

CONSTITUTION

THE NEBRASKA PLANNING AND ZONING ASSOCIATION

ARTICLE I Name

The name of this organization shall be: Nebraska Planning and Zoning Association (NPZA).

ARTICLE II Preamble

The Nebraska Planning and Zoning Association (NPZA) is an association composed of individual members; citizens serving planning commissions and boards of adjustment and cities, villages, and counties and their respective elected officials and staff providing planning and zoning as a governmental function; and professional planners all meeting together for the interchange of ideas and the discussion of problems and solutions affecting them in the area of planning and zoning. Any individual, firm, or organization with an interest in community planning, and any village, city, county, or area with or without formal planning are welcome to join the NPZA.

ARTICLE III Purpose

The NPZA shall have the following purposes:

- (a) To encourage and assist the formation of village, city, county, metropolitan, regional, and state planning commissions;
- (b) To promote a high standard of general welfare of Nebraska citizens through the application of sound planning and zoning principles;
- (c) To provide a state-wide network for exchanging ideas and disseminating information for all persons interested in planning and zoning;
- (d) To foster an on-going educational program on village, city, county, metropolitan, and regional planning and zoning principles as they apply to Nebraska; and
- (e) To promote and encourage the passage of legislation to carry out the principles of sound comprehensive city, county, metropolitan, regional, and state-wide planning and zoning.

ARTICLE IV Membership

SECTION 1. Membership. Membership shall be open to all persons, political subdivisions, firms or organizations interested in promoting planning and zoning in Nebraska.

SECTION 2. Membership Classes and Dues. Membership classifications shall be established in the By-Laws of the Association. Dues for each membership classification shall be set by the Board of Directors and reviewed annually.

ARTICLE V Administration

SECTION 1. Board of Directors. The NPZA shall be governed by a Board of Directors consisting of the following officers and representatives: President, 1st Vice President; 2nd Vice President; Recording Secretary; Newsletter Editor; Membership Secretary and Treasurer; Legal Counsel, Conference Coordinator, immediate past-president, and the chairperson from each of the six (6) NPZA Districts; and the current Chapter President of the Nebraska Chapter of the American

Planning Association (APA). A District Chairperson may appoint another District officer to attend a NPZA Board meeting if the District Chairperson is unable to attend. The Executive Committee as subsequently provided below shall govern the NPZA between the meetings of the Board of Directors. Actions taken by the Executive Committee since the last Board Meeting shall be reviewed and approved by the Board of Directors at each subsequent meeting of the Board of Directors and recorded in the Board minutes.

SECTION 2. Elected and Appointed Officers. The elected officers of NPZA shall consist of a President, 1st Vice President; 2nd Vice President; Recording Secretary; Membership Secretary and Treasurer. A Newsletter Editor, Conference Coordinator, and NPZA Legal Counsel shall be appointed by the Executive Committee and shall be members of the Executive Committee and Board of Directors.

SECTION 3. District Representatives. Each of the six (6) districts shall have no more than three (3) voting representatives who shall be eligible to vote at the annual meeting/conference or at a special meeting/conference of the NPZA and shall be elected by the members of said district at the annual conference of the NPZA held during an election year as provided in Section 5. Those representatives shall be a District Chairperson, a District Vice Chairperson, and a District Secretary. The district representatives shall be the liaison for the district they represent between the Executive Committee and Board of Directors. The District Representatives shall promote the NPZA and its objectives within their district; assist in organizing district meetings; and assume such responsibilities as may be delegated by the Board of Directors or NPZA President. The District Chairperson shall assume the responsibility of conducting the district meetings at the conference and initiating training within their district. District representatives shall be a member of NPZA and live or work within the geographic District they represent. A district representative cannot hold another elected position with the NPZA at the same time they are a District Representative.

SECTION 4. Executive Committee. The Executive Committee shall consist of the officers elected at the annual meeting, the immediate past-president, and the NPZA legal counsel. The Executive Committee shall be custodian of all NPZA property; authorize all contracts and purchases, but shall not incur any liabilities exceeding the amount of un-appropriated funds in the NPZA financial accounts; audit all accounts; and shall transact all ordinary and routine business not requiring action by the Board of Directors.

