

**MINNESOTA ASSOCIATION OF  
COUNTY PLANNING AND ZONING ADMINISTRATORS, INC.**

**PREAMBLE**

We, the duly appointed County Planning and Zoning Administrators of the various counties in the State of Minnesota, do hereby join together to form the Minnesota Association of County Planning and Zoning Administrators, Inc., in order that we might better serve the citizens and local and state government and so hereby establish this set of By-laws.

**MISSION STATEMENT**

It is the mission of the Minnesota Association of Planning and Zoning Administrators (MACPZA) to: Promote and advance the art and science of environmental and land use planning by promoting quality education and professional development, providing a network for the exchange of ideas, and participating in the development of planning policy and legislation.

**BY-LAWS**

**ARTICLE I. NAME**

Section 1. This organization shall be known as the Minnesota Association of County Planning and Zoning Administrators, Inc., (MACPZA).

**ARTICLE II. OBJECTIVES OF THE MINNESOTA ASSOCIATION OF COUNTY PLANNING AND ZONING ADMINISTRATORS, INC**

Section 1. To encourage and promote the professional performance of planning, zoning, and environmental protection responsibilities at the local government level.

Section 2. To promote the regular meeting and exchange of occupational related information by persons engaged in county planning and zoning activities.

Section 3. To encourage and provide opportunities for the professional development of association members.

Section 4. To encourage effective and productive legislation, regulations, and administrative procedures in the planning and zoning field.

Section 5. To encourage county leadership and consistency in planning and zoning matters on a statewide basis.

**ARTICLE III. MEMBERSHIP**

Regular membership in the Association shall be granted to any duly appointed County Planning and Zoning Administrator, or equivalent, regardless of actual title, whose dues are current. Each county is entitled to one (1) vote by the regular member or by the regular member's designee, who shall be an affiliate member. The Board of Directors shall consist of regular members.

Section 1. Regular membership in the Association shall be granted to any duly appointed County Planning and Zoning Administrator, or equivalent, regardless of actual title, whose dues are current. Each county is entitled to one (1) vote by the regular member or by the regular member's designee, who shall be an affiliate member. The Board of Directors shall consist of regular members.

Section 1a. Affiliate membership in the Association shall be granted to any person or organization supportive of Association objectives, as stated in Article II above, who has paid his/her current dues. Counties may only be granted affiliate membership when in addition to a regular membership.

Affiliate members shall be entitled to the same privileges as regular members, with the exception that they are not voting members, unless designated as in Section 1 above. A petition signed by one-third (1/3) of all affiliate members shall force a ye or nay action by voting members of the Association on any issue brought forward.

Section 1b. The Board of Directors may appoint ex-officio members who are supportive of Association objectives as stated in Article II above. Ex-officio members shall be non-voting and non-dues paying.

Section 2. An Annual Meeting of the Association shall be held at a time determined by the Board of Directors.

#### **ARTICLE IV. DUES AND MEMBERSHIP**

Section 1. The annual dues for regular and affiliate members shall be set at the Annual Meeting.

Section 2. The annual dues shall be paid on a calendar year basis.

Section 3. Disbursement of funds will be made by check only, which must be signed by the Treasurer or the President. The signature card at the bank where the checking account has been established must be signed by both Treasurer and President.

Section 4. No committee shall be authorized to create a financial liability to the Association unless previously approved in nature and amount by the Board of Directors.

#### **ARTICLE V. GOVERNING BODY AND ASSOCIATION ORGANIZATION**

Section 1. The Board of Directors of the Minnesota Association of County Planning and Zoning Administrators, Inc. shall consist of officers and a board representative from each designated voting area. The State of Minnesota shall be divided into six (6) voting areas and shall be known as Association Voting Districts. Each Association Voting District shall, by a majority vote, elect one (1) individual to serve as a District Representative to represent said Association Voting District as a member of the Board of Directors for a two-year period. Each Association Voting District shall, by a majority vote, also elect one (1) individual to serve as an Alternate District Representative, to represent said Association Voting District as a member of the Board of Directors, in the absence of the District Representative. Eligible voting members within each Association Voting District shall be those members who have paid their current dues. Districts A, C, and E shall hold their elections in January of the odd-numbered years with representatives to take office immediately following the election. Districts B, D, and F do the same in even-numbered years. The incumbent District Representatives and Alternate District Representatives shall remain in office until the end of the calendar year in which their term expires. There shall be no limitation on the number of terms to be served by District Representatives and Alternate District Representatives. In the event of a vacancy of a Board of Directors District Representative, the Alternate District Representative shall fill the unexpired term of office and the Association Voting District shall hold a special election to fill the term of Alternate District Representative.

