

BYLAWS
Of
Land Use Planning Community of Practice
Adopted June 24, 2014, Amended June 10, 2019, May 19, 2021

ARTICLE I
National Affiliation and Purpose

The **Land Use Planning Community of Practice (CoP)** is a working group within the National Association of Community Development Extension Professionals (NACDEP) (as of February 19, 2021).

The CoP focuses on providing timely and relevant information to citizens and Extension professionals interested in land use planning, community planning and zoning, and sustainable development. The CoP empowers citizen leaders who want to shape the future of their communities with useful tools and education for positive land use decisions.

ARTICLE II
Leadership Board

The procedure in the election of the Leadership Board shall be as follows:

1. The Leadership Board (Board) members shall be elected from and by the membership to represent the diverse programs and geographic program coverage areas of the CoP.
2. The CoP Chair shall appoint a three-member Nominating Committee among the Board members at least 45 days prior to the annual meeting.
3. The Nominating Committee shall meet or communicate prior to the annual meeting and shall nominate candidates for each Board seat up for election among current members.
4. An anonymous ballot shall be finalized by the nominating committee, with candidates for each office, to be presented to the membership at the annual meeting. Space for nominations from the floor shall be included for each office. Voting shall take place after nominations for all offices are complete and nominations declared closed.
5. The winner is the individual who receives the most votes for a seat. If a tie results, the elected member shall be determined by a random draw.
6. The Nominating Committee shall tally the ballots and announce the new board members at the annual meeting.
7. Board members shall take office immediately following the annual meeting of the CoP of the year voted into office and shall serve for three-year staggered terms.

8. Vacancies occurring on the Board shall be filled by appointment by the CoP Chair, with input from the remaining Board members or call for a special election to fill an unexpired term..
9. When Board members fail to attend three consecutive Board meetings, without being properly excused, the Board seat may be declared vacant by the Executive Committee.

ARTICLE III
Duties and Framework of the Leadership Board Members

1. To represent their programs and geographic program coverage areas at all meetings of the Leadership Board.
2. To establish the general policies of the CoP.
3. To determine a program of activities for the CoP for the year and recommend such committees as are necessary for the completion of such a program.
4. To hold an organizational meeting of old and new Board members immediately following the annual meeting.
5. The framework of the Board shall consist of nine members as follows:
 - a) One Board member will be from each Cooperative Extension Rural Development Region (e.g. North Central, Northeast, South, West)
 - b) Five Board members will be at large representatives
 - c) An Executive Committee comprised of: CoP Chair, Past CoP Chair, Vice CoP Chair, Secretary, and Treasurer

ARTICLE IV
Elections of Officers

1. During the annual meeting, the newly constituted Leadership Board shall meet and elect its officers. Each officer shall be a member of the Board of Directors. The current Vice CoP Chair shall become the CoP Chair. The current CoP Chair shall become Past CoP Chair. Any board member is eligible for nomination to be Secretary, Treasurer, or Vice Chair.
2. Nominees receiving a majority vote of the members present and voting shall be declared elected.
3. Officers shall assume their duties July 1, following their election.
4. Should one of the duly elected officers resign or leave office for any reason, the vacancy shall be filled by the Board, except in the case of the CoP Chair; the Vice CoP Chair would fill the unexpired term and the Board shall elect a new Vice CoP Chair.
5. If the term of the person who will become Chair or Past Chair has expired prior to the year they are to serve in that capacity, their term is automatically extended one year and an election will be held the next year to fill the remaining years of that position's term.

ARTICLE V
Duties and Responsibilities of the Officers of the CoP

Sec. 1 – CoP Chair Shall:

1. Preside at all meetings of the Executive Committee, the Leadership Board and the membership body and issue calls for the same.
2. Inspire leadership and represent the CoP as the situation demands.
3. Shall be empowered to appoint all committees.
4. Be an ex-officio member of all such committees.
5. Be empowered to fill all committee vacancies by appointment.
6. Nominate agents to National Association committees.
7. Initiate unusual and special correspondence with the knowledge of the Board, such as congratulatory letters, letters of recommendation, etc.
8. Be responsible for reporting to affiliated entities such as NACDEP.
9. Be responsible for official representation of CoP where appropriate.

