



# APA MINNESOTA SUCCESSION HANDBOOK 2019

**WORKING DOCUMENT**

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# ABOUT



Mission

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The Minnesota Chapter of the American Planning Association (APA-MN) is a non-profit statewide organization of over 900 planning professionals, educators, local officials and planning commissioners who are involved in planning-related activities on behalf of state and regional agencies, counties, cities, towns, educational institutions and the private sector. APA Minnesota is a chapter of the American Planning Association (APA), a non-profit public interest and research organization whose origins date back to 1917.

## **MISSION**

The mission of APA Minnesota is to advocate for equitable and sustainable planning practices across the state by supporting professional planners and engaging with those who live and work in our communities.

## **CORE VALUES**

**SUSTAINABILITY.** We provide resources and educational opportunities to further the sustainability goals of APA.

**EQUITY AND INCLUSIVENESS.** We make decisions and take actions through the lens of equity and inclusion.

**CONNECTION.** We aim to formalize partnerships with like-minded organizations and individuals to advance our goals.

**DEVELOPMENT.** We understand the importance of networking, education, and communication for professionals and residents alike.

**ADVOCACY.** We seek to be recognized as the organization for expertise in planning in Minnesota.

## **FOCUS AREAS AND GOAL STATEMENTS**

**PARTNERSHIPS.** Establish and formalize partnerships with like-minded organizations to expand organizational reach and accomplish shared goals.

**LEADERSHIP.** Leverage the knowledge of the association's membership to enact change in Minnesota.

**COMMUNITY PLANNERS.** Grow the field of community leaders advocating for good planning.

**INVOLVEMENT.** Provide a variety of education and networking opportunities to increase member involvement and enrichment.

**COMMUNICATION.** Utilize a combination of communication tools to reach all members and stakeholders.

**EQUITY.** All decisions and actions are made through the lens of equity and inclusion.

**MEMBERSHIP.** Retain members and expand membership base by Membership meeting members' evolving needs.

**Internal Operations.** Update and improve internal operations to better serve as stewards of the organization's resources and maximize efficiency and effectiveness while prioritizing equity.

# GOVERNANCE



- Board of Directors
- Executive Committee
- District Directors
- Student Director and Student Representative
- Ex-Officio Board Members
- Professional Development Officers
- Liaisons
- Committees
- Elections and Appointments
- Board Meetings
- Board Liaisons
- Organization Chart
- 990 Forms

# BOARD OF DIRECTORS

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## **CHAPTER BOARD (13 QTY VOTING)**

1. Executive Committee (4 qty) - Voting
2. District Directors (8 qty) - Voting
3. Student Director (1 qty) - Voting
4. Ex-Officio Board Members - Non-Voting

## **EXECUTIVE COMMITTEE**

- Officers; Elected by the full membership in even-numbered years for two-year terms
- Voting
  - President
  - Vice-President
  - Secretary
  - Treasurer

## **DISTRICT DIRECTORS**

- Elected by the members in their respective districts in odd-numbered years for two-year terms
- District Directors should live or work in the district they represent
- 1 appointed to represent Citizen Planners
- Voting
- Districts
  - Metro District - 3 qty
  - Central District - 1 qty
  - Northeast District - 1 qty
  - Northwest District - 1 qty
  - Southeast District - 1 qty
  - Southwest District - 1 qty

## **STUDENT DIRECTOR**

- A student representative is appointed by the Board each year to a two-year term. The student representative term overlaps with the student representative from the year before, thereby allowing two student representatives, called respectively Student Representative (first year) and Student Director (second year).
- Voting

## **EX-OFFICIO BOARD MEMBERS**

- Student Representative
- Faculty Liaison Officer
- Professional Development Officer
- Committee Chairs

## **ABOUT COMMITTEES**

### **Standing Committees**

- Conference
- Legislative and Law
- Professional Development
- District Apportionment (if needed)

### **Ad Hoc Committees**

- Awards, Diversity and Equity
- Programs
- Women in Planning
- Young Planners Group

### **Committee Chairs**

The President appoints all committee chairs with the concurrence of the Chapter Board. The term of committee chairs and all other appointed Ex-Officio members expires with the expiration of the term of the appointing President. There is no limit on the number of terms a committee chair or Ex-Officio member may serve, but they must be reappointed by the President for each additional term.

### **Vacancies**

With the approval of the Chapter Board, the President fills by appointment vacancies on the Executive Committee and Chapter Board. Vacancies on the Executive Committee and for Directors or Student Director shall be filled under an open-appointments process giving Chapter members the opportunity to propose nominations (21 days notice of vacancy(ies) prior to appointment required).

## EXECUTIVE COMMITTEE

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The Executive Committee is comprised of the Chapter's Officers which are the President, Vice President, Secretary, and Treasurer. Officers are elected in odd-numbered years for two-year terms. Officers have voting privileges.

### **PRESIDENT**

The President (a) presides at meetings of the Executive Committee and Chapter Board and of the membership; (b) provides leadership on the development of Chapter policies in coordination with the Chapter Board and the association; (c) prepares an annual budget for approval by the Chapter Board; (d) creates and/or disband, all Chapter committees and appoints and discharges committee chairs unless otherwise provided in the chapter Bylaws; (e) represents the Chapter on the APA Chapter President's Council; (f) calls meetings and perform other duties required by the chapter Bylaws or customary to the office; and (g) is a member of the Association and the Chapter.

### **VICE PRESIDENT**

The Vice-President (a) assists the President in the guidance and coordination of committee activities; (b) carries out other duties assigned by the President; (c) coordinates the website and other technology of the board, (d) assumes the duties of the President if necessary; and (e) performs other duties required by the chapter Bylaws or customary to the office; and (f) is a member of the Association and the Chapter.

### **SECRETARY**

The Secretary (a) prepares and reports minutes of Chapter Board and Executive Committee meetings; and (b) performs other duties required by the chapter Bylaws or customary to the office; and (c) is a member of the Association and the Chapter.

### **TREASURER**

The Treasurer (a) receives and disburses Chapter funds; (b) collects Chapter dues and assessments not collectible by the National office; (c) assists the President in preparing an annual budget; (d) maintains financial bank and tax records which shall be open to inspection by officers and subject to audit, or reviews the work of a professional accountant to complete these activities; (e) prepares quarterly and annual financial reports for review by the Executive Committee; (f) performs other duties required by the chapter Bylaws, or customary to the office; and (g) is a member of the Association and the Chapter.



## DISTRICT DIRECTORS

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Eight directors are elected representing six different districts (geographic areas) of the state. The districts are defined by the District Apportionment Committee. The Metro District has three directors while the others have one.

Directors are elected by the members from their respective districts and live or work in the district they are representing at the time of the election. District Directors must be members of the Association and the Chapter.

One Director is appointed to represent Citizen Planners. This Director must be a member of the Chapter and is appointed by the Board sometime during the first year of the term of the executive committee.

Directors are elected in odd-numbered years for two-year terms. District Directors have voting privileges.

Current District Areas

### **CENTRAL**

9 Counties (approximately 60 members)

Benton, Chisago, Isanti, Kanabec, Mille Lacs, Pine, Sherburne, Stearns, Wright

### **METRO**

7 Counties (approximately 650 members)

Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

### **NORTHEAST**

7 Counties (approximately 35 members)

Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis

### **NORTHWEST**

26 Counties (approximately 30 members)

Becker, Beltrami, Cass, Clay, Clearwater, Crow Wing, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Morrison, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Todd, Traverse, Wadena, Wilkin

### **SOUTHEAST**

11 Counties (approximately 55 members)

Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona

### **SOUTHWEST**

27 Counties (approximately 50 members)

Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Kandiyohi, Lac Qui Parle, Le Sueur, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Swift, Waseca, Watonwan, Yellow Medicine

## STUDENT DIRECTOR AND STUDENT REPRESENTATIVE

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A student representative is appointed by the Board each year to a two-year term to represent student members of the Chapter. The term for the student representative overlaps with the student representative from the year before, thereby allowing two student representatives, called respectively Student Representative (first year) and Student Director (second year). The Student Director has voting privileges, while the Student Representative is ex-officio. Both students must be currently enrolled in a program of planning or planning-related studies at a Minnesota College or University and is elected by the student members of the Chapter.