SECTION 5. Elections. Elections shall be held every even-numbered year commencing in 2014 and every two (2) years thereafter. All elections shall be conducted during the annual NPZA conference.

SECTION 6. Election of Officers. The officers and district representatives shall be elected in an election year at the annual NPZA conference by the eligible voting members of the NPZA present at the respective district meetings held during that NPZA conference/annual meeting. The Executive Committee shall compile the votes from the district meetings and announce the results at the NPZA awards banquet subsequently held during annual conference.

SECTION 7. Term of Office. The term of office for all officers and district representatives shall commence at the close of the NPZA annual conference at which they were elected until the close of the NPZA annual conference held during the next election year.

SECTION 8. Vacancies. Vacancies occurring in any of the elected offices of the officers of the NPZA during the term of office shall be filled by majority vote of the Board of Directors until the next regular election when the position shall be filled as provided in Section 6. Vacancies occurring in district representative positions shall be filled by the appointment by the remaining district representatives for the remaining unexpired term.

SECTION 9. Duties of Elected Officers. The elected officers of the NPZA shall perform the specific duties hereinafter set forth as well as all duties customarily pertaining to their office:

- (a) President. The President shall call and preside at all meetings of the NPZA and the Executive Committee, shall appoint all regular and special committees, shall be responsible for formulating a program to promote the purposes of the NPZA, and shall monitor organizing district meetings.
- (b) 1st Vice President. The 1st Vice President shall act as president on the absence or incapacity of the president. The 1st vice president shall act as the liaison between the NPZA and other organizations within and outside the state.
- (c) 2nd Vice President. The 2nd Vice President shall act as president on the absence or incapacity of the president and the 1st vice president. The 2nd vice president shall aid the 1st Vice President as the liaison between the NPZA and other organizations within and outside the state.
- (d) Recording Secretary. The Recording Secretary shall keep a record of all proceedings of the NPZA. The Recording Secretary shall coordinate with the President to develop the agenda for the board meetings; send notification of board meetings to the board members; keep a current list of officers and district representatives including titles, addresses, phone and fax numbers, and e-mail addresses; notify members of election of office; keep a record of all official correspondence of the NPZA; and keep the membership informed of actions taken by the Executive Committee, Officers and Board of Directors of the NPZA.
- (e) Membership Secretary and Treasurer. The Membership Secretary shall organize and conduct an annual membership campaign; issue all membership cards and certificates; maintain an up-to-date record of memberships; and annually publish a membership roster. The Treasurer shall maintain all financial records which shall be open to inspection by the membership at all times; disburse funds on order of the President as authorized by the Executive Committee; report the financial transactions and conditions of the NPZA at the annual meeting; and collect membership dues and annual meeting/conference registrations.

SECTION 10. Duties of Appointed Officers. The appointed officers of the NPZA shall perform the specific duties hereinafter set forth as well as all duties customarily pertaining to their office and specifically the following:

- (a) Newsletter Editor. The Newsletter Editor shall edit and publish the newsletter, as directed by the Board of Directors.
- (b) Conference Coordinator. The Executive Committee shall appoint a Conference Coordinator to work with the President, Membership Secretary, and Recording Secretary to plan the conference. This appointment shall be for a period of two (2) years. The duties shall include selecting the meals, coordinating the equipment needed by the speakers, preparing, copying, and assembling all the materials for the conference packet, including the agenda, minutes, articles for the packet, etc., coordinating the annual meeting/conference contract with the representative of the conference facility staff, preparing packets for each individual sessions which include evaluation forms and sign-in sheets, coordinate with the Visitors/Convention Center for site assistance with registration, and contact the local media for press coverage of the annual meeting/conference. The Conference Coordinator shall be the liaison between the conference facility staff and the membership as a whole to ensure all needs are met. Copies of all the conference material shall be given to the Conference Coordinator for reproduction, if necessary.
- (c) Legal Counsel. Legal Counsel shall serve the Executive Committee and Board of Directors regarding all legal matters affecting the NPZA, as well as advise the Executive Committee and

Board of Directors regarding changes in state and federal law as well as state and federal case law which affect the purposes of the NPZA.

SECTION 11. Annual Reports. The Executive Committee shall present at the annual meeting a report of the NPZA's activities to date and recommendations, if any, for the future of the NPZA.

