President Kirby:

Changes have been drafted and proposed to the Florida Chapter Bylaws, as well as to the bylaws for three branches, which necessitate Florida Chapter Executive Committee action as follows:

**Chapter Bylaws**

The draft of the Florida Chapter Bylaws, showing suggested revisions in order to comply with the current National APWA approved chapter bylaws template/model (2009) was prepared and discussed at the November 2011 quarterly meeting. Revisions resulting from those discussions have been made and are shown on the attached document. No further revisions have been requested following the November 2011 quarterly meeting. It is our recommendation that the Chapter Executive Committee authorize forwarding the January 2012 Draft Revisions to APWA Florida Chapter Bylaws (utilizing the 2009 template as a base) to APWA National for their review for approval.

**Branch Bylaws**

Bylaws from three branches (Northeast Florida Branch, Santa Fe Branch, and the South Florida Branch) have been submitted to us that have utilized this current (2004) branch bylaws template. We have retyped and presented these bylaws using “tracked changes” format, which is required by National for their review. It is our recommendation that the Chapter Executive Committee approve these three proposed branch bylaws (Northeast Florida Branch, Santa Fe Branch, and the South Florida Branch) and authorize forwarding these documents to APWA National for their review for approval.

This concludes our report of the Florida Chapter APWA Bylaws Committee.

Respectfully submitted,

Thomas J. Pugh, P.E.
Chairman

Attachments: Draft Revisions to APWA Florida Chapter Bylaws (January 2012)
Proposed Northeast Florida Branch Bylaws (w/ changes tracked)
Proposed Santa Fe Branch Bylaws (w/ changes tracked)
Proposed South Florida Branch Bylaws (w/ changes tracked)
ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the Florida Chapter, hereinafter called the Chapter, of the American Public Works Association, hereinafter called APWA, Florida Chapter, hereinafter called the Chapter. The territory included within the jurisdiction of this chapter shall be the 67 counties of the State of Florida and the U.S. territory of Puerto Rico, divided into 11 districts. Any district may have more than one branch formed within their boundaries. The boundaries of each district embrace the following counties / territories:

District I: (Emerald Coast Branch), Bay, Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington.

District II: (Big Bend Branch) Franklin, Gadsden, Hamilton, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla.

District III: (Santa Fe Branch), Alachua, Bradford, Columbia, Dixie, Gilchrist, Lafayette, Levy, Suwannee, Union, and Marion.


District V: (Central Branch), Brevard, Lake, Volusia, Seminole, Orange, and Osceola.

District VI: (West Coast Branch), Citrus, Hernando, Polk, Hillsborough, Pasco, Pinellas, and Sumter.

District VII: (Treasure Coast Branch), Indian River, Okeechobee, and St. Lucie.

District VIII: (Sun Coast Branch), DeSoto, Hardee, Highlands, Manatee, and Sarasota.

District IX: (Southwest Branch), Charlotte, Collier, Glades, Hendry, and Lee.

District X: (Gold Coast Branch), Martin and Palm Beach.

District XI: (South Florida Branch), Miami-Dade, Broward, Monroe and the U.S. Territory of Puerto Rico.
ARTICLE II – MISSION AND PURPOSE

SECTION 1. The purposes of this Chapter are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. The Chapter shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership. Such programs and activities shall be consistent with the mission, vision, and adopted goals of APWA and shall not include the endorsement of items of a partisan, political, or business nature inconsistent with the mission, vision, and adopted goals of APWA.

SECTION 3. The Chapter is not organized for profit, and earnings shall not directly benefit any Chapter member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the Florida Chapter territory specified in Article I, Section 1, shall be members of the Chapter and shall hold the same type of membership in the Chapter that they hold in APWA. Members of APWA residing outside the Florida Chapter territory specified in Article I, Section 1, may elect to be members of the Florida Chapter and shall hold the same type of membership in this Chapter that they hold in APWA but shall be a member of only one Chapter. Members of APWA residing in the Florida Chapter territory as described in Article I, Section 1, may elect to be a member of a Chapter other than the Florida Chapter but shall be a member of only one Chapter.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Chapter shall be from January 1 through December 31.