Section 2. The Board of Directors shall regularly meet to conduct official business of the Association as authorized by the membership and these By-Laws.

- Section 3. The Board of Directors shall be authorized to pay expenses of committee members, officers, District Representatives and Alternate District Representatives for conducting official business of the Association.
- Section 4. The Board of Directors shall meet at the call of President or at the written request of any three (3) Board members with the purpose stated. Notice of such meeting must be given in writing at least ten (10) days prior to the meeting.
- Section 5. (Quorum) A majority of the Board of Directors shall constitute a quorum for the transaction of business at Board Meetings. When a majority of the Board of Directors is not present, the committee chairperson of the Professional Development and/or By-Laws Policy Committee shall be allowed voting status at that meeting in order to constitute a quorum. One-third (1/3) of the regular members shall constitute a quorum for the transaction of business at the Annual Meeting. Once a quorum has been established, it shall not be questioned during the meeting.
- Section 6. The date of the Annual Meeting shall be set by the Board of Directors. Members shall receive at least thirty (30) days advance notice of this meeting.

**ARTICLE VI. COMMITTEES**

- Section 1. Auditing Committee.
- A. The Auditing Committee shall be composed of three members appointed by the Board of Directors in odd numbered years (beginning in 2011), one of which shall be a member of the Board of Directors. Each committee member shall serve a two year term. The member of the Board of Directors shall serve as the chairperson of the committee.
  - B. The Auditing Committee shall review all financial records of the Association and its findings shall be made known to the Association in conjunction with the annual meeting.
- Section 2. By-laws/Policy Committee.
- A. The By-laws/Policy Committee shall be composed of three members, appointed by the Board of Directors in odd numbered years (beginning in 2011), one of which shall be a member of the Board of Directors. Each committee member shall serve a two year term. The member of the Board of Directors shall serve as the chairperson of the committee.
  - B. The By-laws/Policy Committee shall review the By-laws of the Association, on an annual basis, and make its findings and recommendations for amendments to the Board of Directors, which shall be voted on by the Association at the Annual Meeting.
- Section 3. Legislative Committee.
- A. The Legislative Committee shall consist of seven members, appointed by the Board of Directors in odd numbered years (beginning in 2011), including one representative and an alternate representative from each association voting district and the Immediate Past-President. Each committee member shall serve a two year term. The Immediate Past-President shall serve as the chairperson of the committee.
  - B. The Legislative Committee shall identify and track legislation affecting the membership.
  - C. The Legislative Committee shall facilitate expert testimony on legislative issues affecting the membership.
  - D. The Legislative Committee shall develop a legislative platform, on an annual basis, with input from the membership that shall be adopted at the annual meeting.

- E. The Legislative Committee shall work with local, county and state legislators, state agencies and other governmental units and organizations to identify the need for new legislation or recommend changes to existing laws and rules that impact environmental and land use planning.

Section 4. Professional Development Committee.

- A. The Professional Development Committee shall consist of seven members, appointed by the Board of Directors in odd numbered years (beginning in 2011), including one representative from each association voting district and a representative of AMC. Each committee member shall serve a two year term. The Professional Development Committee shall elect a chairperson from the members of the committee.
- B. The Professional Development Committee shall advise members of the Association concerning opportunities for education and professional development.
- C. The Professional Development Committee shall coordinate the Associations professional development activities in areas of environmental and land use planning and zoning administration.

Section 5. Executive Committee.

- A. The Executive Committee shall be composed of the officers of the Minnesota Association of County Planning and Zoning Administrators.
- B. Any decision made by the Executive Committee shall be ratified by the Board of Directors at its next meeting.
- C. The officers of the Executive Committee shall have the authority to negotiate contracts and to sign official documents and contracts that have been approved by the Board of Directors.
- D. The Executive Committee shall carry out any action delegated to them by the Board of Directors.

Section 6. Nominating Committee

- A. The Nominating Committee shall be composed of three members appointed by the Board of Directors in even numbered years, one of which shall be the Vice President. Each committee member shall serve a one year term. The Vice President shall serve as the chairperson of the committee.
- B. The Nominating Committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate to serve if elected.
- C. The candidates of the Nominating Committee shall be made known to the Association in conjunction with the announcement of the annual meeting at which the election is to take place.
- D. In addition to the candidates submitted by the Nominating Committee, additional nominations may be made from the floor.

