January	Immediate Past Chair initially, then Communications Officer			
D. Expand Division website to include new content	a. Post division-related communications and information on website	Ongoing, beginning in March	Communications Officer, Division Chair, Executive Committee			
	b. Post division-sponsored presentations on website	Ongoing, beginning in March	Communications Officer, Division Chair, Executive Committee			
E. Establish and maintain social media links	a. Upgrade and maintain Division LinkedIn site	Ongoing, beginning in March	Membership Officer			
	b. Pursue other possible social media links		Membership Officer, Membership Committee			
F. Executive Committee communication	a. Monthly conference calls of the full Executive Committee	Ongoing	Division Chair			
	b. Other communication coordinated as needed, such as Division committees working on specific tasks	Ongoing	Division Chair			
2. Education and Advocacy						\$0.00

A. Coordinate one By-Right Division session at National Conference	a. Solicit By-Right session proposals from Division members and Executive Committee	June - July	1st Vice-Chair, Communications Committee			
	b. Executive Committee selects conference proposal	July 2017	1st Vice-Chair			
	c. Submit complete proposal and identify speakers	August	1st Vice-Chair			
	d. APA notifies Division of decision	December	NA			
	e. Coordinate with speakers to register for conference, prepare PPTs, submit bios	January	1st Vice-Chair			
	e. Finalize PPTs.	1-Apr	1st Vice-Chair			
B. Conduct one facilitated discussion or presentation at annual Policy and Advocacy conference or AICP symposium	a. Work with APA staff on potential topics	Mar-June	Chair/1st Vice-Chair, Communications Committee			
	b. Submit proposal	July-Aug.	Chair/1st Vice-Chair			
	c. Arrange speakers and prepare PPTs	Aug.-Sept.	Chair/1st Vice-Chair			
	d. Finalize PPT	Sept.	Chair/1st Vice-Chair			
3. Division Meeting						\$ 500.00
A. Strive for high attendance at annual meeting (at National Conference)	a. Develop agenda and program for annual meeting	March	Chair/Executive Committee			
	b. Advertise meeting through various communication avenues, including newsletter, e-blast, direct email invitation to members by Division chair, Division website	April	Chair, Communications Officer			
	c. Hold joint reception with other divisions	May	Chair/Immediate Past Chair		\$ 500.00	\$ 500.00
4. Outreach & Division Activities						\$ 7,400.00
A. Regional planning support	a. Provide funds as needed to promote regional planning education by providing webinars, roundtables, small grants, etc.	Ongoing	Division Chair, Executive Committee	\$ 150.00	\$ 350.00	\$ 500.00
B. State Planners Collaborative	a. Support ongoing program to promote RIPD by planners working for state planning agencies through survey related to water management/climate change project	Ongoing	Membership Officer and Membership Committee, Division Chair and Executive Committee			
C. Free webinars on issues of shared intergovernmental interest such as water and climate change	a. Division to sponsor at least one webinar that is free to Division members; budgeted amount is for AICP CM provide annual fee	TBD	Communications Officer/1st Vice-Chair	\$ 100.00		\$ 100.00
D. Cooperation and other interaction with other organizations and groups advancing regional planning	a. Ongoing coordination and information sharing with other regional planning groups, including AMPO and NARC in order to develop national priorities for supporting regional planning	TBD	Division Chair and Executive Committee, Vice Chair for Regional Policy			
E. Develop Policy Handbook on Best Practices in Water Resource Management to Address Climate Change	a. Develop contract and scope of work with University of Minnesota Humphrey School of Public Affairs for capstone project	Jan.	1st Vice-Chair		\$ 500.00	\$ 500.00

b. Conduct research and prepare background section on U.S. water and climate change policy, issues surrounding water quantity and quality in five eco-regions of U.S.: East Coast, West Coast, Midwest, Desert Southwest, and Gulf Coast	Jan. - Mar.	1st Vice-Chair		\$	500.00	\$	500.00
c. Design and distribute survey to gather information on potential case studies to the following: regional planning agencies o APA Water and Planning Network o APA Divisions o APA State chapters	Mar.-Apr.	Executive Committee, Vice Chair for Regional Policy, Communications Officer		\$	500.00	\$	500.00
d. Review results of survey w/Executive Committee and University of Minnesota	June	1st Vice-Chair					
e. Provide oversight of student work	Jan. - May	Chair, 1st Vice-Chair					
f. Announce availability of summer internships for students to work on water/climate change case studies on website and through E-news	Mar. - Apr.	1st Vice-Chair, Communications Officer					
f. Select students for summer internships and monitor progress	June - Aug.	Chair, 1st Vice-Chair		\$	2,000.00	\$	2,000.00
g. Integrate student work into draft report with recommendations	Sept. - Oct.	1st Vice-Chair		\$	500.00	\$	500.00
h. Prepare final Policy Handbook	Nov.- Dec.	1st Vice-Chair, Chair		\$	500.00	\$	500.00

