

New Jersey



County Planners Association

BYLAWS  
OF THE  
NEW JERSEY  
COUNTY PLANNERS ASSOCIATION

Adopted  
July 18, 2014

# Bylaws of the New Jersey County Planners Association

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**ARTICLE I  
NAME AND AFFILIATION**

**Section 1**

The name of this organization shall be the New Jersey County Planners Association (NJCPA).

**Section 2**

The New Jersey County Planners Association is an affiliate member organization of the New Jersey Association of Counties.

**ARTICLE II  
OBJECTIVES**

The objectives of the New Jersey County Planners Association shall be:

1. To exchange information on planning programs, studies and experience which are of mutual interest to all counties.
2. To arrange for procedures whereby planning matters of interest to more than one county can be worked out in an orderly and coordinated fashion.
3. To discuss, formulate and transmit positions on State, Interstate and Federal programs and legislation of interest to counties or regions.
4. To stimulate research and planning studies with respect to factors affecting the development of counties on a comparable basis so that such information and material can be readily assembled on a regional basis.
5. To unify county planning interests so that the most effective county planning can be achieved, and to support the efforts of other planning agencies and groups on an organized and unified basis.
6. To provide for the regular meeting of county planning technicians and thereby stimulate our planning thinking and elevate our horizons beyond county boundaries.
7. To improve the standards and practice of all phases of county planning.
8. To facilitate effective relationships among all levels of government in the execution of planning responsibilities.
9. To cooperate and collaborate with other agencies, associations and groups, both public and private, having similar or related purposes.

**ARTICLE III**  
**MEMBERSHIP: QUALIFICATIONS, DUES, VOTING**

**Section 1**

Any full-time staff professional of a New Jersey county agency designated for land use planning shall be a full member upon payment of such dues as may be established by the Association as hereinafter provided. Every full member shall be eligible to hold any office of the Association.

Affiliate membership shall be extended upon application to all other persons in the State of New Jersey who are interested in furthering the objectives of the New Jersey County Planners Association, contingent upon payment of such dues as may be established by the Association. Affiliate members shall have the rights of full members except the right to vote and the right to hold office.

**Section 2**

Annual dues shall be assessed upon each county seeking membership in the New Jersey County Planners Association. Said dues shall be paid at the beginning of each calendar year to the Treasurer of the Association. Payment of dues shall entitle full members to all the rights of their membership class. Said dues shall be in an amount agreed to by vote of the membership and shall be based on a flat rate for each county, regardless of the number of individual staff members.

The amount of dues for all members may be periodically reviewed by the Executive Committee, but shall be considered for revision only at a duly noticed meeting of the full membership.

**Section 3**

Each County holding membership in the New Jersey County Planners Association is entitled to one vote. The County Planning Director, or the department head of the agency designated for land use planning in that county, shall be the Official County Representative for the purpose of receiving notices and casting the county's vote, unless they send some other designee as that county's Official County Representative or voting member.

Voting on all matters of interest to the New Jersey County Planners Association or on matters that warrant the official action of said Association shall be subject to a roll call vote of all County agencies, which are members of the Association.

All official actions of the New Jersey County Planners Association shall be carried by a majority vote of those eligible county planning boards, agencies, or designees, present and voting at the time of the roll call. Agenda items subject to voting will be sent to each official county representative prior to meetings.

All official actions of the NJCPA shall be voted upon at a duly noticed meeting of the membership. In the case of the need for the emergency consideration of an issue or matter, and at the discretion of the President of the Association, the Executive Committee may poll the membership through direct

communication. In the case of such an emergency action, the Executive Committee will be obligated to maintain a record of its poll and to report its findings and subsequent action to the membership at the next regularly held meeting of the Association.

## **ARTICLE IV OFFICERS AND DUTIES**

### **Section 1**

The officers of the Association shall consist of a President, Treasurer, Recording Secretary, and President Emeritus.

### **Section 2**

The President shall preside at all meetings of the Association and shall have all duties normally conferred by parliamentary procedure. The President shall be a full member of the Association and have the privilege of discussing all matters before the Association and to vote thereon.

The President shall have the authority to direct the respective officers to carry out their assigned duties and coordinate their efforts with the functional committee chairpersons. The President may delegate additional responsibilities to the officers at his or her discretion.

The President shall be responsible for representing the Association on any special task force committees and to act as the responsible liaison for the Association with any state agency responsible for coordinating regional planning efforts with county planning agencies. The President shall also be responsible for attending to correspondence of the Association as well as any publicity dealing with the Association's action on matters deemed appropriate as authorized by the Executive Committee.

Additionally the President shall be responsible for the arrangement of Association meetings in cooperation with the "host" county including location, place, and time, as well as serving as co-signatory on the Association's financial accounts. At the end of the President's term, permanent records for the organization will be transferred to the archives (currently stored in Morris County).

### **Section 3**

The Treasurer shall act for the President in his/her absence and shall be a full member of the Association. Duties of the Treasurer shall include maintenance of the financial records of the Association, collection of dues and meeting fees, co-signatory on the Association's financial accounts, and other duties as deemed necessary by the Executive Committee.

