PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT BYLAWS

-- ADOPTED SEPTEMBER 21, 2011 --

ARTICLE I – NAME

This department shall be known as the Planning and Community Development Department of the League of California Cities.

ARTICLE II – PURPOSES

The purposes of this department is to:

1. Advance the purposes and goals in the League of California Cities Articles of Incorporation and Bylaws.

2. Serve as a technical and advisory department to the League of California Cities including participation on League Policy Committees through the analysis and development of position recommendations on pending legislation and proposed regulatory guidelines.

3. Foster the professional and personal development of its members.

ARTICLE III – MEMBERSHIP

Section 1 – Members

A member shall be any individual employed by a League-member city who is a commissioner, director, manager, or professional staff in the areas of planning and/or community development.

Section 2 – Voting Members

A voting member shall be any individual employed or appointed by a League-member city who is a commissioner, director, assistant director, or manager in the areas of planning and/or community development.

ARTICLE IV – OFFICERS, DUTIES, VACANCIES

Section 1 – Officers

The officers of the department shall be President, First Vice-President, Second Vice-President, Director, and Immediate Past President.

Section 2 – Terms of Office

a) President, Vice-Presidents, and Immediate Past President – The term of office of the President, First Vice-President, Second Vice-President, and Immediate Past President is one year.

b) Department Representative on League Board of Directors – The Director shall serve a two-year term, which shall expire in even-numbered years.

Section 3 – Succession

The First Vice-President will succeed to the office of President and the Second Vice-President will succeed to the office of First Vice-President. The President automatically becomes the Immediate Past President at the conclusion of his or her term. The Second Vice-President and Director and are elected by the department membership and assume office immediately after the adjournment of the League's annual conference. The remaining executive officers shall automatically succeed in position order.

Section 4 – Qualifications

a) In General – All officers shall be voting members of the department.

b) Qualifications of the Department Director

1. In General – The Department Director shall:
    i. Represent the Department on the League of California Cities Board of Directors;

    ii. Have a record of participation in the department;

    iii. Demonstrate that he or she has the time to perform the job duties.

c) Qualifications of the Second Vice-President

1. In General - The Second Vice-President shall:
    i. Possess the ability and knowledge to perform the job;

    ii. Have a record of participation in the department;

    iii. Have demonstrated a commitment to excellence;

    iv. Have at least three years of experience in the planning profession (one year of prior relevant planning experience may be counted towards the three years);

    v. Demonstrate that he or she has the time to perform the job duties;

vi. Be from the appropriate area of the state when feasible (the position alternates north/south every year); and

vii. Hold the appropriate position within a League-member city (the position alternates between commissioners and planning-community development staff (defined as planning or community development directors or managers) every other year.

b. North/South Rotation – The department shall ensure that the office of second vice president shall be based in part on a north/south rotation, as the terms "north" and "south" are defined in the League's bylaws; in odd-numbered year elections, the second vice president shall be from the north.

c. Position Rotation – The department shall ensure that the office of second vice president shall be filled in part based on an alternating rotation between commissioners and planning-community development staff (defined as planning or community development directors or managers).
For example:
2012- The Second Vice-President should be a planning-community development staff person from the north.
2013- The Second Vice-President should be a commissioner from the south.
2014- The Second Vice-President should be a commissioner from the north.

c) Duties and Responsibilities

1. President – The President leads the department business and presides at department meetings, events and conference calls. The President serves on the Planners Institute Planning Committee and the Nominating Committee.

2. First Vice-President – The First Vice-President carries out the duties of the President in the President's absence or incapacity. The First Vice-President is the Chair of the Planners Institute Planning Committee and also serves on the Nominating Committee.

3. Second Vice-President – The Second Vice-President carries out the duties of the First-Vice President in the First Vice-President's temporary absence or incapacity. The Second Vice-President serves on the Planners Institute Planning Committee and the Nominating Committee.

4. Director – The Department Director shall represent the Department on the League Board and shall keep the Department membership informed of League Board activities. The Director serves as a liaison between the Department and the League Board. The Director also serves on the Planners Institute Planning Committee and on the Nominating Committee.

5. Immediate Past President – The Immediate Past President shall serve as a mentor for the other officers to provide continuity in department business. The Immediate Past President serves on the Planners Institute Planning Committee.

d) Executive Committee – The Executive Committee is comprised of the department's five officers. Executive Committee officers have a responsibility to attend all meetings. If an officer is not complying with these bylaws, then the Executive Committee has grounds for vacating the position.

e) Vacancies
   1. Occurrence – A vacancy in any of the offices occurs when the officer either resigns from the office or ceases to quality as a voting member. The effective date of such vacancy shall be in accordance with the League's bylaws.

   2. Vacant Presidency or Vice-Presidency - A vacancy in the office of President shall be filled for the unexpired term by the First Vice-President. A vacancy in the office of First Vice-President shall be filled by the Second Vice-President. A vacancy in the office of Second Vice-President shall be filled by election at the next department meeting, though the President may appoint an interim replacement, subject to confirmation by the Executive Committee. A vacancy in the office of Immediate Past President shall remain unfilled until the next election cycle.