SECTION 2. The administrative year of the Chapter shall be from Annual meeting to Annual Meeting, which is held in the spring of each year.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Chapter shall be the Executive Committee, consisting of:

a. The Officers of the Chapter which are the President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President and Chapter House of Delegates Representative. (Voting Members)
b. The Chapter District Representatives. (Voting Members)

c. The Chairman or his/her designee of each Chapter Branch. (Non-voting Members)

d. The Chairman or his/her designee of the Chapter Standing and Special Committees, and Chapter House of Delegates Alternate Representative. (Non-Voting Members)

e. The Past Chapter Presidents. (Non-voting Members)

SECTION 2. No person shall be nominated, elected, or allowed to serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy on the Executive Committee the remaining members of the Executive Committee shall have the power to appoint a Chapter member to fill the unexpired term of office.

SECTION 4. The Executive Committee shall manage all the affairs of the Chapter in accordance with the rules and regulations of APWA and the “Rules Governing Chapters of the American Public Works Association” and shall adopt an annual balanced Chapter budget for the fiscal year by December 1st of the previous year.

SECTION 5. The Executive Committee shall have the power to contract with an individual or firm to provide administrative or other services and whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by APWA.

SECTION 6. Provided a quorum as defined in Article X is present, an affirmative vote of a simple majority of the Executive Committee members present at any regular or duly called meeting shall be required to pass any motion consistent with this or any other provision of the Chapter Bylaws unless otherwise provided in these Bylaws.

SECTION 7. Should a motionquestion that has been previously debated at a meeting of the Executive Committee where no action was taken or a motion that has not been previously debated arise requiring the immediate action of the Executive Committee before the next regularly scheduled meeting of the Executive Committee, the President shall call a special meeting of the Executive Committee in accordance with the provisions of Article IX (Meetings) to address the question. Should the question require attention before a special meeting can be scheduled in accordance with Article IX, then the President can put the motion to a votemay direct the Secretary to submit the question to the Executive Committee by means of electronic balloting as addressed in the Rules Governing Chapters of the American Public Works Association that shall require a majority vote of the Executive Committee to carry. All questions that have not been previously debated at a meeting of the Executive Committee can be presented to the Executive Committee via electronic means.

SECTION 8. Upon direction of the majority of the members of the Executive Committee present at any meeting where less than a quorum is present, the Secretary shall submit any question to the members of the Executive Committee by the same formal means described in Section 7 of this Article.

SECTION 89. The Secretary shall record, as a part of the minutes of the Executive Committee meeting immediately following the voting, the means and results of the voting and the names of all Executive Committee members participating.
SECTION 9. In the event a Chapter District Representative or Chapter House of Delegates Representative cannot attend a meeting, these members may designate via written proxy to give another Chapter Branch Member the authority to vote on their behalf.

ARTICLE VI – OFFICERS AND DISTRICT REPRESENTATIVES

SECTION 1. The Chapter shall have as its Officers, a President, a President-Elect, a Vice President, a Secretary, a Treasurer, the Immediate Past President, and the House of Delegates Representative. The Chapter shall have eleven (11) Chapter District Representatives.

SECTION 2. The President shall be the Chief Elected Officer of the Chapter and shall serve a term of one year. The President shall preside at all Chapter and Executive Committee meetings and shall chair the Executive Committee. The President is normally the President-Elect from the previous year term. The President shall issue the call for regular or special Executive Committee meetings. The President shall have the authority to sign all contracts on behalf of the Chapter, except for the contracts necessary to set up and finalize the Annual Meeting and Trade Show, which will be performed by the President-Elect for the Chapter at the direction of the Executive Committee, appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. The President shall see that these Committees function and shall cooperate with the Committee Chairs to that end. The President shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

SECTION 3. The President-Elect, who shall have previously served as an Officer or a District Representative of the Chapter and shall normally have served on the Executive Committee as the Vice President in the previous term, and shall be elected annually to serve a term of one year and shall normally assume the office of President upon the completion of the term of office of President-Elect. The President-Elect shall perform such other duties as assigned by the President or the Executive Committee and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee. The President-Elect shall be chairperson of the Annual Meeting and Trade Show with full authority to coordinate all necessary arrangements for this event. The President-Elect shall have the authority to sign any contracts necessary to set up and finalize the Annual Meeting and Trade Show.