## EX-OFFICIO BOARD MEMBERS

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Ex-Officio non-voting members of the Chapter Board include the chairpersons of all committees, the Professional Development Officer, the Faculty Liaison Officer, and Student Representative.

## PROFESSIONAL DEVELOPMENT OFFICERS

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The chapter bylaws require the formation of a Professional Development Committee consisting of 3 or more Chapter members who are members of the American Institute of Certified Planners (AICP). At least one of the members must be the Professional Development Officer (PDO).

Currently, all three members of the Professional Development Committee serve as Professional Development Officers.

### The Professional Development Committee

- Advises prospective members of the American Institute of Certified Planners as to the qualifications, purposes and programs of the Institute, the Institutes's code for professional responsibility, the guidelines for social responsibility for the planner and rules of reference to Institute membership.
- Advises members of the American Institute of Certified Planners concerning opportunities and/or requirements for continuing education and professional development.
- Coordinates the Chapter's professional development activities in areas of planning education, including the development of recommendations concerning planning programs offered by colleges and universities in the Chapter area.
- Coordinates with the Association's Commission of the American Institute of Certified Planners and its committees.
- Other duties delegated by the chapter Bylaws or the Chapter Board.

# LIAISONS

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The chapter bylaws requires that there be a Faculty Liaison. The board of directors approved liaisons with allied organizations in 2019.

## **FACULTY LIAISON**

The Faculty Liaison is responsible for facilitating dialogue and chapter participation with APA accredited collegiate planning programs and planning-related programs across the state. Example programs are:

- Augsburg University – Bachelor of Science in Urban Studies
- Minnesota State University, Mankato – Master of Arts in Urban Planning
- Saint Cloud State University – Bachelor of Arts in Planning and Community Development
- University of Minnesota, Duluth – Bachelor of Arts in Urban Studies
- University of Minnesota, Twin Cities – Master of Urban and Regional Planning - ***PAB Accredited***

## **ALLIED ORGANIZATION LIAISONS**

At this time, the chapter has approved a liaison with the Economic Development Association of Minnesota (EDAM). The chapter may seek to work with other related organizations in the future.

# COMMITTEES

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## STANDING COMMITTEES

The chapter's bylaws require that the chapter have the following committees:

1. Executive Committee consisting of the chapter's officers (see above).
2. Professional Development Committee consisting of 3 or more Chapter members who are members of the American Institute of Certified Planners (AICP). At a minimum of one of the members shall be the Professional Development Officer (PDO).
3. Legislative and Law Committee consisting of chapter members. One member of the Committee must be appointed by the Board to serve as an ex-officio board member. The Board shall appoint a chair or co-chairs to lead this committee. One member of the conference committee shall serve as an ex-officio board member. The PDO shall serve as a member of this committee.
4. District Apportionment Committee. The President may appoint, with approval of the Chapter Board, an ad-hoc District Apportionment Committee responsible for reviewing district boundaries to ensure representation from all portions of the State. The committee must consist of 3 - 5 members and be broadly representative of different geographic areas of the State.

## AD HOC COMMITTEES

Other committees and professional interest groups that may be required to fulfill the duties or objectives of the Chapter can be established and appointed by the President upon approval of the Chapter Board.

## CURRENT COMMITTEES

### Awards Committee

APA Minnesota's awards program provides the opportunity to give credit to outstanding projects and people who have contributed to the planning profession over the previous year. Award recipients are recognized at our annual fall conference and in Planning Minnesota.

### Community Planner/Community Planning Month

To follow

### Conference Committee

The Conference Committee responsible for planning, budgeting, and coordinating the activities associated with hosting the annual, statewide Chapter conference. One member of the conference committee serves as an ex-officio board member. The PDO serves as a member of this committee.

### Diversity and Equity Committee

The Diversity and Equity Committee is tasked with developing and executing an association-wide plan for how we better promote the understanding and practices of diversity and equity, both within and outside the planning community and profession.

### Events Committee

The Events Committee is responsible for coordinating social and networking opportunities for chapter members and allied professionals.

**FAICP Nominating Committee**

The FAICP Nominating Committee encourages eligible members to nominate themselves or others for the AICP Fellowship. The committee is also available to provide guidance about navigating the nomination process.

**Legislative and Law Committee**

The Legislative and Law Committee is responsible for following legislative actions and case law, apprising Chapter members of items that impact them or affect the planning profession, and coordinating legislative platforms and activities on behalf of the chapter. One member of the Committee must be appointed by the Board to serve as an ex-officio board member.

**Professional Development Committee**

The Professional Development Committee oversees and coordinates the development of professional development opportunities for the chapter. It is comprised of the chapter's Professional Development Officers and committee member recruits.

**Spring Workshop Committee**

The Spring Workshop Committee coordinates the chapter's annual Spring Workshop which often features walking tours of metro-area developments.

**Women in Planning Committee**

The Women in Planning Committee advocates for, connects, inspires, and promotes women working in the field of planning in the State of Minnesota.

**Young Planners Group**

The Young Planners Group (YPG) is a resource for early-career and mid-career members of APA-MN. YPG provides opportunities for Young Planners to engage, interact, and learn from the Chapter's senior leadership through planned events and individual meetings.

# ELECTIONS AND APPOINTMENTS

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## **ELECTIONS - OFFICERS AND DISTRICT DIRECTORS**

Officers are elected in odd-numbered years for two-year terms. Directors are elected in odd-numbered years for two-year terms.

APA Minnesota administers its elections using national's consolidated election process which has mandatory criteria and may include a write-in option.

A call for nominations is typically issued in February. Nominations may be made using national's on-line voting application through approximately March. Nominations can be made through July 1 by sending information to the Chapter Executive Director who will consolidate nominations and submit to national to add to the on-line voting platform by July 1.

The election cycle may vary slightly each year but generally follows the following pattern:

February - Call for Nominations

April - Nominations due via on-line app

July 1 - Manual nominations due

August - Voting opens

September - Voting closes

September - Results certified and sent to chapters

January 1 - Newly elected Chapter and Division leaders take office

## **APPOINTMENTS - COMMITTEE CHAIRS AND LIAISONS**

The chairpersons of all Chapter committees are appointed by the President with the concurrence of the Chapter Board. The term of committee chairs and all other appointed Ex-Officio members expires with the expiration of the term of the appointing President. There is no limit on the number of terms a committee chair or Ex-Officio member may serve, but they must be reappointed by the President for each additional term. Committee chairpersons must be members of the Association and the Chapter.

## **ELECTIONS AND APPOINTMENTS - STUDENT DIRECTOR AND STUDENT REPRESENTATIVE**

A student representative is appointed by the Board each year to a two year term to represent student members of the Chapter. The term for the student representative overlaps with the student representative from the year before, thereby allowing two student representatives, called respectively Student Representative (first year) and Student Director (second year). The Student Director has voting privileges, while the Student Representative is ex-officio. Both students must be currently enrolled in a program of planning or planning-related studies at a Minnesota College or University and is elected by the student members of the Chapter.



## BOARD MEETINGS

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Meetings of the full board are held every other month beginning in January. With the exceptions of the January meeting which is often combined with a retreat and the September meeting which takes place during the annual conference, the meetings are typically held from noon – 2pm on the 3<sup>rd</sup> Friday of the month. Board members often bring a lunch.

The Secretary arranges the schedule at the beginning of each year so that board members can mark their calendars accordingly.

### **BOARD REPORTS**

The Executive Director sends meeting notices and blank board report forms approximately 10 days prior to each meeting. Board members complete the board report form noting updates and action items they are asking the board to consider at the upcoming meeting.

Forms must be returned to the Executive Director 5 days prior to the meeting. The Executive Director prepares the meeting agenda based on the content of the forms, compiles the agenda, minutes from the previous meeting, board reports and related material into a single PDF and sends the file to board members 3 days prior to the board meeting. The information is also posted on-line on the chapter website.