   3. Vacant Directorship
      a. Interim Appointment – In the event of a vacancy in the office of Director, the President of the department shall be the director or shall appoint a member of the department to fill such vacancy. In the event the President appoints a member of the current or past Executive Committee to fill such a vacancy, the appointment is subject to confirmation by the Executive Committee.

      b. Election of Replacement When Vacancy Occurs in First Year of Term - The person filling such vacancy shall hold office until adjournment of the next annual conference of the League. At this next annual conference, the department's membership shall announce the voting results to fulfill a new director to fill any unexpired term of the director vacating the office of Director.

      c. Election of Replacement When Vacancy Occurs in Second Year of Term - If the departing Director's term would have otherwise expired at the next annual conference, the new Director shall be elected to a full, two-year term.

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1 – Nominating Committee

a) Composition – The President of the department shall appoint a Nominating Committee and designate its chair. The Nominating Committee shall be comprised of at least three members, but no more than five members. At least one member of the committee shall be a Past President of the department and at least two members should be current Executive Committee members.

b) Term of Office – Appointments shall be made annually at the beginning of the year.

c) Duties and Responsibilities
    1. Announce vacancies in the offices of Second Vice-President and Director and solicit candidates to fill the positions.

    2. Compile a list of proposed nominees and transmit to the Executive Committee no later than one month prior to the date of the Planner's Institute.

    3. Solicit opinions about the nominees from members of the department, including the department officers.

Section 2 – Nomination Process

Candidates shall submit a nomination application consisting of a completed nominating petition and resume. Nomination applications are due to the Nominating Committee two months prior to the Department Business meeting at the Planner's Institute.

Section 3 – Elections

For elections taking place after September 2011, elections shall take place prior to the Planner's Institute for the position of the 2nd Vice-President each year and Director every other year.

The President shall preside over the election of officers. Election of officers shall be by ballot of voting members. Ballots shall be submitted no later than one week prior to the Planner's Institute. The nominee receiving a plurality of the votes cast for each office shall be declared elected by the President at the Planner's Institute.

ARTICLE VI – VOTING

All voting in this department shall be by ballot of voting members. Each eligible member of the department is entitled to one vote. A majority of the votes cast by the cities in attendance shall be necessary for a decision. The presiding officer shall determine and announce the results at the Planner's Institute.

ARTICLE VII – DEPARTMENT MEETINGS AND EVENTS

Section 1 – Monthly Conference Calls

The officers of the department shall hold monthly conference calls to review legislative proposals, plan for events or conferences, preview and review League policy committee and Board of Directors meetings, and address any other relevant business of the department.

Section 2 – League Annual Conference

a) Business Session – The department shall hold a Business Session at the League Annual Conference to discuss and/or report out on department business, elections results, and meet with non-department members.

b) Planning Committee – The President shall appoint a department member to represent the department on the Annual Conference Planning Committee to ensure the Annual Conference sessions are relevant and meaningful to the planning and community development profession. The President may appoint him or her self.

c) Resolutions Committee – The President shall appoint a department member to represent the department on the Resolutions Committee at Annual Conference. The President may appoint him or her self.

Section 3 – Planners Institute

a) Department Meeting – The department will hold a department meeting during the Planners Institute to address current business. All department members are invited to participate.

b) Planning Committee – A Planning Committee will assemble before each Planners Institute to determine the content, theme and speakers for the conference. The committee shall be chaired by the First Vice-President. The committee shall consist of the Executive Committee, Policy Committee representatives, and other department members who wish to attend.

Section 4 – Other Meetings

The President may call for additional meetings or conference calls on an as-needed basis.

ARTICLE VIII – DEPARTMENT REPRESENTATIVES ON LEAGUE POLICY COMMITTEES

Section 1 – Identity

Department Policy Committee representatives shall consist of the department President's eight appointments. In addition, any planning or community development commissioner or staffer

appointed by the League President as a Presidential appointment shall be considered a department representative.

Section 2 – Appointments

The department President shall make appointments to the League's eight policy committees.

Section 3 – Terms of Service

Committee appointments are made for a single year term, beginning in January of each year. Representatives may be reappointed provided they maintain a good record of attendance for Policy Committee and department meetings. League staff shall provide a record of attendance for the past year to the President and First Vice-President before appointments are made.

Section 4 – Vacancies

In the event of a department appointment vacancy, the President shall appoint a new member to fill the position.

Section 5 – Duties

The duties of the department representatives include, but are not limited to the following:

1. Participate in monthly officer calls and report on significant agenda items from respective committees when requested by the President.

2. Attend annual Business Session at the League Annual Conference.

3. Attend annual Planners Institute Conference.

4. Provide comments and feedback as requested via email or phone to League staff on legislative or regulatory proposals.

ARTICLE IX – AMENDMENTS TO DEPARTMENT BYLAWS

These bylaws may be amended at either the department business session of the annual conference or the Planners Institute by a majority vote of those voting members in attendance, provided the proposed amendment(s) shall have first been prepared in writing, together with a statement in support therefore, and submitted to the officers so as to permit their review and consideration. The proposed amendment(s) and any written comments from the executive committee in the form of support or opposition shall then be e-mailed to each voting member at least thirty (30) days prior to the meeting at which they will be considered for review and study. Such amendments or any approved modification thereof shall take effect immediately after voted approval of the membership.

ARTICLE X - CONFLICT OF BYLAWS

If any portion of these bylaws are declared to be contradictory or in any way in conflict with the League's bylaws, then that portion shall become inapplicable and the League's bylaws shall prevail.