

# BYLAWS OF THE CALIFORNIA COUNTY PLANNING COMMISSIONERS ASSOCIATION

## MISSION STATEMENT

The mission of the California County Planning Commissioners' Association is to promote and provide education for all California County Planning Commissioners.

## MOTTO

Knowledge Through Education.

## ARTICLE I - NAME AND LOCATION

Section 1.01. The name of this Association is the California County Planning Commissioners Association (CCPCA).

Section 1.02. The Association shall consist of three districts: North, Central and South. The boundaries of such districts shall be established by the Executive Committee, provided that no county shall be moved to a new district except with the approval of that county's planning commission.

Section 1.03. The name and address in the State of California of this Association's agent for service of process shall be filed annually, or as required by the State, and shall be that of the Executive Director.

## ARTICLE II - OBJECT

Section 2.01. This Association is a non-profit public benefit association and is not organized for the private gain of any person or group. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.\*

Section 2.02. The specific purpose of the Association is to promote the cooperation of all county planning commissioners and their respective commissions of the State of California through the interchange of information, advice, and planning techniques; to further the establishment and development of the best social, economic and environmental planning practices; to stimulate the interest of the general public in the benefits comprehensive land use planning, and educate local and state governing bodies, regarding legislative measures or positions with respect to land use planning

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\* Wording of this paragraph is required by the State of California.

deemed by the Association to be in the public interest.

### **ARTICLE III - MEMBERSHIP**

Section 3.01. All County Planning Commissioners of the State of California shall qualify for membership in the Association from the time of taking oath of office as a commissioner until their retirement or removal from office or from membership on a county planning commission.

Section 3.02. All members of the Association shall be entitled to attend all meetings of the Association and to have a voice and vote on all matters coming before a meeting, except that voting eligibility of any member shall be accorded only to those members whose commission's current dues are paid.

Section 3.03. Associate membership may be extended by the Executive Committee to former County Planning Commissioners and former planning directors. Such associate membership shall not carry the privilege of voting or holding office in the Association.

Section 3.04. All past Presidents shall be eligible to sit/advise the Executive Committee, as non-voting members.

Section 3.05. CCPCA shall have an Educational Partners Program (EPP), as described in the Policies and Procedures Manual. The purpose of the EPP is to facilitate CCPCA's educational programs by helping CCPCA undertake a large outreach program and thereby encourage larger participation in the statewide conference.

Section 3.06. The CCPCA operates under a "sunshine policy." All of the CCPCA meetings are open. All sponsors are listed in event documents. All contributions must be made to CCPCA. Individual CCPCA members may not accept donations on behalf of CCPCA. All contributions received are for the express purpose of education. Neither sponsors nor Educational Partners may dictate CCPCA's actions.

### **ARTICLE IV - OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

Section 4.01. The officers of the Association shall consist of a president, a president elect, a vice president, and a secretary treasurer.

Section 4.02. The Association shall have an Executive Committee consisting of the president, president elect, vice president, secretary treasurer, immediate past president, nine district directors with directors each coming from the Northern, Central and Southern districts. All Officers and Directors are to be participants in Board discussions.

4.02.1. Each district shall elect one district director and two district representatives. The district director will host a spring conference. Each district director and representative will represent their district at all board meetings and be able to vote on all matters which come before the board. All vacant director and representative positions will be filled by election at the next State conference by majority vote of the general membership of this association.

4.02.2. Each district will have three votes to be cast by the directors and representatives. The district will have as many votes as they have representatives present at the Board meeting.

Section 4.03. In the event an elected Officer or Director should retire or be removed from the membership of their respective County Planning Commission prior to expiration of their term of office, that Officer or Director, upon approval of the majority of the Executive Board Members, shall continue to serve in their respective office until the end of their elected term in office.

Section 4.04. Only commissioners of planning commissions whose dues are paid shall be eligible to hold office in the Association.

Section 4.05. The duties of the officers of the Association shall be as follows:

4.05.1. The president shall preside over all meetings of the Association and of the Executive Committee; shall appoint all committees; and shall carry on such other business or activities as the bylaws provide or as specified at the annual or any special meetings, or at meetings of the Executive Committee.

4.05.1.1. If an opportunity should arise for external appointments or opportunities that are not part of the structure of this organization – the President is authorized to make those appointments after consulting with the Executive Committee by telephone or other means.

4.05.2. The president elect shall assist the president in the execution of the duties of their office, and to act in their stead during their absence from annual meetings, special meetings, or meetings of the Executive Committee.

4.05.3. The vice president shall assist the president in the execution of the duties of their office, and in the event of the absence of the president and president elect, to act in their stead during their absence from annual meetings, special meetings, or meetings of the Executive Committee.