**ARTICLE VII. OFFICERS**

- Section 1. The Officers of the Minnesota Association of County Planning and Zoning Administrators, Inc., shall be President, Vice-President, Secretary and Treasurer. Officers shall be elected for a two-year term by the regular members at the Annual Meeting.

Section 2.

Duties:

A. President. The President shall:

1. Preside at all meetings of the Association.
2. Serve as chairperson of the Board of Directors.
3. Appoint all committees not otherwise provided for.
4. Sign all orders necessary to carry out the will of the Association.
5. Serve as the official representative of, and on behalf of, the Association during his/her term of office.

B. Vice-President. The Vice-President shall:

1. Officiate for the President during his/her absence or upon his/her request.
2. Serve as Vice-President of the Board of Directors.
3. Perform such other duties as may be directed by the Board of Directors.
4. Automatically assume the office of President, should the presidential position become vacant during the term of office.
5. Serve as President for one (1) two-year term immediately following his/her term as Vice-President.

C. Immediate Past-President. The Immediate Past-President shall:

1. Serve for a two-year term immediately following his/her term as President.
2. Serve as a voting member of the Board of Directors.

D. Secretary. The Secretary shall:

1. Prepare the minutes of the proceedings of the Association and Board of Directors meetings.
2. Give notice of the Annual Meeting of the Association and meetings of the Board of Directors and send official notices of such meetings.
3. Prepare the official correspondence of the Association as directed by the Board of Directors.
4. Serve as custodian of the official records of the Association.

E. Treasurer. The Treasurer shall:

1. Keep record of all members of the Association and supply a current list to the secretary.
2. Serve as the official custodian of all the monetary assets of the Association, holding same subject to the direction and disposition of the Board of Directors.
3. Receive and record all funds collected by the Association.
4. Discharge all financial obligations contracted by the Board of Directors in accordance with its official action as permitted by the By-Laws.

**ARTICLE VIII. ELECTION OF OFFICERS**

Section 1. The election of officers shall be held at the regular session of the Annual Meeting held in even numbered years. A majority vote of paid regular members in attendance shall be required to elect any officer.

Section 2. Nominations for officers shall be made by a Nominating Committee appointed by the Board of Directors and shall consist of three members. Additional nominations for any office may be made by any regular member in attendance at the Annual Meeting.

Section 3. The officers elected shall assume office at the beginning of the odd numbered calendar year following their election and shall serve until the end of an even numbered calendar year following their election.

Section 4. The tenure of office for the President, Vice-President, and the Immediate Past-President shall be limited to one (1) consecutive full term in each office. The tenure of office for the Secretary and Treasurer shall be limited to two (2) consecutive full terms.

**ARTICLE IX. OFFICER VACANCIES, RESIGNATIONS AND REMOVAL FROM OFFICE**

- Section 1. Upon a vacancy in the office of Association President, the Vice-President shall automatically assume this office and shall serve the balance of the term of office.
- Section 2. Officers who are not in attendance at three (3) consecutive Board meetings may be replaced by a majority vote of the Board of Directors.
- Section 3. A majority number of members of the Board of Directors may call a special meeting to consider the removal of an officer who, in the opinion of a majority of Board members, has been improperly performing his/her duties.
- Section 4. The Board of Directors shall appoint a replacement to any officer vacancies not otherwise provided for in these By-Laws.
- Section 5. All officers appointed to their position by the Board of Directors shall serve until the next Annual Meeting, at which time an election will be held for the term of office.

**ARTICLE X. RULES OF ORDER**

- Section 1. All business sessions of the Association shall be conducted according to the latest edition of Robert's Rules of Order.

**ARTICLE XI. AMENDMENTS**

- Section 1. These By-Laws may be amended at the Annual Meeting by a two-thirds (2/3) vote of the paid regular members present, provided the proposed amendment(s) shall have been submitted in writing to the members thirty (30) days prior to the Annual Meeting and read to the members at the Annual Meeting.

**ARTICLE XII. AWARDS**

The following awards shall be authorized by the Board of Directors.