F. Continue coordination of MPOs having Regional Livable Communities Programs	a. Hold a Regional Livable Communities Forum on May 5 in NYC, a day before the start of the APA 2017 national conference	May	Dan Reuter, Amy Cotter, Mariia Zimmerman	\$	2,300.00	\$	2,300.00
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b. Complete a survey of MPOs having regional livable communities

c. Follow development of current federal transportation legislation concerning regional livable communities considerations

5. Membership						\$0	
A. Continue to pursue plan to expand membership and involve new student members	a. Prepare a membership plan	Jan. - Mar.	Membership Officer and Membership Committee, Division Chair and Executive Committee				
	b. Conduct survey of existing membership to determine their needs	April - May	Membership Officer and Membership Committee, Division Chair and Executive Committee				
	c. Communicate with existing membership via various media	Ongoing	Membership Officer and Membership Committee, Division Chair and Executive Committee				
	d. Identify and recruit prospective members	Ongoing	Membership Officer and Membership Committee, Division Chair and Executive Committee				
	e. Improve website for interactive ability on relevant issues and to link to related sites	Ongoing	Communications Officer				
	f. Implement membership plan	Ongoing	Membership Officer and Membership Committee, Division				
6. Leadership Meetings						\$ 1,500.00	
A. Attend spring and fall leadership meetings	a. Division Chair or proxy attends spring and fall leadership meetings	May, September	Division Chair or proxy	\$	1,500.00	\$	1,500.00
	b. Chair reports on outcomes to Executive Committee and members		Division Chair or proxy				
B. Continue to encourage entire Division Executive Committee to attend national conference	a. Division Chair promotes national conference participation		Division Chair and Executive Committee				
7. Contingency Reserve						\$1,080.30	
A. Maintain a minimum amount of funds	a. Following APA Division Council recommendations, maintain a minimum \$1,000 contingency in Division.			\$	1,080.30	\$	1,080.30
TOTAL Budget:						\$10,730.30	

Appendix c.
APA Regional and Intergovernmental Planning Division (RIPD)
Annual Executive Committee Meeting – May 7, 2017
Javits Convention Center – New York, NY

Committee members in attendance: Chair Mark VanderSchaaf, First Vice Chair Sharon Rooney, Immediate Past Chair Dan Reuter, Vice Chair for Metropolitan and Regional Planning Mariia Zimmerman, Vice Chair for Federal Policy Amy Cotter, Vice Chair for State Planning Richard Hall, and Communications Officer Becky Bradley. Secretary/Treasurer Lamont Cobb had a family emergency and was not able to attend. Other attendees: Drew Awsumb, Ping Chang, Ken Kirkey, Bob Leiter, Rocky Piro, Karen Walz, Ty Warner.

The meeting came to order at 6:00 pm. Introductions were made and Mark V. welcomed meeting attendees. Mark V. provided an overview of the Division's work efforts over the previous year, noting that new officers were elected or appointed for the 2017-18 term. He also discussed the publication of *Emerging Trends in Regional Planning* PAS report, the success of the fourth annual regional livable communities' forum led by Mariia Zimmerman and Lee Schoenecker, a revised work plan and budget for the coming year, and a revised mission statement on the APA website. He discussed what makes RIPD different from other APA Divisions and regional organizations, including our interface with local planners.

Rocky P. suggested that megaregions be added to our overview/mission statement. Ken K. noted that his region (San Francisco) is actively engaged with the Sacramento region which could be considered a megaregion. Dan R. suggested the Division invite David Rouse to participate in our monthly conference calls based on his interests in megaregions. The committee agreed that megaregions was appropriate to add to our overview/purpose statement and incorporated into the bylaws.

Becky B. discussed a new communications strategy beginning with flyers/handouts available at the national conference to encourage APA members to join the Division as well as to highlight sessions sponsored by RIPD. She also discussed use of various social media including Twitter to promote the Division during the conference. She noted that APA is beginning an overhaul of their website and will be allowing greater flexibility to the Divisions in creating or revising their web pages. She noted that more images were needed for the website and E-news.