ARTICLE VI Meetings/Conferences

SECTION 1. Annual Meetings/Conferences. An annual meeting/conference shall be held for the election of officers and for the transaction of NPZA business. Notice of the meeting/conference shall be sent to all members not less than thirty (30) days in advance of the meeting. The Board of Directors shall designate the location of the annual meeting/conference.

SECTION 2. Special Meetings/Conferences. Special meetings/conferences may be called by the President, by the Executive Committee, or upon request of fifteen (15) members of the NPZA. Notice of such meetings/conferences shall be sent to all members not less than fifteen (15) days in advance of the meeting.

SECTION 3. District Meetings. Each district shall conduct a minimum of one meeting to be held within each district during the year for the purpose of promoting, planning, and providing information to the communities within each district. The District Chairperson shall call the meeting.

SECTION 4. Quorum. The eligible voting members present at the annual meeting/conference and at any special meeting/conference called shall constitute a quorum.

ARTICLE VII Committees

SECTION 1. Standing Committees. The NPZA shall have the following standing committees:

- (a) Nominating Committee. The Nominating Committee shall be made up of at least three (3) past presidents of the NPZA with the immediate past president being the chairperson of the committee. In a NPZA election year the Nominating Committee shall meet at least sixty (60) days prior to the annual meeting of the NPZA. The committee shall present to the current NPZA President and the Board of Directors a slate of candidates for elective offices at least forty-five (45) days prior to the annual meeting. The Membership Secretary shall notify the membership of the slate of officers at least thirty (30) days prior to the annual meeting. Any member eligible for elective office not on the slate of candidates may notify the Membership Secretary in writing not less than fifteen (15) days prior to the annual meeting of his/her desire to be placed on the ballot to be voted on at the district meetings during the annual meeting and of his/her willingness to serve in such elective office.
- (b) Conference Committee. The Conference Committee shall consist of not more than a total of six (6) persons and be responsible for making recommendations to the Executive Committee and Board of Directors regarding all aspects of the NPZA Annual Conference. The Conference Coordinator, Membership Secretary and Treasurer, and the President shall be permanent members on the Conference Committee. The President shall serve as the chairperson of the committee and may appoint up to three (3) additional persons to serve on the Conference Committee. The Conference Committee shall meet with representatives of the Nebraska Chapter of the American Planning Association as necessary regarding planning the annual conference.

SECTION 2. Special Committees. Special committees of such number, titles, and duties may be created by the President or Executive Committee as may be necessary to carry out the purpose of the NPZA.

SECTION 3. Committee Procedures. The following procedures shall apply to all committees, which may include other operational procedures as established by the Executive Committee.

- (a) Meetings. Each committee shall meet at such time and places as directed by the chairperson of the committee.
- (b) Terms. Members of any Standing or Special Committee shall serve for one (1) year or until their successors are appointed. Any vacancies in committee membership shall be filled by the President after consultation with the committee chairperson.
- (c) Reports. All committees shall submit reports of their activities in writing to the Board of Directors at the conclusion of their service.

ARTICLE VIII Business

SECTION 1. Reporting. The Executive Committee shall report upon all business having been transacted before being voted upon by the Board of Directors.

SECTION 2. Authorization. No member is authorized to give or express an opinion on behalf of the NPZA, unless specifically authorized to do so by the President or the Board of Directors.

SECTION 3. Nondiscrimination. The NPZA shall not discriminate against any persons on account of disability, race, national origin, sex, age, and political or religious affiliations in violation of any applicable laws, rules and regulations of any governmental agency with jurisdiction over any such matter.

ARTICLE IX Dissolution

SECTION 1. Distribution of Assets. In the event of the dissolution of the Nebraska Planning and Zoning Association the assets of the organization shall be distributed as follows:

- (a) Liabilities. All liabilities and obligations shall be paid, satisfied, and discharged or adequate provisions shall be made thereof.
- (b) Transferability. All remaining assets shall be transferred to another non-profit organization or corporation having similar purposes as the NPZA as determined by the Board of Directors.