SECTION 4. The Vice President, who shall have previously served as a member of the Executive Committee, shall be elected annually to serve a term of one year and shall perform such duties as assigned by the President or the Executive Committee. The Vice President shall act for the President and President-Elect in their absence or, in case of the inability of the President and President-Elect to perform the duties of the President, as determined by the Executive Committee.

SECTION 5. The Secretary shall be elected by the Executive Committee annually to serve a term of one year and shall keep all records (except for financial records kept by the Treasurer) and correspondence of the Chapter and attest any contracts signed by the President. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Chapter. The Secretary shall prepare and submit to APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in his/her custody, taking a receipt therefore.

SECTION 6. The Treasurer shall be appointed by the Executive Committee annually to serve a term of one year and shall have custody of the funds, securities, and other valuable effects in the name of the Chapter.

APWA Florida Chapter Bylaws
Page 4 of 10
January 2012
April 2009
of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports quarterly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer’s term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.

SECTION 7. The Chapter’s representative to the APWA House of Delegates, hereinafter called the Chapter House of Delegates Representative, shall be elected by the Executive Committee to serve a one-year term and shall represent the Chapter to that body, attending regional and annual meetings of the House of Delegates, bringing Chapter concerns to their attention, and informing the Chapter of House of Delegates’ activities. The Chapter House of Delegates Representative shall prepare and submit to APWA such reports as may be required. An Alternate Chapter House of Delegates Representative may be elected annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Chapter House of Delegates Representative in the event of the Chapter House of Delegates Representative’s absence or inability to perform the duties of this position as determined by the Executive Committee. The Secretary shall notify the APWA Executive Director and the APWA Regional Director of the Chapter’s representatives on or before December 31st of each year. A member serving as Chapter House of Delegates Representative or Alternate Representative may be reappointed by the Executive Committee when necessary to fill the position.

SECTION 8. Eleven (11) members of the Chapter shall be elected by their respective Districts to serve as Chapter District Representatives and shall be members of the Executive Committee to provide direction to the Chapter. Each District Representative shall serve a two (2) year term and shall be elected each year as defined below so as to provide for continuity of direction. Each District Representative shall attend all Chapter and Executive Committee meetings and shall be prepared to present progress reports of any assignments.

The representatives for Districts I, III, V, VII, IX, and XI will be elected in odd years.
The representatives for Districts II, IV, VI, VIII, and X will be elected in even numbered years.

SECTION 9. The most recent Past President holding current membership in the Chapter shall be an ex officio member of the Executive Committee with voting privileges and shall serve in an advisory capacity to the President and the Executive Committee. It shall be the duty of the Past President to preside at meetings of the Chapter and the Executive Committee in the absence of the President, President-Elect, and Vice President.

SECTION 10. All Chapter Officers, except as otherwise provided, shall serve for one year or until their successors are elected and installed. The terms of office shall begin as specified in Article XIII, Section 3, of these Bylaws.

SECTION 11. In case of inability to serve, neglect in performance of duty by any; immoral and unprofessional conduct in representing the Chapter or if an Officer or District Representative of the Chapter as determined by the Executive Committee is convicted and found guilty of a felony, the Executive Committee shall have the power by a two-thirds vote of its members to declare the office vacant and shall fill the vacancy as provided in Article V, Section 3.

APWA Florida Chapter Bylaws
Page 5 of 10
January 2012
April 2009
ARTICLE VII – COMMITTEES

SECTION 1. The President will annually designate at a minimum two Standing Committees, the Chapter Audit Committee and the Nominating Committee. These committees are described in Articles VIII and XIII. The President, at his/her discretion, may designate additional standing committees, special committees and task forces as deemed necessary to conduct Chapter affairs. Standing Committees and/or Special Committees or Task Forces will be designated by the President to encompass the subject areas including but not limited to those listed below.