Mariia Z. provided an overview of the regional livable communities forum held just prior to the APA national conference. A total of 62 attendees with 34 regions were represented. She would like to find additional ways to create educational opportunities through webinars, perhaps co-sponsored with NARC or NADO. She has summaries from each region that could be used to write an article for the E-news or other publication.

Mark V. noted other highlights of the year included publication of the PAS report, *Emerging Trends in Regional Planning*, and receipt of a Divisions Council award for the report. He also noted that the session on the report was standing-room-only.

Rich H. discussed efforts to rejuvenate the state planners' collaborative.

Mark V. discussed proposed Division bylaw revisions to make them consistent with the APA template. These revisions were summarized in a document dated April 18, 2017 and distributed to the committee prior to the meeting. One comment was received from Lee Schoenecker that was distributed to committee members prior to the meeting. Ty W. noted that what constitutes a quorum of the Division was not spelled out in the bylaws.

Dan R. made a motion to approve the revised bylaws as amended. Rocky P. seconded the motion that was approved unanimously.

Mark V. raised issues discussed at the Divisions Council meeting which included free membership to up to five divisions to students enrolled in an undergraduate or graduate planning program. This policy change could potentially increase student membership in the Division and be a source of scholarship candidates sponsored by the Division to help create a proposed national correspondents network. The other major policy change is the removal of by-right sessions from next year's national planning conference combined with a greater role of Divisions in selecting proposals. After discussion, Rocky P. made a motion to draft a position statement to APA proposing postponement of the decision to eliminate the by-right session pending a review of the metrics supporting this decision by APA. Karen W. seconded the motion that was approved unanimously.

Becky B. made a motion to adjourn; Dan R. seconded the motion that was approved unanimously. The meeting adjourned at 7:18 pm.

Documents reviewed at this meeting:

Highlights from RIPD Current Year (FY 2017)
Proposed Revisions to Bylaws for Regional and Intergovernmental Planning Division
4/18/17

Appendix d. Regional and Intergovernmental Planning Division
 FY2017 Financial Report (10/01/2016 - 09/30/2017)
 FY2018 Proposed Budget (10/01/2017 - 09/30/2018)

REVENUE	Description	FY2017 Budget	FY2017 Actuals as of 09/30/2017	Subtotal	Proposed Budget FY2018 REVENUE
Dues	Q4 (trf in November)		638.75		
	Q1 (trf in February)		1,180.00		
	Q2 (trf May/June)		318.75		
	Q3 (trf August)		717.00		
	Dues Revenue	2,200.00		2,854.50	2,500.00
[Add other Revenue categories in additional rows, as needed.]					
	Carryover from previous FY	4,353.58	4,353.58		5,730.30
	Author Payment #2 PAS Report		750.00		
	Divisions Council Travel Grant*		500.00		500.00
	Divisions Council Product Grant*				2,000.00
	Other Revenue			5,603.58	
	TOTAL REVENUE	6,553.58		8,458.08	10,730.30

EXPENSES	Description		Amount	Subtotal	EXPENSES
Communications/Newsletter	Design				
	Printing	250.00	174.90		250.00
	Handling				
	Postage				
	Comm/Newsletter Expense	250.00		174.90	250.00
Annual Business Meeting NPC16	Refreshments		561.67		
	Printing				
	Postage				
	Other		30.97		
	Annual Meeting Expense			592.64	
Annual Business Meeting NPC17/18	Refreshments		350.00		500.00
	Printing	500.00	110.24		
	Postage				
	Other				
	Annual Meeting Expense	500.00		460.24	500.00
Travel - Division Chair	APA National Planning Conference	900.00	900.00		1,000.00
	APA Fall Leadership Meetings	600.00	600.00		500.00
	Other				0.00
	Travel Expense	1,500.00		1,500.00	1,500.00
Outreach & Division Activities	Regional Planning Education	500.00			500.00
	Webinar	95.00			100.00
	Postage				
	Unspecified Program Development	1,000.00			
	Regional Livable Communities Forum	50.00			2,300.00
	Climate Change Project (RIPD funds)	50.00			2,500.00
	Climate Change Project (APA grant)				2,000.00
	Outreach and Division Expense	1,695.00			7,400.00
Contingency (\$1000 minimum)	Contingency Expense	1,000.00			1,080.30
	TOTAL EXPENSES	4,945.00		2,727.78	10,730.30