ARTICLE X Amendments to the Constitution

Any proposed amendments to the NPZA Constitution must be submitted in writing to President at least sixty (60) days prior to the annual meeting. Proposed amendments shall be reviewed by the Board of Directors prior to the annual meeting and shall be submitted to the eligible voting members of the NPZA present at the respective district meetings held during the NPZA annual conference. The Executive Committee shall compile the votes from the district meetings and announce the results at the NPZA awards banquet subsequently held during annual conference. Amendments are approved by two-thirds (2/3) vote of the eligible voting members attending the district meetings at the NPZA annual conference.

BY-LAWS

NEBRASKA PLANNING AND ZONING ASSOCIATION

ARTICLE I: **Membership**

SECTION 1. Classifications. The NPZA shall have the following classifications of membership:

- (a) Individual member
- (b) Political Subdivision, state or federal agency and/or organization member
- (c) Private firm member
- (d) Student member
- (e) Honorary member

SECTION 2. Definitions The membership classifications are defined as follows:

- (a) Individual member – any person other than a person who makes his or her living primarily from providing planning or consulting services to political subdivisions, agencies or organizations; nor any person who is an elected or appointed official of a political subdivision, agency or organization.
- (b) Political Subdivision, state or federal agency and/or organization member – any village, city, county, or joint planning commission, state or federal agency or an organization associated with a political subdivision or state or federal agency.
- (c) Private firm member – this includes individuals, partnerships, corporations, limited liability companies or other entity who make his/her/their living primarily from providing planning or consulting services to political subdivisions, agencies or organizations. A private firm member shall be a member of the NPZA district as shown in Article III where he or she resides or where the principal office of the private firm is physically located.
- (d) Student member – any undergraduate or graduate student attending an accredited college or university pursuing a degree related to architecture, community or regional planning, public administration, or other related discipline.
- (e) Honorary member – any individual who has been so designated by the Board of Directors as a result of his/her having made a significant lifetime contribution to the purposes of the NPZA.

SECTION 3. Privileges. Each membership classification shall have the following privileges:

- (a) Individual member – a membership certificate, and each individual member may vote as a member of his/her respective NPZA District, hold office, serve on committees, and receive all publications of the NPZA.
- (b) Political Subdivision, state or federal agency and/or organization member – a membership certificate, and each appointed or elected official and the principal staff member or administrative officer of each political subdivision or principal of the state or federal agency or those individuals directly associated with NPZA shall have the same privileges as an individual member under subsection (a) above unless he/she would be ineligible to be an individual member as defined in subsection 2. (a) above.
- (c) Private firm member – a membership certificate, and each private firm shall have one vote as a member of his/her/their respective NPZA District, serve on committees, and receive all

publications of the NPZA; provided, however that a private firm member may not hold an elective NPZA office other than as a District Representative.

- (d) Student member – a membership certificate and attend NPZA annual conference at a reduced student rate.
- (e) Honorary member – a honorary member certificate, may vote as a member of his/her respective NPZA District, hold office, serve on committees, attend NPZA annual conference without paying a registration fee, and receive all publications of the NPZA.

SECTION 4. Membership Dues. The Board of Directors shall review and set membership dues annually for the ensuing membership year.

Notice of dues payable shall be sent sixty (60) days prior to the date due.

SECTION 5. Term of Membership. The membership year shall be the calendar year, and shall be due and payable on or before February 1 of the membership year.

ARTICLE II: Districts

The NPZA districts are determined by the geographic designation of a combination of contiguous counties. Municipalities with in its county are members of the district such county lies within. The six district county representation is illustrated on the referenced map “NPZA Districts”. The six designated districts are: Panhandle; West Central; South Central; Northeast; Southeast; and Metro.



ARTICLE III: Amendment to the By-Laws.

Any proposed amendments to the NPZA By-Laws must be submitted in writing to President at least sixty (60) days prior to the annual meeting. Proposed amendments shall be reviewed by the Board of Directors prior to the annual meeting and shall be submitted to the eligible voting members of the NPZA present at the respective district meetings held during the NPZA annual conference. The

Executive Committee shall compile the votes from the district meetings and announce the results at the NPZA awards banquet subsequently held during annual conference. Amendments are approved by two-thirds (2/3) vote of the eligible voting members attending the district meetings at the NPZA annual conference.