- a. Audit
- b. Awards
- c. Continuing Education and Training
- d. Intern and Student Co-op
- e. Legislative and Government Affairs
- f. Membership
- g. Strategic Planning
- h. Nominating

SECTION 2. The chair of each standing committee and special committee shall be appointed annually by the President. Additional committee members are recommended and may be appointed at the discretion of the committee chair. Each appointed chair shall select at least two committee members for his or her committee.

SECTION 3. Each standing committee shall report to the Executive Committee its activities at least once annually or more frequently if directed by the President or the Executive Committee.

SECTION 4. The President may appoint, within the administrative year, other special committees or task forces as may be desirable for the conduct of the business of the Chapter.

SECTION 5. No committee shall obligate the Chapter or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

ARTICLE VIII – CHAPTER AUDIT COMMITTEE

SECTION 1. The President shall annually appoint a Chapter Audit Committee consisting of at least three Chapter members who shall examine the financial records and books of the Chapter. The Treasurer shall not be a member of the Audit Committee but shall cooperate fully with the Audit Committee.

SECTION 2. The duties of the Chapter Audit Committee shall be to examine the Chapter’s financial records in order to meet the requirements of APWA. The duties of the Chapter Audit Committee shall include but not be limited to the following: examination of cancelled checks, accounting for numerical sequencing, examining endorsements, reviewing bank statements, and the examination and/or reconciliation of documents supporting disbursements. The Chapter Audit Committee shall
conduct the annual examination audit of the Fiscal Year financial documents using a computer package or hard copy format provided by APWA. Chapters must adhere to the policies outlined in the Rules Governing Chapters of the American Public Works Association as to deadline dates for submitting Audit Committee findings.

SECTION 3. The Chapter Audit Committee shall report its findings along with any recommendations to the Executive Committee at the meeting of the Executive Committee immediately following the completion of the audit.

ARTICLE IX – MEETINGS

SECTION 1. The Annual Meeting of the Chapter, for the purpose of electing and installing the newly elected Officers and District Representatives, shall be held in the spring of each year, the date and place of which shall be determined by the Executive Committee. Other General Membership Meetings for the transaction of business of the Chapter may be called by the President upon the President's own volition, upon request by the Executive Committee, or upon the written request of 50 members in good standing of the Chapter. The Executive Committee may call a special meeting if the President fails to act on an item of immediate need and importance. The membership shall be notified at least two weeks in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

SECTION 2. The Executive Committee shall meet at least four (4) times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President or at the written request of a majority of the members of the Executive Committee.

SECTION 3. Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statutes of the State of Illinois.

SECTION 4. The Secretary shall formally notify each member of the Executive Committee at least two (2) weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall be made available accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

SECTION 5. The Secretary shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

ARTICLE X – QUORUM

SECTION 1. A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.

SECTION 2. For General Membership meetings of the Chapter involving a formal business agenda, five percent of the membership, of whom no more than one-half shall be members of the Executive Committee, shall constitute a quorum for the transaction of business.
ARTICLE XI – DUES

SECTION 1. The Executive Committee may establish Chapter dues for its members in accordance with the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. All dues are payable to APWA annually in advance. Non-payment of dues for a period of ninety (90) days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – BRANCHES

SECTION 1. Branches of the Florida Chapter may be formed in accordance with the procedures set forth in the “Rules Governing Chapters of the American Public Works Association,” by groups of members representing counties or regions within the territorial limits of the Florida Chapter for the purpose of furthering the mission, vision, goals, and objectives of the Florida Chapter.

SECTION 2. Any group of 10 or more members of the chapter may petition the Executive Committee to form a branch within the Chapter. The Executive Committee may authorize upon approval by the APWA Board of Directors the establishment of such branches by adopting a resolution, which provides for its name, jurisdiction, approval of branch bylaws, method of conducting affairs, submission of periodic reports and the appointment of a temporary committee to arrange for an organizational meeting of the branch.

SECTION 3. The officers and all members of the branch shall be current members of APWA.