This person is responsible for providing the single point of contact representation for the CoP. The Chair will be responsible for answering requests from NACDEP. The Chair will be able to handle and manage funds received for CoP development. Chair will attend or identify attendees for meetings and development.

Sec. 2 - The Vice Chair Shall:

1. In the absence of the CoP Chair, the Vice CoP Chair shall assume the duties of the same.
2. Be responsible for collecting committee reports for the annual meeting (45 days prior to the annual meeting).
3. Assist with all functions of the CoP.

Sec. 3 - Duties of the Regional Representatives:

1. Recruit members to the CoP
2. Promote the CoP within their region to land grant universities.
3. Maintain a list of relevant programs and services within their region.
4. Work on policy committees and content committees.

Sec. 4 - Duties of the At large Leaders:

1. Work on policy committees and content committees.

Sec. Sec. 5 - Duties of Past Chair:

1. Maintain contacts and ease the transition to new leadership.

Sec. 6 - Duties of Treasurer:

1. Prepare an annual budget with input from the Executive Committee.
2. Assist with revenue and expenditure functions.
3. Prepare an annual summary of revenue and expenses for the annual meeting.

Sec. 7 - Duties of Secretary:

1. Prepare and maintain minutes of all Executive Committee meetings and CoP Committees.
2. Maintain membership records and Committee appointments and assignments.
3. Assist with all official CoP reports and administrative functions.

Sec. 8 - Duties of the Executive Committee:

1. Set policy for CoP.
2. Initiate projects and obtain funding.

**ARTICLE VI
Membership**

Sec. 1 - Active Members:

1. Those individuals who are a member of NACDEP and desire to participate in the CoP.
2. Those individuals who do not meet the requirements above but desire to participate in the CoP may become non-voting affiliate members, with a majority vote of the Executive Committee.
3. Members engaged in conduct detrimental to the CoP in the opinion of the Board shall be removed from the CoP by majority vote of the Board.

Sec. 2 - Member Expectations:

1. Members will be expected to contribute in one or more of the following areas:
 - a) Answering incoming questions from the public and colleagues
 - b) Peer reviewing content
 - c) Authoring or co-authoring) learning lessons or short content articles
 - d) Contributing to news or press releases
 - e) Contributing to organizational events
 - f) Providing technical support person for content development
 - g) Marketing the CoP to Extension and general audiences

**ARTICLE VII
Fiscal Year**

1. The fiscal year shall date from July 1 to June 30.

**ARTICLE VIII
Special Meetings**

1. Special meetings of the Board may be called by the CoP Chair. The Board must be notified 10 days ahead of the meeting.

ARTICLE IX
Order of Business

1. The order of business at all CoP meetings shall be determined by an agenda approved by the Board at the meeting.

ARTICLE X
Quorum

1. A quorum sufficient for the transaction of business by the Board at any meeting shall be a majority of the current Board. Nothing herein shall prohibit meetings by telephone, virtual meetings by email or electronic forum, teleconferencing or other means, so long as a quorum are actively participating and proper notice given.

ARTICLE XI
Virtual Meetings

1. Meetings of the Board or the entire CoP may be conducted electronically or by teleconference. Electronic meetings shall make use of available software and technologies for real-time virtual meeting and document sharing.
2. Votes during virtual meetings may be taken concurrently by voice or by using a chat feature or voting feature in available electronic meeting software. The motion passes when a majority of the Board of membership or CoP membership has voted in the affirmative or fails when a majority has voted against the motion. Votes are not anonymous as the voter's name is used to verify membership. If an issue is too sensitive, a member may move to vote at an in-person meeting by secret paper ballot with two tellers appointed by the Chair.

ARTICLE XII
Amendments

1. Amendments to the bylaws shall be presented to the membership no less than 15 days prior to annual or special meeting of the membership. Any changes must receive a majority of votes cast by members present.
2. Amendments to these bylaws shall be presented to the Board. Any changes must receive a majority of votes of the membership of the Board.