#### **Section 4**

The Secretary shall act for the President and Treasurer in their absence. The Secretary shall be a full member of the Association. Duties include performing as the Secretary to keep the minutes and permanent records of the Association, and such other duties as are normally carried out by the secretary of an organization. In addition the Secretary will be responsible for the annual directory update and may conduct a salary survey. At the end of the Secretary's term, permanent records for the organization will be transferred to the archives (currently stored in Morris County).

### **ARTICLE V ELECTION AND TERMS OF OFFICERS**

#### **Section 1**

The President, at the next to last meeting of the year, may appoint a nominating committee for the purpose of nominating a full member of the Association to serve as Secretary or for any additional vacancy on the Executive Board.

The nomination will be presented at the last meeting of the year. Additional nominations for Secretary may be made from the floor. The election of a Secretary shall be in accordance with Article III, Section 3 and shall be initiated after all business items have been completed. The elected new Secretary shall take office at the first meeting of the year.

#### **Section 2**

The current Treasurer shall automatically become President, and the Secretary shall automatically become the Treasurer and the immediate past president shall automatically become the President Emeritus. If the immediate past president elects not to continue to serve on the Executive Committee, then the other Executive Committee members shall seek a candidate from among recent, active past presidents, effective January 1 of the following year.

#### **Section 3**

Vacancies may be filled immediately by the remaining officers moving up a position as noted in Article V, Section 2 above. The Executive Committee may then serve as a nominating committee for the purpose of nominating a full member of the Association to serve as Secretary for the remaining term of office. The new Secretary may then be elected by the membership in accordance with Article III, Section 3.

**Section 4**

All officers shall serve one-year terms (January 1 to December 31).

**Section 5**

Any officer that leaves their County Planning position may complete their term of office for the remaining part of that year, if they so choose and the Executive Committee members agree. At the end of said year, another County Planner shall be elected from the membership, in accordance with Article V, Sections 1 and 2, to fulfill the vacant officer's remaining term(s), if necessary.

**ARTICLE VI  
COMMITTEES AND DUTIES**

**Section 1**

Committee Chairpersons may be appointed by the President at the first meeting of the year for a one year term. The appointed Chairpersons shall enlist full members of the Association to serve on his/her Committee. The following shall be considered standing committees. However, the President may create additional Committees.

- I. Utilities, Transportation and Infrastructure – Monitor and report on relevant activities of the Board of Public Utilities, Transportation issues and infrastructure initiatives
- II. Housing and Community Development – Monitor and report on issues related to housing and Community Development and provide liaison with the Council on Affordable Housing
- III. Open Space and the Environment – Monitor and report on State and County Farmland Preservation and open space initiatives and other environmentally oriented issues and legislation
- IV. Statewide Planning and Smart Growth – Monitor the State Development and Redevelopment Plan, Cross Acceptance as well as monitor and report on smart growth issues and provide outreach with the office of Smart Growth, State Planning Commission, and Department of Community Affairs
- V. Legislative – Monitor and report on planning related legislation and recommend County Planning Association positions to be forwarded for consideration
- VI. Education and Technology – Monitor and report on new technology being applied to planning and coordinate with academic institutions to further planning education in the state.

## **Section 2**

The Executive Committee of the Association shall consist of the officers as per Article IV, Section 1. It shall meet at the call of the President to coordinate and plan the Association's activities including the drafting of an annual program at the beginning of each calendar year.

## **Section 3**

The President Emeritus shall assist the current President in matters related to the Association as well as assisting the President-elect in coordinating Association activities with the New Jersey Planning Officials, New Jersey Association of Counties, New Jersey League of Municipalities, New Jersey American Planners Association and other planning affiliated organizations as deemed necessary by the President.

# **ARTICLE VII MEETINGS**

## **Section 1**

Regular Meetings should be held, at a minimum, bimonthly. The President shall notify all Association members and affiliate members of the time and place of the meeting at least one week in advance. The schedule of meetings for the following year shall be established by the Executive Board at its first organizational meeting of the year and approved by the Association at its first meeting of the year.

## **Section 2**

Annually a meeting may be held with the County Planning Directors and the past presidents of the County Planners Association to discuss the current issues facing the membership and the direction the organization should proceed.

## **Section 3**

Special meetings shall be called by the President. It shall be the duty of the President to call such meetings at his/her discretion or when requested to do so in writing by a representative segment of the membership. The President shall notify the Association as described in Article VII, Section 1 above.

**ARTICLE VIII  
CONDUCT OF MEETINGS**

**Section 1**

The provisions of these By-laws and Roberts Rules-of-Order shall apply to the conduct of any meeting of the Association or the Executive Committee.

**Section 2**

The Order of Business of all meetings of the Association shall be as follows:

- A. Roll Call
- B. Approval of Minutes of Previous Meeting
- C. Program (if applicable)
- D. Communications
- E. Treasurers Report
- F. Executive Committee Report
- G. Committee Reports
- H. Old Business
- I. New Business
- J. Adjournment

**ARTICLE IX  
AMENDMENTS**

The By-laws may be amended at any regular or special meeting of the Association. Copies of proposed amendments shall be sent to all county planning directors and or county designees, in accordance with the notification requirements in Article VII, Section 1.

**ARTICLE X  
EFFECTIVE DATE, APPROVAL AND REVOCATION**

These By-laws and any amendments thereto shall become effective upon approval by the Association and are subject to revocation by the Association for due cause.