ARTICLE XIII – ELECTION OF OFFICERS

SECTION 1. Early in the administrative year, the President shall appoint a Nominating Committee of three (3) members, whom shall be the most recent available Past Presidents having current membership in the Chapter. The Chair of the Nominating Committee is the most senior Past President by term of office. The Nominating Committee shall report three maximum of two names of its nominees for each office the Vice President standing election to the Executive Committee a minimum of by 3049 days prior to the date of the election or distributed ballots as established by the Executive Committee. The names of the nominees shall be made available to all voting members a minimum of 15 days prior to the election or distribution of ballots in order for self nominations to be declared. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by written declaration presented to the Nominating Committee.

SECTION 2. The Executive Committee shall prescribe the form of ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place of the Annual Meeting or in the case of electronic balloting, the results of the election shall be declared at the annual meeting. Additional nominations may be made by members from the floor of the meeting. Should ballots be distributed to members by mail or electronic means, additional nominations will be accepted by written declaration submitted to the Chair of the Nominating Committee by the agreed upon date established by the Executive Committee.

SECTION 3. The Newly elected Officers shall assume office at the beginning of the administrative year with the President-Elect elected the previous year normally becoming President.
SECTION 4. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Chapter Officers and District Representatives extended for one full term.

ARTICLE XIV DISSOLUTION OF THE CHAPTER

SECTION 1. When necessary and when directed by the APWA Board of Directors, the Chapter may be dissolved. In the event of the dissolution or final liquidation of the Chapter, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the Chapter shall be conveyed, assigned and transferred to APWA to administer according to the bylaws of APWA, with the following exception: Funds held by the Chapter in a scholarship fund as defined by the IRS in Code Section 501(c)(3) may, at the discretion of the Chapter, be moved to another 501(c)(3) scholarship fund of the Chapter’s choice.

ARTICLE XV – PARLIAMENTARY AUTHORITY

SECTION 1. The order of business at meetings of the Executive Committee or of the Chapter membership shall be determined by the President.

SECTION 2. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern matters of parliamentary procedure of the Chapter, except as otherwise provided in these Bylaws. The Secretary shall have in his or her possession at every meeting, a copy of the current edition of Robert’s Rules of Order, Newly Revised.

ARTICLE XVI – AMENDMENTS

SECTION 1. Amendments to these Bylaws may be proposed by initiatory petition submitted to the Executive Committee in writing and signed by not less than 50 Chapter members or by resolution of the Executive Committee. Proposed amendments submitted to the Executive Committee by petition shall be acted upon by the Executive Committee within six months of receipt. Proposed amendments, if approved by the Executive Committee, shall be presented by the Executive Committee to APWA.

SECTION 2. Proposed amendments submitted to the Executive Committee and not approved by the Executive Committee shall be promptly returned by the Executive Committee to the petitioners with a letter of explanation requesting that the proposed amendments be modified and resubmitted to the Executive Committee. If the proposed amendment is resubmitted in writing and signed by a simple majority of the original petitioners, the Executive Committee shall immediately present the proposed amendment to APWA for approval with or without approval of the Executive Committee.

SECTION 3. Upon approval of the proposed amendments by APWA, the Executive Committee shall, within one year of the approval of the proposed amendments by APWA, present the proposed amendments to the Chapter membership for approval at a meeting or by letter/electronic ballot as may be determined by the Executive Committee provided that the membership has been given a minimum of three weeks to submit ballots. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 4. These bylaws and such amendments as may be made from time to time shall become effective upon approval by APWA and adoption by the Chapter in the manner prescribed in this article.
SECTION 5. The Executive Committee should conduct a review of the Chapter's bylaws for completeness and applicability at least once every three years. Furthermore, the Chapter should report in writing to APWA compliance with the approved bylaws or submit proposed bylaw changes for APWA approval and adoption by the Chapter.

CERTIFICATION OF BYLAWS

These bylaws were [ ] adopted [X] amended [ ] revised by members of the Florida Chapter at a duly called meeting on Thursday, April 30, 2009 with a quorum present as prescribed by Chapter bylaws.

The minutes of this meeting are on file with the Florida Chapter Secretary and APWA National.