Revenue over (under) Expenses for reporting period:	1,608.58		5,730.30	0.00
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* Applications for identified grant funding from the Divisions Council will be made in FY2018

Submitted by: Lamont B. Cobb and Mark E. VanderSchaaf
 Date: 11/15/2017

Appendix e.
Regional and Intergovernmental Planning Division Bylaws
last amended May 7, 2017

1.0 General

1.1 Name

The name is the Regional and Intergovernmental 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 regional and intergovernmental planning and implementation 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 regional and intergovernmental planning and implementation practice and theory to members of the Division;
- 1.2.3** Assisting and educating the Association about pending 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 regional and intergovernmental planning and implementation;
- 1.2.4** Facilitating connections with Divisions, Chapters, and other professionals and professional organizations that are concerned with regional and intergovernmental planning and implementation; and
- 1.2.5** Promoting professional communication among members of the Division through a variety of member services, including but not limited to periodic newsletters, conference sessions, workshops, webinars and other publications.

1.3 Mission

The mission of the Division is: to identify, analyze, and promote best practices to strengthen the productive interdependence of local, regional, state and federal government in the planning and development of our nation's communities. It especially emphasizes the way in which state and regional activities support the coordination of local plans and implementation strategies in megaregional, metropolitan, micropolitan, and rural areas.

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 12 people.
- 1.5.2** For meetings with 12 or more people, procedure shall be governed by basic 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.

2.0 Membership

2.1 Eligibility

Any Association member may join upon payment of the Division's dues. All Division members must belong to the Association.

- 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.

3.0 Decision-making

- 3.1** The Executive Committee shall make decisions by majority vote so long as a quorum exists, except where specified otherwise in these bylaws.
- 3.2** The Executive Committee shall determine the means of disseminating information about decisions requiring a vote by Division membership to ensure accessibility.

4.0 Officers and Elections

The Officers are Chair, Vice-Chair, the Secretary-Treasurer, and the Immediate Past Chair, and others as required. Elected Officers shall include at least the Chair, Vice Chair and the Secretary-Treasurer. A Student Representative or other leadership team members may be appointed or elected at the discretion of the Officers.

4.1 Elections

- 4.1.1** Elections will be held every two years in the fall of an even-numbered year. Newly elected officers will assume office on January 1 of the following odd-numbered year.
- 4.1.2** No Division member may serve more than two consecutive terms as Chair of any single Division.

- 4.1.3** No Officer shall serve more than two consecutive terms in the same position.
- 4.1.4** The Division Chair may serve up to two terms, consecutively or non-consecutively.
- 4.1.5** The Division Chair will appoint a Nominating Committee consisting of at least three Division members to issue a call for nominations from the Division membership and conduct an election. Nominating Committee members may not include members running for office.
- 4.1.6** The Nominating 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.
- 4.1.7** The Nominating Committee shall allow at least two weeks for nominations to be submitted.
- 4.1.8** A Division Affiliate member is permitted by the Bylaws of the Division to hold an elected office other than Chair or Chair-Elect.
- 4.1.9** Election results are based on a plurality of the valid ballots received.
- 4.1.10** In the case of a tie, the Nominating Committee Chair shall determine the winner by random drawing.

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 an Annual Performance Plan, Work Plan, and Budget for approval by the Executive Committee;
- 4.2.4** Serve on the Divisions Council of the Association;
- 4.2.5** Appoint committees 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 by-laws, current Division Performance Criteria and Division Council Policies and Procedures.

4.3 Vice-Chair[s]

The Vice-Chair[s] shall:

- 4.3.1** 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;
- 4.3.2** In the absence or resignation of the Chair, the Vice-Chair shall assume the duties of the Chair, and other duties as assigned by the Chair. The Vice Chair shall assume the duties of Chair until the term of the vacated Chair is complete, whereupon the Chair-Elect will complete his or her elected leadership term.

4.4 Secretary-Treasurer

The Secretary-Treasurer shall:

- 4.4.1** Prepare minutes of the Division's annual business meeting and all Executive Committee meetings;
- 4.4.2** Submit proposed Bylaw amendments to the membership;
- 4.4.3** Fulfill all recordkeeping and reporting requirements as stipulated by APA National;
- 4.4.4** Be responsible for on-going communication to members;
- 4.4.5** Manage Division funds in accordance with the Division budget;
- 4.4.6** Assist the Chair in preparing the Budget to be approved by the Executive Committee and submitted with the Annual Performance Plan and Work Plan;
- 4.4.7** Prepare an annual financial report to be presented to the Executive Committee as well as the Division's members at the annual meeting

4.5 Immediate Past Chair

The Immediate Past Chair succeeds to this position upon completion of his/her final two-year term as Chair and may serve in this position during one or both terms of the Chair. The Immediate Past Chair shall undertake such duties as may be assigned by the Chair and will be available for guidance to the Chair-Elect during the transition period.