### **BOARD MEETING ATTENDANCE**

Participating in board meetings in person is preferred but not always possible. In-person attendance at the January board meeting and retreat and at the fall conference board meetings is required. Board members may participate in the remaining meetings via conference call or webinar.

## BOARD LIAISONS

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### BOARD LIAISONS TO COMMITTEE CHAIRS

As a means of facilitating communication between committee chairs and the board members, the chapter asks board members to volunteer as liaisons to the chapter's committee chairs. The liaisons provide guidance and work with the committee chairs to ensure initiatives are established that advance the committee's role in advancing the chapter's strategic plan.

Committee assignments are based on board member interest areas where possible and will therefore change as new board members take office after election cycles.

### EXECUTIVE COMMITTEE RESPONSIBILITIES

Members of the chapter's Executive Committee are assigned specific responsibilities in the area of operations. Where appropriate, they work with staff as needed. The current configuration:

Responsibility	Staff Support	Executive Committee
APA MN Strategic Plan, APA National Chapter Presidents Council (CPC), CPC Certification and Education Committee Chair	Executive Director	President
Communications	Communications Director	Vice-President
Finance	Executive Director	Treasurer
Government and Operations	Executive Director	Secretary

# RESPONSIBILITIES



Board of Directors

President

Vice President

Secretary

Treasurer

District Director - All

District Director - Greater Minnesota

District Director - Metro

Student Director

Committees

Professional Development Officer (PDO)

Citizen Planner

Faculty Liaison

Organization & Institution Liaisons

# BOARD OF DIRECTORS

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## BYLAWS

The Chapter Board has the following duties:

- Developing chapter policies and coordinate with the Association.
- Establishing and managing the business affairs, programs, and membership activities of the Chapter.
- Establishing and maintaining formal communication with the Association and Chapter membership for purposes of information, comment, and assistance.
- Preparing, adopting, and presenting an annual statement of goals and objectives for the Chapter.
- Adopting and presenting an annual budget statement to the Chapter membership.
- Encouraging and promoting interest in planning and Chapter activities in Minnesota.
- Removing Chapter Board members for non-attendance (under criteria established and administered by the Chapter Board).
- With the approval of the Chapter Board, the President fills by appointment vacancies on the Executive Committee and Chapter Board. Vacancies on the Executive Committee and for Directors or Student Director are filled under an open-appointments process giving Chapter members the opportunity to propose nominations. Notice of vacancy(ies) on the Executive Committee and for Directors or Student Director shall be made known to the Chapter membership or respective district or Student Chapter membership at least 21 days prior to the appointment(s).
- Performing other functions delegated by these Bylaws or by the Chapter membership.
- Putting into effect the votes of the Chapter membership.
- Preparing and approving contractual agreements with other associations and organizations

## OLD JOB DESCRIPTION

Board members are encouraged to support the chapter in the following ways:

1. Attend / network at the following events:

- State planning conference in September of 2018 in Rochester
- At least 40% of other APA Minnesota Chapter events (i.e. CM sessions, brown bags, social gatherings, etc...).

2. Hold bi-monthly board meetings to coordinate initiatives:

- The third Friday of January, March, May, July, September\* and November from 12:00 p.m. to 3:00 p.m. (\* Septembers meeting will be held at the state conference).
- Monthly progress reports two weeks prior to the board meeting, to be sent to the Executive Director
- Bi-monthly executive board meetings to be held prior to the regular board meeting to set meeting agendas and to monitor the progress of the work plan (ex. board only).

3. Provide social / networking / educational opportunities:

- Events are planned by the networking and programs committee and recommend to the board for approval.

- Assist with any event planning.
    - Find / book a location
    - Prepare a flyer
    - Send out email invites and reminder
    - Request addition to the calendar on-line and events section of the website
  - Encourage participation at all events.
  - Attend events.
4. Hold an annual priority setting workshop – discussion/agenda includes:
- New executive committee introductions
  - Adopt work plan/discussion of board priorities for 2013 and beyond
  - Small group discussions
5. Assist in recruiting new members
- Promote membership to colleagues.
  - Attend networking events.
6. Continue to produce a strong, relevant, and concise APA MN newsletter.

# PRESIDENT

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From the Bylaws

4.1.1 President. The President shall: (a) preside at meetings of the Executive Committee and Chapter Board and of the membership; (b) provide leadership on the development of Chapter policies in coordination with the Chapter Board and the association; (c) prepare an annual budget for approval by the Chapter Board; (d) create and/or disband, all Chapter committees and appoint and discharge committee chairs unless otherwise provided in these Bylaws; (e) represent the Chapter on the APA Chapter President's Council; (f) call meetings and perform other duties required by these Bylaws or customary to the office; and (g) be a member of the Association and the Chapter.

3.1 There shall be an annual meeting of the Chapter membership at a time and location determined by the Chapter Board. At the annual meeting, the following activities shall take place:

3.1.1 A President's Report, outlining activities, accomplishments, and Chapter status since the previous annual meeting.

3.1.2 President's presentation of objectives and budget for Chapter activities.

6.2 The chairpersons of all Chapter committees shall be appointed by the President with the concurrence of the Chapter Board. The term of committee chairs and all other appointed Ex-Officio members expires with the expiration of the term of the appointing President. There is no limit on the number of terms a committee chair or Ex-Officio member may serve, but they must be reappointed by the President for each additional term. Committee chairpersons must be members of the Association and the Chapter.

7.2.8 With the approval of the Chapter Board, the President shall fill by appointment vacancies on the Executive Committee and Chapter Board. Vacancies on the Executive Committee and for Directors or Student Director shall be filled under an open-appointments process giving Chapter members the opportunity to propose nominations. Notice of vacancy(ies) on the Executive Committee and for Directors or Student Director shall be made known to the Chapter membership or respective district or Student Chapter membership at least 21 days prior to the appointment(s).

## VICE PRESIDENT

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From the Bylaws

4.1.2 Vice-President. The Vice-President shall: (a) assist the President in the guidance and coordination of committee activities; (b) carry out any other duties assigned by the President; (c) coordinate the website and other technology of the board, (d) assume the duties of the President if necessary; and (e) perform other duties required by the Bylaws or customary to the office; and (f) be a member of the Association and the Chapter.

## SECRETARY

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From the Bylaws

4.1.3 Secretary. The Secretary shall be responsible for (a) preparing and reporting minutes of Chapter Board and Executive Committee meetings; and (b) performing other duties required by these Bylaws or customary to the office; and (c) the Secretary shall be a member of the Association and the Chapter.



## TREASURER

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From the Bylaws

4.1.4 Treasurer. The Treasurer shall: (a) receive and disburse Chapter funds; (b) collect Chapter dues and assessments not collectible by the National office; (c) assist the President in preparing an annual budget; (d) maintain financial bank and tax records which shall be open to inspection by officers and subject to audit, or review the work of a professional accountant to complete these activities; (e) prepare quarterly and annual financial reports for review by the Executive Committee; (f) perform other duties required by these Bylaws, or customary to the office; and (g) be a member of the Association and the Chapter.

# DISTRICT DIRECTOR - ALL

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## OLD VERSION

### DISTRICT DIRECTOR RESPONSIBILITIES

1. Meet twice a year as a group to discuss/plan:
  - CM Credit DVD / webcast showing locations and dates.
  - Social / networking opportunities with Networking and Program Committee.
  - Member recruitment activities.
2. Offer educational opportunities in each respective district:
  - Provide law and ethics at a minimum throughout the districts, as well as other CM credit sessions.
  - Law session may be coordinated with the Law and Planning Committee.
  - Work with citizen planners to provide training in their respective districts.
  - Organize social events whenever possible.
3. Provide membership outreach:
  - Work with the Networking and Program Committee.
  - Stay in contact with the members in each district by using quarterly email lists.