_________________________________
Kim Kirby, Karen Johnson, President

_________________________________
Althea Parrish, Secretary

Comment [122]: Recommendation is not to include this passage from template, as it can impose changes with which we may not agree.
ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the [Name of Northeast Florida] Branch, hereinafter called the Branch, of the [Name of Chapter Florida Chapter] American Public Works Association, hereinafter called APWA. The territory included within the jurisdiction of this Branch shall be the following Florida counties: Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns.

ARTICLE II – MISSION AND PURPOSE

SECTION 1. The purposes of this Branch are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. The Branch shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership. Such programs and activities shall be consistent with the mission, and adopted goals of APWA, the affiliate chapter and shall not include the endorsement of items of a partisan, political, or business nature inconsistent with the mission, vision, and adopted goals of APWA.

SECTION 3. The Branch is not organized for profit, and earnings shall not directly benefit any Branch member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the [Name of Northeast Florida] Branch territory specified in Article I, Section 1, shall be members of the Branch and shall hold the same type of membership in the Branch that they hold in APWA. Members of APWA residing outside the [Name of Northeast Florida] Branch territory specified in Article I, Section 1, may elect to be members of the
Proposed APWA Model Northeast Florida Branch Bylaws

Page 2 of 7

11/22/2011

11/5/2004

Name of Northeast Florida Branch and shall hold the same type of membership in this Branch that they hold in APWA but must understand that they may be a member of only one Branch.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Branch shall be from January 1 through December 31 or consistent with the fiscal year of the Chapter.

SECTION 2. The administrative year of the Branch shall be from January-May 1 to December 31-April 30.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Branch shall be the Executive Committee, consisting of:

a. The Officers of the Branch.
b. The Branch Directors.

SECTION 2. No person shall be nominated, elected, or allowed to be a member of the [Name of Northeast Florida Branch] or serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy on the Executive Committee, the remaining members of the Executive Committee shall have the power to select a Branch member to fill the unexpired term of office.

SECTION 4. The Branch Executive Committee shall manage all the affairs of the Branch in accordance with the rules and regulations of the Board of Directors of APWA, the “Rules Governing Chapters of the American Public Works Association”, and any branch or chapter rules that may exist.

SECTION 5. The Executive Committee shall have the power to contract with a Branch Administrator whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by the Chapter and APWA National.

ARTICLE VI – OFFICERS AND DIRECTORS

SECTION 1. The Branch shall have as its Officers, a President-Chairman, a President-Elect, a Vice President-Chairman, a Secretary, a Treasurer, and the Immediate Past President-Chairman. The Branch shall have a variable number of Branch Directors appointed by the Chairman, most of whom will be Committee Chairmen.
SECTION 2. The President Chairman shall be the Chief Elected Officer of the Branch and shall serve a term of one year. He/she shall preside at all Branch and Executive Committee meetings and shall chair the Branch Executive Committee. He/she shall issue the call for regular or special Executive Committee meetings. He/she shall sign all contract documents for the Branch at the direction of the Executive Committee, appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/she shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

SECTION 3. The President Elect, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall assume the office of President upon the completion of the term of office of President-Elect and serve as President for one year. The President-Elect shall be responsible for arranging the tentative program of activities for the current administrative year, shall perform such other duties as assigned by the President or the Executive Committee and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee.

SECTION 4. The Vice-President Chairman, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall perform such duties as assigned by the President Chairman or the Executive Committee. The Vice-President Chairman shall act for the President Chairman and President-Elect in their absence or, in case of the inability of the President Chairman and President-Elect to perform the duties of the President Chairman, as determined by the Executive Committee.

SECTION 5. The Secretary shall be elected annually to serve a term of one year and shall keep all records and correspondence of the Branch. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Branch. The Secretary shall prepare and submit to the Chapter and APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Branch in his/her custody.

SECTION 6. The Treasurer shall be elected annually to serve a term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Branch. The Treasurer shall receive all monies due the Branch, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Branch. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee at every scheduled committee and shall prepare necessary documents to be reviewed by the Branch Audit Committee. The Treasurer shall prepare and submit to the [Name of Chapter] Florida Chapter such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Branch, taking a receipt therefore from the successor.