4.6 Student Representative

The Student Representative may be appointed by the Chair after consultation with the Officers and shall:

- 4.6.1** Serve as a liaison between the division's student members and executive committee;
- 4.6.2** Lead efforts to recruit student members to join the division;
- 4.6.3** Represent the division in activities and committees where student representation is needed;

4.6.4 Promote student involvement and engagement in the division

4.7 Vacancies

4.7.1 In the absence or resignation of the Chair, the Vice-Chair shall assume the duties of the Chair, and other duties as assigned by the Chair. The Vice Chair shall assume the duties of Chair until the term of the vacated Chair is complete, whereupon the Chair-Elect will complete his or her elected leadership term.

4.7.2 All other vacancies will be filled for the unexpired term by: a vote of the Executive Committee within three months.

4.8 Termination of Division Officers

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 Committee.

5.0 Executive Committee

5.1 Composition

The Officers, as defined in Section 4.0, and additional leadership team members elected or appointed at the discretion of the Officers, shall comprise the Executive Committee. The Officers, as defined in Section 4.0, and additional leadership team members elected or appointed at the discretion of the Officers, shall comprise the Executive Committee. 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 Committee

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 by-right educational session at the National Planning Conference, and other sessions as warranted.

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

5.3 Meetings

5.3.1 Meetings of the Executive Committee, 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 Committee members.

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

6.0 Committees

The Executive Committee may form (and dissolve) committees, drawn from Division membership to carry out the activities of the Division. The Chair shall appoint a Committee Chair or Co-Chairs for each Committee. Committee Chairs or Co-Chairs may or may not be Division Officers. At the discretion of the Executive Committee, Committee Chairs or Co-Chairs who are not Division officers may serve as advisory members of the Executive Committee. Committee Chairs or Co-Chairs may be appointed to or removed from said position at the discretion of the Division Chair.

7.0 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 Committee, the Division may accept contributions, donations, and grants. The Executive Committee 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 charges determined by the APA Board.

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.

8.0 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 Newsletter 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 planning industry news, and share information with other Division members.

8.2.2 Newsletters 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 file of each newsletter shall be filed with National APA and posted on the Division's 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 communications as supported by APA.

9.0 Meetings

9.1 The Division shall hold an annual meeting during the APA National Conference. Notice of the annual meeting shall be distributed to Division membership via regular mail and/or email to the Division membership at least 30 calendar days prior the meeting.

9.2 Meetings of the Executive Committee shall be held monthly via teleconference.

9.3 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 Chairperson's absence, death or disability, the Vice Chair (or Chair Elect); or, a majority of the Executive Committee; or, by petition of 10 percent of Division members.

9.4 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.

10.0 Event Attendance and Travel Reimbursement Policy

- 10.1** The Division Chair, or designated proxy, shall attend the annual meeting 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 Leadership Meetings held in the fall.
- 10.3** Reimbursement of travel and lodging for all required Division officer activities shall be identified in the Division Work Plan and Budget as approved by APA. Levels of reimbursement shall be in stated the Division's budget, as determined by the Division Chair and Treasurer in conformance with Divisions Council Travel Policy.

11.0 Public Policy

No member shall represent the Division on Division policy without obtaining the approval of the Executive Committee. No member shall represent APA without obtaining the approval of the Executive Committee as well as the APA Executive Director.

12.0 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.

13.0 Amendments or Replacement

Any Division shall be free to amend or replace its bylaws at any time using the following procedure:

- 13.1** Proposed amendments or replacement bylaws may be proposed by either the Executive Committee or by a petition signed by at least ten Division members.
- 13.2** A copy of 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 drafted.
- 13.3** The Secretary shall submit the proposed amendments or replacement bylaws to the membership for their consideration.
- 13.4** Bylaws may be amended by a plurality of the valid ballots received. Mail or electronic ballots may be used.
- 13.5** Once approved, the current bylaws shall be filed with the Association.

Bylaws approved by Division Members: May 7, 2017