- Section 1. *Past Officer Award.* Shall be automatically granted to past officers upon completion of term of service to the Association. The award may be in the form of a plaque, certificate, honorarium, or other appropriate means as determined by the Board of Directors.
- Section 2. *Exemplary Duty Award.* This award is to be presented to MACPZA members or non-members, who have shown exemplary actions in their duty as a County Planning and Zoning Administrator, or in exemplary service to the benefit of County Planning and Zoning Administrators. Exemplary duty may be considered as new and innovative planning and zoning programs or techniques implemented in the individual's county where the individual played a major role in developing or implementing said program or technique. Nomination for this award shall be by a member colleague in a written narrative which states the exemplary action will be useful to other counties. The nomination for this award shall be presented to the Board of Directors. The award may be in the form of a plaque, certificate, honorarium or other appropriate means as determined by the Board of Directors.

- Section 3. William Patnaude *Honorary Life Membership Award*. This award grants honorary life membership in MACPZA to past members who have shown service to MACPZA “above and beyond the call of duty”; or to non-members who have provided service, guidance, assistance, or leadership to MACPZA at no cost or nominal cost to the Association. Nominations for this award by written narrative which describes why the award should be made, shall be presented to the Board of Directors. The award may be in the form of a plaque, certificate, honorarium, or other appropriate means as determined by the Board of Directors.
- Section 4. *Retirement Award*. This award shall be presented to a MACPZA member who has retired or left public service as a Zoning Administrator, with the level of the award determined by the years of service.
- Section 4-a. Award Category:  
*George Washington Award*:  
 30 years or more of service  
 Gold Plaque  
 Certificate  
 Paid Life Membership
- Jefferson Award*:  
 21 -29 years of service  
 Silver Plaque  
 Certificate
- Lincoln Award*:  
 15-20 years of service  
 Bronze Plaque  
 Certificate
- Members with less than 15 years of service:  
 Plaque
- Section 4b. Upon learning that a member of MACPZA is going to announce his/her retirement or has left public service, the Secretary shall prepare a report for submittal to the Board of Directors regarding the years of public service as a Zoning Administrator by said member. This report shall be reviewed at a regular Board of Directors meeting.
- Section 4c. The Board of Directors shall determine the appropriate award category and direct the Chairman of the Awards Committee to expend the necessary funds in preparing the award.
- Section 4d. The award shall be officially presented by the President at the Association’s Annual Meeting Banquet.
- Section 4e. The Association shall cover the banquet costs for the retiree receiving an award and his/her spouse.
- Section 5. *Tina Rosenstein Outstanding Service Award*. This award, to be considered the highest award granted by the Association, may be granted annually to a member who has shown outstanding dedication and service to the betterment of and in furthering the goals of the Association. Nomination for this award shall be in written narrative form explaining the reasons why this person has been an asset to the Association. The nomination for this award shall be presented to, and acted on, by the Board of Directors. The award, which shall be officially presented by the President at the Association’s Annual Conference, may be in the form of a plaque or other appropriate means, as determined by the Board of Directors.

Section 6. Awards Record Book. An awards record book shall be kept by the Association Secretary. The record book shall include all pertinent information (nomination narrative, minutes indicating approval and form of award) with regards to MACPZA awards.

**ARTICLE XIII. EDUCATIONAL SCHOLARSHIP SUBCOMMITTEE**

Section 1. Upon request by a regular member, the Board of Directors shall establish an Educational Scholarship Subcommittee to oversee the awarding of educational scholarships to regular members of MACPZA, affiliate members of MACPZA or immediate family members ( spouse or child) of MACPZA members pursuing degrees that will be applicable to MACPZA.

Section 2. The Educational Scholarship Subcommittee shall be allocated an annual budget to be determined by the Board of Directors.

Section 3. The Educational Scholarship Subcommittee shall receive and review written requests for educational scholarships.

Section 4. Applicants requesting an educational scholarship for attendance at an educational program in the State of Minnesota or the Continental United States shall submit the following in writing: information on the program, including content and purpose, how the applicant will benefit by attending the program and how MACPZA will benefit by having the applicant attend.

Section 5. Recipients of educational scholarships shall submit a written report on the educational program for distribution to MACPZA membership.

Section 6. The Educational Scholarship Subcommittee shall make recommendations for scholarship awards to the Board of Directors.

These amended By-Laws were adopted by the Minnesota Association of County Planning and Zoning Administrators, Inc., at the Annual Meeting on October 8, 2009, and shall replace those By-Laws amended and adopted at the Annual Meeting on October 2, 2008.

  
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PRESIDENT MACPZA

  
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SECRETARY MACPZA

Attest: