

Bylaws

California County Planning Directors' Association

Revised: June 3, 1981, October 13, 1988, May 27, 1994, January 25, 1996, and
November 19, 2010

ARTICLE I – ORGANIZATION

Section 1. NAME – The name of this Association shall be the CALIFORNIA COUNTY PLANNING DIRECTORS ASSOCIATION, also known as CCPDA.

Section 2. OBJECTIVES – The objectives of this Association shall be the advancement of comprehensive planning through professional, educational and consultative activities as related to county government and the fulfillment of State land use and related planning requirements. In addition, the Association shall provide, as needed and as requested by the California State Association of Counties (CSAC), legislative review and associated activities in support of CSAC's efforts to encourage the development and passage of sound land use and related planning legislation.

Section 3. MEMBERSHIP – Regular Membership in this Association shall be open to County Planning Directors, Directors of Agencies which include county planning functions, retired County Planning Directors and to any county official duly designated by the County Board of Supervisors as the Planning Administrator for the County. Associate Membership in this Association shall be open to any person in a management position within a County Planning Department or County Agency which includes county planning functions. Where there are multiple members from a single County, one member must be designated as the Voting Member.

Section 4. EXECUTIVE COMMITTEE – The officers of the Association shall be the President, First Vice-President, Second Vice-President, Third Vice-President, and Secretary-Treasurer. These five officers shall constitute the Executive Committee. The President and/or the Executive Committee as a whole may assign areas of responsibility to the Vice-Presidents. The immediate past president shall serve as an ex-officio member of the Executive Committee.

ARTICLE II – ADMINISTRATION

Section 1. ELECTION OF EXECUTIVE COMMITTEE – The members of the Executive Committee of the Association shall be elected at the first meeting of the calendar year and shall serve in their elected capacity until the first meeting of the following calendar year.

Section 2. TERMS OF OFFICE – The terms of office for all members of the Executive Committee of the Association shall be for one (1) year to extend from the conclusion of the first meeting of the calendar year through the first meeting of the following calendar year, or until a successor is duly elected. Any member of the Executive Committee may

be removed from office at any regular or special meeting by a majority of those members voting. A vacancy in an office shall be filled by election at the next meeting of the Association. Should the position of President be vacated, the First vice-President shall serve in that position until the next meeting of the Association.

Section 3. MEETINGS – The Association shall meet two times a year. One meeting shall be during the first quarter of the calendar year (winter) and shall take place in Sacramento. The second meeting shall be held at a time and location as established by the Executive Committee. Other meetings as necessary may be called by the Executive Committee.

Section 4. MEETING ATTENDANCE AND VOTING ELIGIBILITY – All members of the Association are entitled to attend all meetings of the Association. Should a vote be taken among the members at an Association meeting, there may be only one vote for each County present at the meeting, regardless of the number of members present from a County. All members present at the meeting whose current dues are paid shall be eligible to vote.

Section 5. COMMITTEES – Committees as determined to be necessary shall be appointed by the President subject to approval of the Executive Committee.

Section 6. LOCATION OF ASSOCIATION OFFICES – The office of this Association shall be located at the office of the President.

Section 7. DUES AND SPECIAL ASSESSMENTS – The Executive Committee shall determine the rate of annual dues in an amount not to exceed \$100.00 per year. Special assessments may be levied for special purposes by a 2/3 vote of the total membership. Members whose dues or assessments are delinquent at the time of any meeting shall be considered ineligible to vote at that meeting.

Section 8. FUNDS AND PROPERTY – The Secretary-Treasurer shall be responsible for the care and deposit of all funds of the Association. The Secretary-Treasurer shall make a written report pertaining to his/her office for the preceding year at the first calendar year meeting of the Association.

The Secretary-Treasurer shall be responsible for issuing payment or deposit for services, supplies or other Association costs; however, any payment or deposit in an amount exceeding \$500 must be reviewed, approved and authorized by the President prior to issuance. Should the President be unavailable, to ensure timely payment of Association obligations such authorization may be provided by any one of the Association Vice-Presidents.

Any member of the Association shall, at any time, have reasonable access to any data, paper, or property of the Association, provided, however, that such papers, data, or property shall not be removed from the office of the Association without the consent of the President or the Secretary–Treasurer.

Section 9. AMENDMENTS TO THE BYLAWS – Any section or sections of these Bylaws may be amended only by a 2/3 affirmative vote of all votes cast by eligible members. Amendments may be voted on at the first calendar year meeting of the Association or, if directed by a majority of the Executive Committee, via e-mail. If the ballot is conducted via e-mail, ballots shall be sent only to eligible members; completed ballots shall be returned to the President and at least one other member of the Executive Committee to be tallied.

Section 10. CCPDA WEBSITE – The Association shall maintain a website to facilitate communication and coordination of issues for its members. The website is located at <http://www.ccpda.org> .