SECTION 7. The Branch's representative to the [Name of Chapter] Florida Chapter hereinafter called the Branch Representative, shall be appointed annually by the Branch Executive Committee to serve for the current administrative year elected in even numbered years to serve a two year term and shall represent the Branch to that body, attending regional and annual meetings of the Chapter, bringing Branch concerns to their attention, and informing the Branch of Chapter activities. An Alternate Branch Representative may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Branch Representative in the event of the Branch Representative's absence or inability to perform the duties of this position as determined by the Executive Committee.
SECTION 8. Members of the Branch shall be elected to serve as Branch Directors and shall be members of the Executive Committee to provide direction to the Branch. Each Director shall serve a three-year term and one-third shall be elected each year so as to provide for continuity of direction. Each Director shall attend all Branch and Executive Committee meetings and shall be prepared to present progress reports of any assignments.

SECTION 9. The most recent Past President Chairman, holding current membership in the Branch shall be an ex officio member of the Executive Committee and shall serve in an advisory capacity to the President Chairman and the Executive Committee. It shall be the duty of the most recent Past President Chairman to preside at meetings of the Branch and the Executive Committee in the absence of the President Chairman, President-Elect Chairman, and Vice-President Chairman.

SECTION 10. All Branch Officers, except as otherwise provided, shall serve for one year or until their successors are elected and installed. The terms of office shall begin as specified in Article XII, Section 3, of these Bylaws.

SECTION 11. The President Chairman, the President-Elect, the Vice-President Chairman, and the Directors Secretary shall not be eligible for reelection to the same office until at least one full year has elapsed after the ends of their respective terms except as provided in Article XII, Section 4.

ARTICLE VII – COMMITTEES

SECTION 1. Standing Committees and/or Special Committees will be designated by each President to encompass the subject areas including but not limited to those listed below.

a. Audit
b. Awards
c. Continuing Education and Training Golf
d. Intern and Student Co-op Membership
e. Legislative and Government Affairs Newsletter
f. Membership Nominating
g. Strategic Planning Scholarship
h. Nominating Sponsorship

SECTION 2. The chair of each standing committee shall be appointed annually by the President Chairman. Each appointed chair shall select committee members for his or her committee.

SECTION 3. Each standing committee shall report to the Executive Committee, its activities at least once annually or more frequently if directed by the President Chairman or the Executive Committee.

SECTION 4. The President Chairman may appoint, within the administrative year, other special committees as may be desirable for the conduct of the business of the Branch.

SECTION 5. No committee shall obligate the Branch or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

SECTION 6. Committees exist for the purpose of implementing the mission, vision, and goals of the Branch and APWA. While it is expected that the leadership and membership of such committees will be members of the Branch, the inclusion of non-members in some circumstances may be appropriate. However, the effective control of the committee shall be retained by the Committee chair.
ARTICLE VIII – AUDIT COMMITTEE

SECTION 1. The President shall annually appoint an Audit Committee consisting of at least three Branch members who shall examine the financial records and books of the Branch and certify the results. At his discretion, the President may accomplish the audit by himself, or obtain assistance from other Branch members. If a Committee is formed, the Treasurer shall not be a member of the Audit Committee, but shall cooperate fully with the Audit Committee.

SECTION 2. The duties of the Audit Chairman/Committee shall be to examine the Branch’s financial records in order to meet the requirements of the Chapter and APWA. The duties of the Audit Committee shall include but not be limited to the following: examination of cancelled checks, accounting for numerical sequencing, examining endorsements, reviewing bank statements, and the examination and/or reconciliation of documents supporting disbursements. The Branch Audit Chairman/Committee shall conduct the annual audit of the Fiscal Year financial documents using a computer package or hard copy format provided by the Chapter or APWA. All branch financial records will be routinely transferred to the Chapter treasurer at the conclusion of the fiscal year for final chapter accountability.

ARTICLE IX – MEETINGS

SECTION 1. The Annual Meeting of the Branch, for the purpose of electing and/or installing the newly elected Officers and Directors, shall be held in [November or December] of each year prior to the beginning of the administrative year, the date and place of which shall be determined by the Executive Committee. Other General Membership Meetings for the transaction of business of the Branch may be called by the President upon his own volition, upon request by the Executive Committee, or upon the written request of 15 members in good standing of the Branch. The membership shall be notified at least two weeks in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

SECTION 2. The Executive Committee shall meet at least four (4) times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President/Chairman or at the written request of a majority of the members of the Executive Committee.