4.05.4. It shall be the responsibility of the Secretary Treasurer to keep a record of all annual or special meetings, and meetings of the Executive committee, and provide minutes of all meetings to the Executive Committee Members. The Secretary Treasurer shall to maintain, or cause to be maintained, an accurate record of the membership of the Association and shall collect all monies due the Association and deposit them into an account approved by the Executive Committee. Transactions of Association funds shall be authorized at the annual meeting or special meetings or by the Executive Committee, or the president. The Secretary Treasurer shall keep or cause to be kept a record of all financial transactions, and shall submit reports to the Executive Committee upon request.

The Secretary Treasurer shall carry on correspondence necessitated by the function of the office, shall perform or cause to be performed, such other duties or services at the annual or special meetings as the Executive Committee may

determine necessary. The Secretary Treasurer, at the end of their service, shall turn over to a successor, or to the Executive Committee, all monies, records and property of the Association.

With the approval of the Executive Committee, the Secretary Treasurer may retain such professional and/or clerical services as may be deemed necessary to perform the work of the office efficiently.

Section 4.06. The professional and/or clerical support person (entitled - Executive Director to the CCPCA) shall perform all responsibilities within the scope of the Secretary Treasurer's duties as directed by the President and Secretary Treasurer.

Section 4.07. It is the responsibility of the Executive Committee to provide policy and administrative guidance for the activities of the Association, to assure liaison and representation to other groups, to assist the president in the execution of their duties and to provide a line of communication between the Association and those counties within the Region which they represent.

4.07.1. The Executive Committee shall be empowered to fill all vacancies among the officers and the Executive Committee occurring between annual meetings of the Association, subject to the provisions of Section 4.04, above.

4.07.2. The Executive Committee may appoint past Presidents to represent CCPCA, in such capacities as is deemed necessary. Compensation for expenses incurred shall be pre-arranged.

## ARTICLE V - QUORUMS

Section 5.01. A majority of the members present, who are eligible to vote, as provided by Article III, shall constitute a quorum at any duly called annual meeting or business session thereof.

Section 5.02. Four (4) members shall constitute a quorum of the Executive Committee.

## ARTICLE VI - DUES

Section 6.01. The annual dues of the Association shall be tiered to reflect population as follows:

Counties with a population of:				
Less than 20,000			dues:	\$ 52
20,000	and	100,000	dues:	\$ 61
100,000	and	500,000	dues:	\$123
500,000	and	1,000,000	dues:	\$176
1,000,000 or more			dues:	\$210

6.01.1. Dues are payable to CCPCA July 1 annually.

6.01.2. The Executive Committee shall review the budget and determine county dues in an amount sufficient to provide for the approved budget. Increases in dues shall be in 10 percent intervals of basic dues. Dues rates shall be reviewed by the Board bi-annually (every odd year).

6.01.3. If a deficit is carried forward from the previous year, it shall be added to the current year's budget before determining dues assessments for the ensuing year.

Section 6.02. The Secretary Treasurer shall, not later than March 15, of each year, invoice all commissions for the current year's dues as determined by the Executive Committee.

## **ARTICLE VII - MEETINGS**

Section 7.01. There shall be an annual meeting of the Association. The time and place thereof shall be approved by the Executive Committee and notice thereof shall be given to each commission at least 90 days prior to the date set.

Section 7.02. At their discretion, District Directors shall provide an annual regional meeting to further the objectives of the Association for members in their respective districts when appropriate.

Section 7.03. Special meetings of the Association may be called when deemed necessary for the best interest of the Association by the Executive Committee, with the approval, or on the demand of the majority of the dues paying commission.

Section 7.04. Meetings of the Executive Committee shall be called by the president, not less than twice each year, at any time or place, notice to be given at least 15 days prior to the date set.

Section 7.05. Special meetings of the Executive Committee shall be called by the president or any two members of the Executive Committee. Notice to be given at least 15 days prior to the date set.

Section 7.06. Expenses incurred by the Executive Committee while conducting Association business, shall be paid by the Association if or when funds are available, unless available from some other source.

## **ARTICLE VIII - ELECTIONS**

Section 8.01. The officers of the Association and the Executive Committee shall be elected at the annual meeting of the Association, and shall assume office as provided in Article IV, Section 4.03.

Section 8.02. No less than 30 days prior to the annual meeting, the president shall appoint a nominating committee consisting of three persons, one from each District, to nominate a slate of officers for the ensuing year.

8.02.1. The nominating committee shall select its nominees in accordance with Article IV and report its recommendations at the second day of the annual meeting, at which time additional nominations may be made from the floor. If more than one candidate is nominated for any office, elections shall be by written ballot of the membership in attendance.

8.02.2. Written ballots shall be counted by the nominating committee.

8.02.3. Election results shall be announced prior to the close of the annual meeting.

## **ARTICLE IX - STANDING COMMITTEES**

Section 9.01. At the annual conference of the Association the president shall appoint an audit committee consisting of three persons, one from each district, who shall review the records of the secretary treasurer and report to the membership at the Association business meeting.

Section 9.02. The president may appoint such other committees, as deemed necessary.

## **ARTICLE X - AMENDMENTS**

Section 10.01. These bylaws may be amended, revised or repealed at any regular annual meeting of the Association, or at any special meeting called for that purpose, or by mail vote, provided that notice or intention to amend, revise or repeal the bylaws in whole or in part, shall have been given at least 30 days prior to the date of the said annual meeting, or without such notice, by a two-thirds vote of all members present at the meeting who are eligible to vote.

10.01.1. The Policies and Procedures shall be amended by the Executive Board.

Section 10.02. A resolution may be presented at any meeting of the Association provided that said resolution shall have been distributed to each planning commission at least 30 days prior to said meeting in a manner prescribed by the president. The resolution committee shall hold a hearing on the proposed resolution at the meeting. The provisions of this section may be waived by a two-thirds vote of all members present at the meeting who are eligible to vote.

## **ARTICLE XI - RULES**

Section 11.01. All meetings of the Association shall be conducted in strict accordance with parliamentary law Robert's Rules of Order.

Section 11.02. The immediate past-president of the Association shall be its parliamentarian, and a member of the Executive Committee.

- Rev. 01/31/92
- Rev.1 01/17/97
- Rev.2 03/09/00 (effective 01/01/00) Approved by majority vote of Officers and Directors.
- Rev.3 10/04/00 Approved by majority of membership vote.
- Rev. 4 11/13/04 Approved by a majority of membership vote.
- Rev. 5 1/8/05 – Approved by majority vote of Officers and Directors.
- Rev. 6 10/29/06 – Approved by majority of membership vote.
- Rev.7 10/25/08 – Approved by majority of membership vote.

**CALIFORNIA COUNTY PLANNING COMMISSIONERS ASSOCIATION  
POLICIES & PROCEDURES**

**POLICIES**

**ASSOCIATION STATIONERY**

All correspondence regarding Association business, including all direct notices, etc. shall be printed on CCPCA letterhead and not on County stationery. This will allow greater understanding of the CCPCA functions that are not County functions.

**ASSOCIATION TAX RETURNS**

The Secretary-Treasurer shall have the Association's annual tax returns prepared by a professional tax accountant. *(11/3/94)*

**BYLAW AMENDMENTS**

Bylaw amendments must be presented in writing to the Executive Board, which, after review, can schedule for caucus discussion and general membership vote. *(1/20/96)*

**COMMISSIONER OF THE YEAR AWARD**

Nomination letters mailed to Planning Directors and the Chairman of both the Board of Supervisors and Planning Commission.

The District Directors will screen nomination applications.

The Association President will present the Award at the annual State Conference. *(5/21/94)*

**CONFERENCES**

The target date for mailing Conference registration packets shall be 60 days prior to conference date. Cancellation notification must be submitted in writing – no phone calls. Refunds will be made for cancellations received up to 30 days prior to conference date. *(1/21/95)*

The President should introduce all attending Past Presidents at the conferences. *(1/20/96)*

The Nomination Committee should consist of the Parliamentarian and all three 1<sup>st</sup> District Directors. *(10/26/06)*

## **HELPFUL ASSOCIATION MATERIALS**

Each Executive Board Member should be given an information binder containing helpful Association materials, such as Bylaws, a copy of Policies and Procedures, etc. at the last meeting of the annual State Conference. (10/26/06)

## **PROCEEDINGS**

A synopsis format should be used for easier reading. (5/13/95)

Copies should be mailed to the Chairman of the Board of Supervisors of counties that have members of the Association. For those Counties who have not joined, a copy should be mailed to the Chairman of the Planning Commission in an effort to encourage them to return. (10/14/93)

Executive Board minutes should not be included in Proceedings. (1/26/96)

## **RELEASE OF INFORMATION**

No minutes, or any of the Associations records, or files, shall be released to any person or body without the approval of the President or the Secretary-Treasurer. If these requests arrive by subpoena, the Secretary-Treasurer shall copy, at the expense of the requestor, all documents before releasing said documents.

The Executive Director shall not release any documents without the approval of the President or the Secretary-Treasurer.

## **REIMBURSEMENT RATE FOR BOARD MEMBER EXPENSES**

Travel reimbursements shall be based on the mode of transportation with the lowest cost (air-mileage). (1/21/95)

- Mileage = current IRS rate (2/2/08)
- Meals = \$25.00/day
- Lodging = \$45/night (Executive meetings)

## **EXTERNAL APPOINTMENTS**

If an opportunity should arise for external appointments or opportunities that are not part of the structure of this organization – the president is authorized to make those appointments after consultation with the Executive Committee by telephone or other means. (10/25/07)

# **PROCEDURES**

## **ASSOCIATED BILLING**

Non-paying Counties will remain on billing list unless the Association receives a formal request to be removed from that list. *(1/21/95)*

## **CAUCUS**

The caucus meetings should be scheduled early in the State Conference so that first time registrants can have a greater feeling of cohesion with others from their District.

## **COMMISSIONER OF THE YEAR AWARD**

The President may select the award to be presented in the price range of \$50.00-\$100.00 and the award should be something a recipient can be proud to receive. *(11/3/94)*

## **CONFERENCE CANCELLATION**

A conference should not be canceled even though only a few have registered. *(5/22/93)*

## **DATE OF ANNUAL STATE CONFERENCE**

By scheduling the State Conference in late October, after harvest, a greater number of Central District Commissioners are able to attend. *(11/6/94)*

## **ELECTION PROCEDURE**

The Nomination Committee should be appointed early on during the State Conference *(1/21/91)*

## **OUTSIDE CONTRIBUTIONS - FIREWALL**

Firewall: The Educational Partners shall provide educational opportunities in the form of conference opportunities, lectures, assistance with conferences (speakers, lecturers) and through the hosting of special events such as breakfasts, lunches, field trips, conference registration, etc. By offsetting conference costs CCPCA can achieve the goal of greater attendance with a larger base of commissioners.

- All EP's (Educational Partners) be allowed to participate in the Annual State CCPCA meeting, but be prohibited from either participation in Executive Board meetings or setting the CCPCA agendas.
- After the conclusion of the conference, CCPCA shall send out to each participant a tally of the hosted events pro-rated by the number of participants (see attached).
- The CCPCA operates under a "sunshine policy". This "sunshine policy" shall include open meetings with agendas, which shall provide listings of all events sponsored, or contributions made to CCPCA.
- All donations, including non-cash donations, shall be made directly to CCPCA. No members shall accept donations or contributions on behalf of CCPCA.
- Under no circumstance shall any WP expect or dictate any policy changes or actions of the CCPCA Board by reason of any donation or contribution.
- CCPCA operates on a "business day" from 9 a.m. to 5 p.m. during which time we conduct CCPCA business. Only educational presentation by Sponsors or Educational Partners will be allowed during these hours.

### **ROLL CALL**

Described as an important and satisfying part of the annual State Conference, the consensus of the Executive Board is that roll call should continue a part of the conference agenda by only the names of the counties present. Counties present should be read, if time allows, otherwise an attendance sheet shall be mailed to all Counties at the conclusion of the conference. (1/18/92)

### **SECRETARY-TREASURER**

Each year, the Secretary-Treasurer and the President should sign a contract indicating his/her responsibilities to the Association and their independent status. (5/22/93)

### **SPRING CONFERENCES**

The President is the only Officer required to attend all conferences. (1/11/94)

Spring conferences are discretionary and each District should develop a format that works for them. (11/3/94)

District Directors should pick separate dates to make it easier for Officers in the Association to attend. (10/11/92)

As a general rule, spring conferences should be held mid-way between the annual State Conference, such as April or May. This will naturally be modified by local conditions such as weather or other functions that might interfere with attendance. (10/11/92)

The District Directors should bring tentative dates for their spring conferences to the January meeting. (10/11/92)

As we are a non-profit organization whose overall goal is to further the education and interchange among County Planning Commissioners, it is incumbent that all conferences occur on a pay-as-you-go basis. Therefore, it is the financial objective of each conference (both the Spring Conference and the annual State Conference) to cover all costs and not leave CCPCA with any debt. The Association will "seed" district conferences up to \$500.00.

Any surplus funds from district conferences shall be forwarded to the CCPCA operating funds.

### **SPRING EXECUTIVE BOARD MEETING**

Meetings should be scheduled after last conference because all conferences are over and there is time to concentrate on other things plus more financial information is available. (1/21/95)

Location of said meeting should be based on fiduciary reasons such as incurring the least amount of travel for the highest number of members attending. (1/21/95)

Minutes of the Executive Board meeting shall be typed and distributed to the Executive Board within 30 days of the meeting date.

*(date shown is meeting date where policies were voted on and procedures described)*

(LAST UPDATE: 10/25/07)