

**BAY AREA PLANNING DIRECTORS ASSOCIATION  
(BAPDA)**

**BYLAWS**

As Amended: June 24, 1977, May 15, 1981, and April 5, 2013

**ARTICLE I. PURPOSE**

The general purposes of the Bay Area Planning Directors Association (BAPDA) shall include, but not be limited to the following:

1. Professional education, advice, support and leadership on planning policy and practice at the state, regional and local level.
2. The exchange of ideas, information and best practices among Bay Area planners.
3. To take a position on proposed legislation or policy direction affecting the practice of planning in the Bay Area.
4. To promote the need for and value of good planning and effective planning policy and programs in the Bay Area.
5. To promote communication and collaboration among planning professionals in the various jurisdictions, agencies, special districts and private firms in the Bay Area.

**ARTICLE II. GENERAL MEMBERSHIP**

BAPDA welcomes all who meet the following membership eligibility criteria:

1. Active city, county, special district (transportation, water, etc.), single-purpose agency (transportation authorities, congestion management agencies, economic development, etc.), joint powers authority, regional agency planning managers (directors, assistant/deputy directors, planning managers, etc.), or in the case of private planning consulting firms, owners or principals within the nine county San Francisco Bay Area.
2. Membership shall become effective upon the acceptance of the same by any eligible member. Membership shall automatically terminate upon termination of the office, appointment, or position cited in the preceding sentence.
3. There are no membership dues. Any costs to the general membership shall be in the form of registration fees for Association meetings. Said fees shall reflect the economic conditions in the region and of its members and be based on the ability of the Association to completely cover its costs for holding the meeting (planning, meeting room, food, speakers, notification, administration, etc.).

**ARTICLE III. COLLABORATION WITH THE ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)**

To assist BAPDA in accomplishing its purpose and to acknowledge the value of a collaborative and mutually supportive relationship between the Association of the Bay Area Governments (ABAG) and the membership of BAPDA, ABAG, at its discretion, will assign members of its staff to provide on-going administrative and logistical support to BAPDA. Such support shall include maintaining the list of active members; providing a meeting place for the BAPDA Steering Committee; providing mailings and a website for the notification of, registration for, and information from general membership meetings; and any other administrative and logistical support as may be mutually agreed upon.

The Chair of BAPDA or the Chair's designee shall serve on ABAG's Regional Planning Committee (RPC). The RPC is a standing committee that studies and submits information and recommendations to ABAG's Executive Board on comprehensive planning policies and procedures; environmental management, housing and infrastructure planning; special plans and reports from planning task forces or other regional agencies and such other matters as may be assigned by the Executive Board.

**ARTICLE IV. STEERING COMMITTEE AND OFFICERS**

There shall be a Steering Committee of the Association consisting of regular voting members. The membership of the Steering Committee shall include.

1. At least one BAPDA member representing a public agency from each of the nine counties in the Bay Area. BAPDA members who are private consultants may also be members of the Steering Committee provided that private consultants comprise no more than 20% of the Steering Committee membership.
2. The Planning Director of ABAG and/or his or her designee shall be a permanent member of the Steering Committee.
3. The Steering Committee shall not exceed a total of 20 members and shall strive to represent an appropriate cross-section of Bay Area planning agencies and positions.
4. Appointments to the Steering Committee shall be made based on professional accomplishment, regional or agency representation needs and the recommendation of peers. The Chair of BAPDA and the Planning Director of ABAG shall be responsible for identifying and inviting candidates to be members of the Steering Committee.
5. The Steering Committee shall meet at least quarterly each year at a time and place determined by the Steering Committee membership for the purpose of planning and organizing periodic general membership meetings and to discuss and take action on matters consistent with the purposes of the Association.

6. A member of the Steering Committee shall be the Treasurer of the Association. The Treasurer shall be responsible for insuring that Association funds are managed properly and all financial obligations of the Association are dealt with accurately and promptly.

#### **ARTICLE IV. ELECTION OF OFFICERS**

1. The officers of the Association shall be Chair, Vice-Chair and Treasurer. All officers shall be elected for two-year terms. There is no limit to the number of two-year terms that may be served.
2. A nominating committee consisting of the Chair, Vice-Chair, Treasurer and the Planning Director of ABAG shall present the names of candidates for election as officers at the first quarterly meeting of the Steering Committee in the calendar year immediately following the completion of the preceding two-year term. Additional nominations may be made from the floor.
3. The Steering Committee shall vote on the slate of officers presented by the nominating committee.
4. Vacancies will be filled by the Steering Committee until the next election.

#### **ARTICLE V. GENERAL MEMBERSHIP MEETINGS**

1. No less than two meetings of the general membership of the Association shall be held each year at a place and time to be set by the Steering Committee.
2. The Chair shall preside at all meetings of the Association and Steering Committee. In the absence of the Chair, the Vice-Chair shall preside.
3. Attendance at general membership meetings shall be open to attendees who do not meet membership eligibility criteria but who are interested in the topic and pay the registration fee.

#### **ARTICLE VI. AMENDMENTS**

These Bylaws shall be amended upon the recommendation of the Steering Committee at any meeting of the Steering Committee at which a quorum of the members is present.