From the Bylaws:

5.1 Eight directors shall be elected representing six different districts (geographic areas) of the state. The districts shall be defined by the District Apportionment Committee in accordance with the provisions of Paragraph 9.0 of these Bylaws. Directors shall be elected by the members from their respective districts and should live or work in the district they are representing at the time of the election. District Directors must be members of the Association and the Chapter.

5.2 One Director shall be appointed to represent Citizen Planners. This Director shall be a member of the Chapter and shall appointed by the Board sometime during the first year of the term of the executive committee.

5.3 Directors shall be elected in odd-numbered years for two-year terms in accordance with provisions of paragraph 10.0 of these Bylaws.

# DISTRICT DIRECTOR - GREATER MINNESOTA

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## MISSION

- Be a connection for Greater Minnesota Planners to the Minnesota Chapter of the American Planning Association
- Provide opportunities to hear from local planners about their professional interests or concerns.
- Provide opportunities to share information about Chapter activities.
- Connect Greater Minnesota planners with each other

## COMPOSITION

One District Director represents each of the following districts:

- Northeast District
- Southeast District
- Northwest District
- Southwest District
- Central District

## ACTION STEPS

- Attend the Chapter's annual planning conference and mingle with Greater Minnesota planners during social times.
- Identify groups of local planners that get together on a regular basis to network and share information.
- Attend existing networking groups.
- Determine level of interest in creating new ones if there is a subregion that doesn't already have such events.
- Identify 2-3 people from sub regions within the Districts to facilitate networking events.
- Submit articles to the newsletter.
- Promote attendance at chapter activities.
- Assist with mentor connections and support student and academic officers in student activities.
- Recruit Greater Minnesota planners for appointed leadership roles within MnAPA.
- Provide networking events such as semi-annual breakfasts or social hours.
- Work with Citizen Planner Committee to put on 1 training session per year per District
- Work with PDO to put on 1 training session per year per District

# DISTRICT DIRECTOR - METRO

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## MISSION

- Be a connection for Metro Area Planners to the Minnesota Chapter of the American Planning Association
- Provide opportunities to hear from local planners about their professional interests or concerns.
- Provide opportunities to share information about Chapter activities.
- Connect metro district planners with each other

## COMPOSITION

APA Minnesota has 3 Metro District Director positions.

## ACTION STEPS

- Attend the Chapter's annual planning conference and mingle with metro district planners during social times.
- Identify groups of local planners that get together on a regular basis to network and share information.
- Attend existing networking groups.
- Determine level of interest in creating new ones if there is a subregion that doesn't already have such events.
- Identify 2-3 people from sub districts within the Metro area to facilitate networking events.
- Submit articles to the newsletter.
- Promote attendance at chapter activities.
- Assist with mentor connections and support student and academic officers in student activities.
- Recruit metro area planners for appointed leadership roles within APA MN
- Provide networking events such as semi-annual breakfasts or social hours..
- Work with Citizen Planner Committee or other Metro Directors to put on 1 training session per year
- Work with PDO and other Metro District Directors to put on at least monthly training sessions for AICP Certification
- Attend Board meetings

# STUDENT DIRECTOR

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As Student Director (Voting Member) or as Student Representative (Non-Voting Member) of the Minnesota Chapter of the American Planning Association, you are expected to carry out the following duties during your 2-year term:

1. Keep in contact with the three main planning programs in the state of Minnesota:
  - Augsburg University – Bachelor of Science in Urban Studies
  - Minnesota State University, Mankato – Master of Arts in Urban Planning
  - Saint Cloud State University – Bachelor of Arts in Planning and Community Development
  - University of Minnesota, Duluth – Bachelor of Arts in Urban Studies
  - University of Minnesota, Twin Cities – Master of Urban and Regional Planning - **PAB Accredited**

As the state APA Minnesota representative, it is your job to keep people in those schools informed about events and activities. Since you are a member of the board of directors, you are expected to report to them about concerns from students across the state.

2. Assist in organizing and attend the annual state conference. The board feels that getting students involved at this event helps to keep them interested in APA Minnesota for the long term. Duties include organizing the student volunteers, advertising to classmates, organizing rides/rooms, and possibly assisting on a committee or session.
3. Attend board meetings. Since the Student Director is a voting member of the board, you are expected to attend every meeting, as is the Student Representative (The Student Representative does not have voting privileges.) Meetings occur about once every other month (approximately six per year). If you are worried about getting transportation to these meetings, there are usually people attending the meeting that are willing to carpool.
4. Implement the APA Minnesota Mentor Program. This includes promoting the program to professionals and students, matching up individuals, and planning a kick-off event for people to meet. There are also monthly email reminders, utilizing a survey to get feedback about the program, and making recommendations for the next Student Director.
5. Maintain membership in the national APA.
6. Various other tasks:
  - Write an article for the monthly newsletter (only once, or more as you see fit)
  - Promote Brown Bag Lunches and other events sponsored by APA Minnesota to the student community
  - If you feel extra ambitious, join a committee.

## OLD VERSION

### STUDENT DIRECTOR RESPONSIBILITIES

1. Kick off the mentorship program (with chair) by April 2013 (includes collecting information sheets from practicing planners and students who are interested and then matching them up).
2. Promote APA and APA MN events, services and functions to students by working with APA MN Board and the Student Representative Council (SRC).
3. Host a happy hour/social between practicing planners and students for networking opportunities (one in

the Twin Cities, one in St. Cloud area, and one in the Mankato area).

4. Develop a database of contacts for each planning program in the state.
5. Organize opportunities for students to interview planners to be featured in the newsletters and/or website.

From the Bylaws:

5.4 A student representative shall be appointed by the Board each year to a two year term to represent student members of the Chapter. The term for the student representative will overlap with the student representative from the year before, thereby allowing two student representatives, called respectively Student Representative (first year) and Student Director (second year). The Student Director will have voting privileges, while the Student Representative will be ex-officio. Both students shall be currently enrolled in a program of planning or planning-related studies at a Minnesota College or University and shall be elected by the student members of the Chapter.

# COMMITTEES

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## **AWARDS COMMITTEE**

APA Minnesota's awards program provides an exciting opportunity to give credit to outstanding projects and people who have contributed to the planning profession over the previous year. Award recipients are recognized at our annual fall conference and in Planning Minnesota.

## **CONFERENCE COMMITTEE V1**

APA Minnesota's annual conference provides education and networking resources to Minnesota's planning community. With annual attendance of approximately 450, the event is the largest conference for planning professionals in the state. Sub-committee chairs coordinate an array of activities including educational programming, keynote presentations, mobile tours, student activities, networking events, exhibitors, sponsors, and more.

## **CONFERENCE COMMITTEE V2**

Organize and prepare the State Conference:

- Provide training/educational.
- Provide social events/mobile tours off-site.
- Work with the Treasurer to ensure a sustainable budget.
- Manage sub-committees

## **DIVERSITY AND EQUITY COMMITTEE**

The Diversity and Equity Committee is tasked with developing and executing an association-wide plan for how we better promote the understanding and practices of diversity and equity, both within and outside the planning community and profession.

## **WOMEN IN PLANNING COMMITTEE**

The Women in Planning Committee works to transmit ideas and career concerns of particular interest to women to the chapter membership.

## **LEGISLATIVE AND LAW COMMITTEE V1**

The Legislative and Law Committee actively engages with the chapter membership on policy issues of importance to our communities and the planning profession. The committee is responsible for developing and maintaining APA Minnesota's Legislative Policy Platform and educating the chapter membership on case law and legislation of interest to planners. The Legislative and Law Committee also coordinates an annual Day at the Capitol during the legislative session and a summer retreat.

## **LEGISLATIVE COMMITTEE RESPONSIBILITIES V2**

- Continue to move the approved Legislative Work Plan
- Host a planner's day at the capital.
- Hire a Legislative Education Coordinator to track legislation.

- Initiate APA Minnesota policy platform discussions.
- Strengthen ties with other organizations, such as MACPZA.

### **PROFESSIONAL DEVELOPMENT COMMITTEE**

The Professional Development Committee oversees and coordinates the development of professional development opportunities for the chapter. The committee includes the PDOs, Spring Workshop Coordinators, and any other members interested in organizing an educational event.

### **PROGRAMS COMMITTEE**

The Programs Committee coordinates the chapter's annual Spring Workshop which often features walking tours of metro-area developments.

### **PROGRAM COMMITTEE AND NETWORKING COMMITTEE**

1. Host brown bag events and social events:
  - Solicit topics / speakers.
  - Find / book a location.
  - Prepare a flyer.
  - Send out email invites and reminder.
  - Request addition to the calendar online and events section of website.
2. Find a local charity that the organization can support.

### **TECHNOLOGY COMMITTEE**

1. Feature spotlight communities or APA MN member every month on the APA MN homepage.
2. Provide Legal/Planning Law Resources.
3. Monitor website design and discussion forums.
  - Review the current layout and determine what is needed.
  - Recommend changes and a preferred layout.
  - Work with the web-maven and webmaster to carry out changes
4. Work with the newsletter editors to post the APA MN Planning magazine.

### **YOUNG PLANNERS GROUP**

The Young Planners Group (YPG) is a resource for early-career and mid-career members of APA-MN. YPG provides opportunities for Young Planners to engage, interact, and learn from the Chapter's senior leadership through planned events and individual meetings.



## PROFESSIONAL DEVELOPMENT OFFICER (PDO)

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The Chapter Professional Development Officer (PDO) is to promote professional development and continuing education. The PDO shall be an AICP member and an appointed member of the Chapter's Board of Directors. The PDOs shall serve 2 (or 3) year terms with the ability of renewal.

The Chapter shall have three PDOs to address all of the needs of the chapter.

### SHARED PDO DUTIES

- Promote membership in AICP and continuing education in both oral and written communication
- Maintain open and ongoing communication with APA
- Participate in APA MN board meetings, and ensure the APA MN website is current with CM and AICP information
- Serve as the chapter's advocate for a strong support of the AICP Code of Ethics and Professional Conduct by all chapter members and for adherence to, and enforcement of, the Code by all AICP members
- Monitor and adhere to annual budget for PDO activities
- Participate in the Professional Development Committee

### PDO-CERTIFICATION MAINTENANCE DUTIES

- Coordinate CM credits for Chapter and non-chapter sponsored events
- Coordinate National APA Audio/Web Conferences – purchasing, scheduling, etc.
- Updating website and newsletter with CM opportunities
- Collecting the registrations and surveys from CM registered events

### PDO-CONFERENCE

- Assist with the development of the Spring Workshop and Fall Conference including attending program committee meetings, submitting sessions to APA for CM credits, coordinating the session evaluation survey process, and coordinating the collecting and uploading of presentation materials on the APA MN website
- Working with GTS on CM credits for their annual training

### PDO – AICP CERTIFICATION AND WEBINAR DEVELOPMENT

- AICP Exam Preparation Coordination including setting up exam prep session, identifying exam preparation resources, coordinating annual scholarship evaluation and recognition of new members
- Coordinate webinars

### OLD VERSION

### PROFESSIONAL DEVELOPMENT OFFICER RESPONSIBILITIES

1. Offer CM credit opportunities
  - Monitor APA DVD training with District Representatives.
  - Work with respective committees to ensure CM certified training sessions
2. Ensure State Chapter compliance with National CM requirements.

From the Bylaws:

9.1 There shall be a PROFESSIONAL DEVELOPMENT COMMITTEE, consisting of 3 or more Chapter members who are members of the American Institute of Certified Planners (AICP). At a minimum of one of the members shall be the Professional Development Officer (PDO). The Committee shall have the following responsibilities:

9.4 There shall be a CONFERENCE COMMITTEE consisting of members of the APA-MN Chapter, appointed by the Board. The Board shall appoint a chair or co-chairs to lead this committee. This committee shall be responsible for planning, budgeting, and coordinating the activities associated with hosting the annual, statewide Chapter conference. One member of the conference committee shall serve as an ex-officio board member. The PDO shall serve as a member of this committee

6.1 Ex-Officio non-voting members of the Chapter Board shall include the chairpersons of all committees, the Professional Development Officer, and the Faculty Liaison Officer..

# CITIZEN PLANNER

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## MISSION

- It is the mission of the Citizen Planner Director to:
- Be a connection for the Citizen Planners of Minnesota to the Minnesota Chapter of the American Planning Association.
- Provide opportunities to hear from local planners about their professional interests or concerns.
- Provide opportunities to share information about Chapter activities.
- Connect Citizen Planners with each other.

As the Citizen Planner Director (Voting Member) of the Board of the Minnesota Chapter of the American Planning Association, you will be expected to carry out the following duties during your 2-year term:

1. Keep in contact with the Citizen Planner members of the organization. We would ask that you encourage and promote interest in planning throughout the state.
2. Assist in organizing and attend the annual state conference. The Board feels that getting Citizen Planners involved at this event helps to keep them interested in APA Minnesota. Duties may include possibly assisting on a committee or session, or planning an opportunity for the Citizen Planners to network.
3. Attend Board meetings. The Board meets 6 times a year, generally in the Twin Cities, though periodically we have a meeting in Greater Minnesota. As a voting Board member, you will be participating in the discussions and making of policy for the organization.
4. Maintain membership in the organization, either in the national chapter or the APA Minnesota local chapter.
5. Write an article for the monthly newsletter once a year. We would also ask that you promote some of the various local programs we have throughout the year, such as the Brown Bag Lunches and National Planning Month.

## OLD VERSION

## CITIZEN PLANNER RESPONSIBILITIES

1. Provide educational opportunities:
  - Work with the district representatives to promote APA Minnesota events.
  - Plan social / networking opportunities with the Networking Committee and Program Committee.
2. Inform citizen planners of any APA Minnesota educational opportunities, events or social gatherings.
3. Provide networking opportunities whenever possible.

## FACULTY LIAISON

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As Faculty Liaison of the Minnesota Chapter of the American Planning Association, you are expected to carry out the following duties:

1. Keep in contact with the four planning-related programs in the state of Minnesota:
  - Augsburg University – Bachelor of Science in Urban Studies
  - Minnesota State University, Mankato – Master of Arts in Urban Planning
  - Saint Cloud State University – Bachelor of Arts in Planning and Community Development
  - University of Minnesota, Duluth – Bachelor of Arts in Urban Studies
  - University of Minnesota, Twin Cities – Master of Urban and Regional Planning - ***PAB Accredited***
2. The Faculty Liaison is charged with keeping students and faculty in these program informed about opportunities related to MnAPA administrative activities, awards, programs, and other opportunities.
3. Encourage faculty and student participation and attendance at the annual fall conference and in other MnAPA programs. This task includes providing information about the conference and opportunities to participate as speakers, facilitators, and volunteers.
4. Provide information about resources and programming provided by planning-related education programs in the state of Minnesota, including events and training.
5. Attend board meetings and contribute to discussions about MnAPA administration, budgeting, programming, outreach, etc.
6. Various other tasks:
  - Write an article for the monthly newsletter (at least once per year)
  - Share information on the state of education and enrollment in planning-related education programs
  - Serve on committees

From the Bylaws:

6.1 Ex-Officio non-voting members of the Chapter Board shall include the chairpersons of all committees, the Professional Development Officer, and the Faculty Liaison Officer.

## ORGANIZATION & INSTITUTION LIAISONS

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1. Connect APA Minnesota with various organizations or institutions
  - Provide information on APA Minnesota events to members and boards of other organizations.
  - Encourage participation or volunteering at APA Minnesota events when ever appropriate.

# INITIATIVES



- Awards Committee
- Communications Director
- Conference Committee
- Diversity and Equity Committee
- Events Committee
- FAICP Nominating Committee
- Legislative and Law Committee
- Membership
- Professional Development Committee
- Sponsorships
- Spring Workshop Committee
- Women in Planning
- Young Planners Group

## AWARDS COMMITTEE

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APA Minnesota's awards program provides an exciting opportunity to give credit to outstanding projects and people who have contributed to the planning profession over the previous year. Award recipients are recognized at our annual fall conference and in Planning Minnesota.

### Recognition

- Award recipients are recognized in the in the following ways:
- Conference Awards Dinner
- Chapter's newsletter Planning Minnesota
- Chapter website
- Award image in e-mails and project documents

### Conference Registration Fees

Recipients of the Lifetime Achievement Award and Peg and Otto Schmid Award receive (2) complimentary registrations to the awards dinner - one for themselves and one for a guest.

All others pay the full fee.

### Structure

- One Committee Chair
- Committee members (4-6 qty) are typically recruited at the conference kick-off event.

### Award Categories

The following is a list of current award types offered through the chapter's annual awards program. Award and scholarship winners are recognized at the fall conference and in the chapter newsletter. The awards call for nominations is typically issued in March and closes in May.

Recognizes	Award Name	Who Selects Recipients
Planners	Lifetime Achievement Award	Board of Directors
	Peg and Otto Schmid Award	
Students	Gunnar C Isberg Student Scholarship (\$1000 prize; may be split if there is more than one worthy candidate)	Executive Committee
Projects - Statewide	Innovation in Planning	A different chapter juries each year
	Excellence in Community Engagement	
	Partnerships in Planning	
	Success Stories in Implementation	
	Planning in Context	
	Outstanding Student Project	
Projects- Conference District	District Award	The District Director of the district in which the fall conference takes place selects a project to nominate; the board approves.

### Student Poster Competition

The Awards Committee works with the chapter's Student Director and Student Representative to coordinate a student poster competition at the annual conference.

# COMMUNICATIONS DIRECTOR

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## PLANNING MINNESOTA

The communications director assembles material received into the chapter's newsletter entitled "Planning Minnesota". The newsletter is issued 4 times a year.

Planning Minnesota is considered a benefit of membership and is therefore sent to members only. However, a link to the newsletter is available to the general public on the chapter website.

Chapter members and sponsors may submit articles for inclusion in the publication. Submitted material is subject to approval of the Communications Director and the chapter president.

Submitters are responsible for ensuring that appropriate permissions have been received and that content adheres to U.S. Copyright laws

### **Submission deadlines by issue:**

January - March - January 1

April - June - April 1

July - September - July 1

October - December - September 1

## E-NEWS BRIEFS

The communications director assembles material received into an e-news brief. E-news briefs are issued twice per month.

E-news Briefs are considered a benefit of membership and is therefore sent to members only. However, a link to the briefs is available to the general public on the chapter website.

Chapter sponsors are invited to place business-card size ads in the publication.

### **Submission deadlines:**

Submit material by the 1st and 3rd Friday of the month to the communications director.

## SOCIAL MEDIA

The communications director posts news, event, job postings, and chapter announcements on the chapter's social media sites. Handles:

Facebook - [facebook.com/planningmn/](https://facebook.com/planningmn/)

Linked In - [linkedin.com/groups/12021749](https://linkedin.com/groups/12021749)

Twitter - [twitter.com/APA\\_MN](https://twitter.com/APA_MN)

## WEBSITE

The Communications Director and Executive Director work together to post information on the chapter website.

The chapter's website url is [www.planningmn.org](http://www.planningmn.org). The platform currently in use is [govoffice.com](http://govoffice.com).



## CONFERENCE COMMITTEE

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The chapter's annual planners conference attracts 350 - 400 planning professionals from around the state. It is typically a 3-day event with a Wednesday - Friday pattern. The event is held in the fall in a different district each year.

The program features educational sessions, keynote presentations, award recognition program, mobile tours, social and networking events, exhibits, student poster competition, and a fundraiser. The chapter's board of directors also holds a board meeting during the event.

The conference committee typically forms subcommittees which include the following:

- Program Committee
- Fundraiser Committee
- Exhibits and Sponsorship Sales Committee
- Mobile Tour Committee

## DIVERSITY AND EQUITY COMMITTEE

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### **NETWORKING EVENTS**

The Diversity and Equity Committee holds networking events throughout the year.

### **CONFERENCE SESSION**

The Diversity and Equity Committee develops a session for the annual conference which it submits through the call for presentations process.

## EVENTS COMMITTEE

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### **HOLIDAY SOCIAL**

The events committee arranges an annual holiday social at a metro bar. This is a ticketed event, and fees are set to cover related costs. Fees cover (1) drink ticket and appetizers. A typical ticket price is \$15 - \$20. Proceeds support the Gunnar C. Isberg Scholarship Fund.

### **TWINS GAME OUTING**

The events committee arranges an annual Twins game out. This is a ticketed and event.

## FAICP NOMINATING COMMITTEE

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### **FAICP NOMINATIONS**

The FAICP Nominating Committee typically issues a call for nominations to eligible members in March. Nominations must be submitted to APA in October. Dates are subject to change.

# LEGISLATIVE AND LAW COMMITTEE

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## **POLICY PLATFORM**

On March 15, 2016, the APA MN board approved the 2016 APA MN Legislative Policy Platform. The purpose of the platform is to guide committee and chapter advocacy for good planning principles in Minnesota.

The platform includes five planks:

**1. Sustainable Transportation**

Sustainable multimodal transportation enhancing access and mobility

**2. Livable Communities and Housing**

Livable communities made up of affordable and inclusive neighborhoods.

**3. Comprehensive and Statewide Planning**

Fundamental planning principles which incorporate intergovernmental cooperation, effective planning tools, and excellence in citizen involvement.

**4. Integrated Resource Planning**

Integrated renewable energy, local foods, and resilient

**5. Community Health**

Integrating public health into planning for equitable, sustainable and resilient communities.

## **RESEARCH AND UPDATES**

The chapter hires a part-time Legislative Education Coordinator who is responsible for following legislative actions and case law, apprising Legislative and Law Committee Chairs of items that impact them or affect the planning profession. The coordinator also works closely with the chairs to review the chapters policy platform each year and make changes as needed.

The Legislative Education Coordinator prepares two written updates for the chapter's newsletter each year, delivers updates at both the Planners Day at the Capitol and conference.

## **PLANNERS DAY AT THE CAPITOL**

The Planners Day at the Capitol is an annual event typically held during the legislative session in February or March. The scope and format of the event may change slightly year-to-year. The 2019 event was structured as a full-day workshop with a variety of presenters speaking on issues related to the chapter's policy platform. The event attracted around 40 people and was well received. This is a ticketed and prices are set to cover related costs. Lunch, snacks, and coffee are served.

The Legislative Education Coordinator typically presents a legislative update during this event.

## **NEWSLETTER**

The Legislative Education Coordinator prepares a written update for inclusion in the chapter newsletter twice per year.

## **CONFERENCE**

The Legislative Education Coordinator presents a legislative update during the convention.

# MEMBERSHIP

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## **MEMBERSHIP THROUGH APA**

Members of APA receive a variety of benefits including Planning Magazine, discounts on books and events, and more. A variety of membership types are available including those for students, retirees, and planning commissioners. Information is available on-line at <https://www.planning.org/membership/>.

## **MEMBERSHIP THROUGH THE CHAPTER**

APA Minnesota makes chapter-only memberships available for those who are interested in connecting with Minnesota's planning community. Chapter-only members receive discounted rates at chapter events and the chapter's newsletter, e-news briefs, and e-blasts. Certified planners are not eligible for chapter-only membership. They must join the American Planning Association.

Fees: Professional: \$50 | Student: \$25

Applications are available on the Membership page of the chapter's website.

## PROFESSIONAL DEVELOPMENT COMMITTEE / OFFICERS

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The chapter bylaws require the formation of a Professional Development Committee consisting of 3 or more Chapter members who are members of the American Institute of Certified Planners (AICP). At least one of the members must be the Professional Development Officer (PDO).

All Professional Development Officers also serve on the Professional Development Committee.

The Professional Development Committee oversees and coordinates the development of professional development opportunities for the chapter and its members. This consists of events such as Brown Bag seminars, webinars and other opportunities for continuing education. The committee should work with the Spring Workshop Coordinators, District Directors, as well as other committees to plan and execute educational opportunities for the chapter's members.

## SPONSORSHIPS

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The chapter offers a sponsorship program for firms, non-profit organizations, agencies, and municipalities. Sponsorship order forms are available on the sponsorship page of the chapter website.

### **RATES**

**Corporate - \$850**

**Non-profit or Agency - \$250**

**Municipalities - \$250**

### **BENEFITS - CORPORATE AND NON-PROFIT OR AGENCY**

- Business card ad in Planning Minnesota and on the chapter website ([www.planningmn.org](http://www.planningmn.org))
- Opportunity to submit articles and news for Planning Minnesota
- Recognition at the APA MN Planning Conference
- Booth space at the APA MN Planning Conference
- Member rate charged for non-APA employees at APA Minnesota's Planning Conference and Spring Workshop
- Free Job/RFP Postings

### **BENEFITS - MUNICIPALITIES**

- Business card ad in Planning Minnesota and on the chapter website ([www.planningmn.org](http://www.planningmn.org))
- Opportunity to submit articles and news for Planning Minnesota
- Recognition at the 2018 APA MN Planning Conference
- Full chapter-only membership for Planning Commission



## SPRING WORKSHOP COMMITTEE

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The Spring Workshop is typically held in May. The format may change year-to-year. Walking tours of metro-area developments have been offered for several years and are popular. This is a ticketed event, and fees are set to cover related costs. When the event format is a walking tour, attendance is capped at around 25 people.

The Spring Workshop currently serves as a bookend event to the annual fall conference and is eligible for CM credits.

## WOMEN IN PLANNING

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The Women in Planning Committee advocates for, connects, inspires, and promotes women working in the field of planning in the State of Minnesota.

### **NETWORKING EVENTS**

The Women in Planning Committee holds networking events throughout the year.

### **CONFERENCE SESSION**

The Women in Planning Committee develops a session for the annual conference which it submits through the call for presentations process.

### **AWARD NOMINATION**

The Women in Planning Committee identifies worthy candidates for the awards program and submits nominations through the call for nominations process.

## YOUNG PLANNERS GROUP

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The Young Planners Group (YPG) is a resource for early-career and mid-career members of APA-MN. YPG administers an annual mentor program that allows Young Planners to engage, interact, and learn from the chapter's senior leadership through planned events and individual meetings.

### **MENTOR PROGRAM**

The Young Planners Group Annual Mentor Program was launched in the fall of 2017. A call for volunteers to serve as mentors is issued in the fall. Participating mentors and mentees may earn AICP CM credits during the program.

A kick-off event with mentors and Young Planners is held in November. Three events of all participants are held throughout the year to give participants the opportunity to meet others in the program.

Mentors and mentees schedule individual meetings and meet at least three times throughout the program. Suggested meeting times include December, February, and March.

# POLICIES



Accreditation of Board Members

APA MN AICP Misconduct Policy

Conference Awards Dinner

Holidays and Planned Events

Mailing Lists

Refund Policy

Reserve Fund Policy

Sponsoring and Exhibiting

# ACCREDITATION OF BOARD MEMBERS

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## ACCREDITATION OF BOARD MEMBERS

1. The credentials of all members of the Board, including executive committee members and directors, shall be reviewed annually, three (3) months prior to the scheduled election in December. The credentials shall be reviewed for:
  - Membership in good standing within the Minnesota Chapter
  - Membership in good standing within the National APA
  - If applicable, AICP credentials must be up-to-date and AICP membership must be in good standing
2. If any of these credentials (a. – c. above) is found not to be in order, the President of the Chapter shall notify the Executive Committee of the member's status. The President will then notify the member in writing and offer the member an opportunity to rectify the situation within a reasonable time period. The "reasonable time period" will be determined by the Executive Committee in consideration of the member's particular situation. (a period not to exceed 3 months.)
3. If these credentials are not brought into good standing and rectified in the time period agreed upon (as noted in 2), it will be considered reason for removal from the Board and the President of the Chapter shall fill the member's position by appointment until the following election.
4. At the same time, each year, prior to confirmation of the ballot for elections, the Board will verify the membership status and the AICP credentials, if applicable, of all potential candidates whose names have been submitted for elected office. The credentials shall be reviewed for:
  - Membership in good standing within the Minnesota Chapter
  - Membership in good standing within the National APA
  - If applicable, AICP credentials must be up-to-date and AICP membership must be in good standing
5. The President of the Chapter will notify the potential candidate of any discrepancy as soon as it is discovered and offer the potential candidate an opportunity to correct any discrepancy. If the credentials of the potential candidate are not found to be in order and rectified to a status of "good standing" prior to publishing date of the ballot for election, the candidate's name will not be included on the ballot.

## CREDENTIAL VERIFICATION, PRESENTERS AT ANNUAL STATE CONFERENCE

It will be the responsibility of the Conference Committee through its Program Committee to verify the planning credentials of all speakers, presenters, panelists, or any person representing themselves as a professional planner, prior to acceptance for session presentations at the annual Minnesota Chapter State Planning Conference.

Credentials should be verified for:

- Membership in good standing within the Minnesota Chapter, if applicable
- Membership in good standing within the National APA, if applicable
- AICP credentials must be up-to-date and AICP membership must be in good standing, if applicable

The Conference Committee through its Program Committee will notify the potential presenter of any discrepancy as soon as it is discovered and offer the potential presenter an opportunity to correct any discrepancy. If the credentials of the potential presenter are in order and rectified to a status of "good standing" prior to publishing date of the conference program, the potential presenter's credentials will not be included in the conference program.

## **CREDENTIAL VERIFICATION, GENERAL MEMBERSHIP**

It will be the responsibility of the administrator to continue sending friendly reminders to members who are in arrear in their dues, based on the monthly lists from national APA. This reminder will go to all delinquent members and will include those who are also certified AICP. After this first notification, the administrator will monitor the list of members through the next two months and will send a second notice, if necessary. No further monitoring will occur at the local chapter level; however, if it comes to the attention of a member, a board member, or the administrator that a delinquent member is continuing to use the APA credential or the AICP accreditation, the Executive Committee of Minnesota Chapter of APA, will be notified, and they will send a letter to national APA advising them of the credential violation. It will then be the responsibility of national APA to pursue further action.

## APA MN AICP MISCONDUCT POLICY

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Approved on March 16, 2012

Individuals may report the misuse of the AICP designation to the APA MN Executive Committee, APA MN Professional Development Officers (PDOs) or National APA. The misuse of the designation may be a result of membership lapse or under more severe cases, fraudulent misrepresentation. Individuals filing a complaint with APA MN will be asked to keep the information confidential.

Reports filed with APA MN will be reviewed solely by the APA MN Executive Board and the PDOs. APA MN is responsible under the AICP Code of Ethics and Professional Conduct Policies to turn over all cases to National APA in a timely manner. National APA is the responsible party for addressing all cases and rectifying the issue with the individual. Once the report has been turned over to National APA, the individual filing the complaint will be notified by the APA MN President.

The APA MN Executive Committee will serve as a resource to National APA in monitoring all cases to ensure the issues is being addressed.

AICP ethics questions may be reviewed by the PDOs in accordance to the AICP Code of Ethics and Professional Conduct Policies. However, all cases should be advised by the Ethics Officers, who is the Executive Director of APA/AICP.

## CONFERENCE AWARDS DINNER

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Traditionally, the Awards for the APA MN chapter are presented at the state conference. Winners are invited to accept their award at the dinner or reception. It shall be the policy that individual award winners and one guest may attend on a complementary basis. All persons involved with a group based award may attend, but not as complementary guests. All winners must be preregistered for the dinner.



# HOLIDAYS AND PLANNED EVENTS

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## Policy on Holidays and Planned Events

Approved on Sept. 27, 2007

Cross-reference Minnesota Statutes Section 645.44, subd. 5, for the below definition:

Subd. 5. Holiday. "Holiday" includes New Year's Day, January 1; Martin Luther King's Birthday, the third Monday in January; Washington's and Lincoln's Birthday, the third Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; Labor Day, the first Monday in September; Christopher Columbus Day, the second Monday in October; Veterans Day, November 11; Thanksgiving Day, the fourth Thursday in November; and Christmas Day, December 25; provided, when New Year's Day, January 1; or Independence Day, July 4; or Veterans Day, November 11; or Christmas Day, December 25; falls on Sunday, the following day shall be a holiday and, provided, when New Year's Day, January 1; or Independence Day, July 4; or Veterans Day, November 11; or Christmas Day, December 25; falls on Saturday, the preceding day shall be a holiday. No public business shall be transacted on any holiday, except in cases of necessity and except in cases of public business transacted by the legislature, nor shall any civil process be served thereon. However, for the executive branch of the state of Minnesota, "holiday" also includes the Friday after Thanksgiving but does not include Christopher Columbus Day. Other branches of state government and political subdivisions shall have the option of determining whether Christopher Columbus Day and the Friday after Thanksgiving shall be holidays. Where it is determined that Columbus Day or the Friday after Thanksgiving is not a holiday, public business may be conducted thereon. Any agreement between a public employer and an employee organization citing Veterans Day as the fourth Monday in October shall be amended to cite Veterans Day as November 11.

## MAILING LISTS

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As the Minnesota Chapter of the American Planning Association is a certified chapter of the national American Planning Association, it is necessary for MnAPA to follow the APA guidelines for sharing the mailing list of members. To achieve one of the MnAPA goals, the organization attempts to co-sponsor events with other like organizations. Many of these organizations request the use of our mailing lists.

If a request is made by an organization, MnAPA will do a mass emailing, with a file no larger than 1 megabyte, to its members, on behalf of the requesting organization. However, if the requesting organization wishes to send the item by postal mail, further approval would be necessary.

Therefore, all future requests for list sharing will be handled in the following manner:

The piece to be mailed must be of interest and “educationally compatible” with APA goals, policies and philosophies;

The chapter executive committee will review all copy for the piece to be mailed to ensure it is relevant and is appropriate;

The chapter will consider whether it is adequately protecting the privacy of its members, especially those who have requested their names not be shared.

Each request will be considered individually. The piece must be sent to MnAPA electronically. If the request is not made in a timely fashion, it will not be considered.

Once the executive board has reached a unanimous decision, the organization requesting the list will be provided labels in electronic format, with only the names and postal addresses of those to receive the mailing. In the case of a denial, the organization will be notified immediately.

At no time, will the APA lists or chapter only lists be shared in their entirety. In addition, the organization making the request will be responsible for the mailing itself and for all costs incurred by the mailing. Also, the requesting organization will be charged a fee of \$25 to cover the preparation of the electronic labels. Finally, the organization requesting the labels will agree that they will use the labels for that single mailing and will destroy the file when the mailing has been accomplished.

Any requests for lists must be made to the administrators at [mnapa@buffleheadweb.net](mailto:mnapa@buffleheadweb.net)

# REFUND POLICY

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## **OBJECTIVE**

The objective of the MnAPA refund policy is to ensure timely and efficient refunds for members and others using the organization's services, while protecting the organization's ability to provide services in the future.

## **STATE CONFERENCE REFUNDS**

1. Following initial registration, refunds shall be provided up to one week prior to the start date of the conference. Refunds shall be provided less a \$25.00 service fee to account for processing and mailing. Exceptions to these requirements may be granted by the Executive Committee due to unique or emergency circumstances.
2. Refunds for conference events cancelled due to inclement weather shall be provided with no service fee.
3. Refunds for add-on conference programs where an additional fee is charged above the base attendance fee shall be provided with no service fee in cases where the programs are cancelled unexpectedly.

## **GENERAL REFUNDS**

1. Refunds for programs conducted by the organization shall be allowed up to two days prior to a one-day event or program. A service fee of 10% shall be deducted from the refund to account for processing and mailing.
2. Refunds for advertising, membership dues, or other non-programming related payments shall be evaluated by the Chapter Board or Administrators on a case-by-case basis.

# RESERVE FUND POLICY

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## OBJECTIVE

The objective of the MnAPA investment policy is to achieve an inflation-targeted return on medium and long-term reserve fund balances.

## RESPONSIBILITIES

Under the organization's bylaws, the Chapter Treasurer is responsible for maintaining financial records, and receiving and disbursing funds for the Chapter, as well as other duties customary to the office. Prudent financial management is an implied duty of the Treasurer.

Prudent management of MnAPA funds shall include:

1. Maintaining adequate fund liquidity to respond to all financial obligations of the organization. To accomplish this, the Treasurer shall maintain a fund level equal to a minimum of 50% of the current year's budget in the organization's checking account.
2. Investment of reserve funds in accordance with the following risk management principles:
  - Investments shall be low volatility and low risk.
  - Investments shall be made only with a major national banking institution.
  - Investments shall be limited to bank Certificates of Deposit or a high-interest savings deposit account.
  - Every attempt shall be made to limit bank and other fees levied on the organization as part of an investment.

## RESERVE FUND USE

The creation of a reserve fund allows the organization to continue to advance the art and science of planning and to foster the activity of planning at the state, county, regional, and local levels. The fund shall be reviewed regularly by the Chapter Board, and governed by the following principles:

1. Investment returns on the MnAPA's reserve fund should be added to the reserve fund, and not used to fund budget items.
2. The Board shall utilize the reserve fund as determined necessary from time to time, including:
  - Funding budget shortfalls, not to exceed a maximum of 25% of the available reserve funds.
  - The completion of special projects or other educational ventures supporting or related to the organization's mission, not to exceed a maximum of 10% of the current year's budget.

## SPONSORING AND EXHIBITING

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As its mission, APA Minnesota will continue to provide high quality educational programs and to expand into new initiatives. To fulfill this mission to educate its members, APA Minnesota will occasionally need to secure sponsorships and grants from external sources. These approaches to sponsors may be opportunities to build support for good planning practices, which will lead to improved service delivery on the part of its Professional Members and to good decision making on the part of its Citizen Planners. Therefore, the Board of APA Minnesota recommends the following guidelines to be followed when seeking sponsorships:

- APA Minnesota will avoid any real or apparent conflict of interest in accepting sponsorships.
- APA Minnesota will at all times maintain an independent position and will not be subject to influence by any sponsor or exhibitor.
- APA Minnesota will maintain control of funds provided from sponsors for educational activities or will work in partnership with the sponsors to approve the use of the funds.
- APA Minnesota will not provide product or service endorsements.
- Acknowledgments for sponsor support will be limited to the following: company name, logos, slogans; trade names; and addresses, telephone numbers, and email addresses.
- Sponsors may not use the APA Minnesota name or logo for any commercial purpose or in connection with the promotion of any product.

At APA Minnesota's annual state conference, because of limited booth space, those seeking to Exhibit must be stakeholders, directly or indirectly, in the profession of planning and the mission of APA Minnesota. Sponsors will be accepted on a first come, first serve basis and preference will be given to those who have exhibited with APA Minnesota in the past. However, others who are not exhibiting may still be Sponsors of the conference or some part of the conference.

A company or agency may wish to be an exhibitor if that company or agency provides products or services in one or more of these areas; however, exhibitors will not be limited to these areas, as determined by the Board.

- Comprehensive community planning
- Planning or engineering consulting
- Computer software and systems
- Geographic information systems
- Government services
- Landscape architecture, architecture, and design
- Community development
- Transportation and transit planning
- Surveying and mapping
- Smart growth initiatives
- Public utilities
- Mitigation and conservation banking
- Energy and energy alternatives
- Streetscape improvements

- Non-profit organizations
- Any other related organizations that may be appropriate, as determined by the Board

Any company or agency seeking to sponsor or exhibit at any APA Minnesota event must fill out a Sponsorship Form to be submitted to the Committee in charge of that event or to the Executive Committee of the APA Minnesota Board. APA Minnesota reserves the right to reject any sponsor or exhibitor without reason or cause.