SECTION 3. Meetings of the Executive Committee may be conducted in person, electronically, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statues of the State of Illinois.

SECTION 4. The Secretary shall formally notify each member of the Executive Committee at least two (2) weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

SECTION 5. The Secretary shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

ARTICLE X – QUORUM
SECTION 1. A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.

SECTION 2. For General Membership meetings of the Branch involving a formal business agenda, 10% of the membership, of whom no more than one-half shall be members of the Executive Committee, shall constitute a quorum for the transaction of business.

ARTICLE XI – DUES

SECTION 1. The Executive Committee may establish Branch dues for its members in accordance with the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. All dues are payable to APWA annually in advance. Non-payment of dues for a period of ninety (90) days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – ELECTION OF OFFICERS

SECTION 1. The Branch President shall appoint a Nominating Committee Chairman of three (3) members, one of whom shall be the most recent available Past President having current membership in the Branch and who shall serve as Chair of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee by January 31. One or more nominations shall be made by the Nominating Committee Chairman for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by declaration.

SECTION 2. The Executive Committee shall prescribe the form of the ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place through traditional and/or electronic means, though it will usually be by voice vote at the general membership meeting just prior to the beginning of the administrative year.

SECTION 3. Newly elected Officers and Directors shall assume office at the beginning of the administrative year with the President-Elect elected the previous year becoming President.

SECTION 4. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Branch Officers and Directors extended for one full term.

ARTICLE XIII – DISSOLUTION OF THE BRANCH

SECTION 1: When necessary and when directed by the Chapter or National Board of Directors the branch may be dissolved. In the event of the dissolution or final liquidation of the branch, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefor, all remaining property and assets of the branch shall be conveyed, assigned and transferred to the Florida Chapter or APWA National to administer according to the bylaws of APWA.

ARTICLE XIV – PARLIAMENTARY AUTHORITY
SECTION 1. The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the members of the Branch so far as they are applicable and when not inconsistent with these Bylaws.

ARTICLE XV – AMENDMENTS

SECTION 1. Amendments to these Bylaws may be proposed by petition submitted to the Executive Committee in writing and signed by not less than 15 members or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership at a meeting of the Branch within one year after the date of their submission or by letter ballot as may be determined by the Executive Committee. Provided, however, that the Executive Committee may, within sixty days after receipt of any amendment proposed by petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not less than eight members of the original petitioners it shall be presented to the membership with or without the approval of the Executive Committee. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 2. These Bylaws and such amendments as may be made from time to time shall become effective upon adoption by the Branch and approval by the Board of Directors of the [Name of Chapter] Florida Chapter and APWA.

CERTIFICATION OF BYLAWS

These bylaws were [ ] adopted [X] amended [ ] revised by members of ____________ the Northeast Florida Branch at a duly called meeting on _______ (date) _______ with a quorum present as prescribed by branch bylaws.

The minutes of this meeting are on file with the bBranch sSecretary and the secretary Secretary of the [Name of Chapter] Florida Chapter and APWA National.

_________________________________  President/Chairman

_________________________________  Secretary

branch bylaws final to BOD
AMERICAN PUBLIC WORKS ASSOCIATION

[Name of] Sante Fe Branch

BYLAWS

[Note: Bold Italic indicates required language.]

Uno Official Copy

The Official Copy of the Bylaws of the [Name of] Sante Fe Branch of the American Public Works Association is on file at the office of the Branch’s Secretary, the office of the Chapter’s Secretary and at APWA National Headquarters.

ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the [Name of] Sante Fe Branch, hereinafter called the Branch, of the [Name of Chapter] Florida American Public Works Association, hereinafter called APWA. The territory included within the jurisdiction of this Branch shall be [insert description of jurisdictional boundaries of Branch such as Florida counties of Alachua, Bradford, Columbia, Dixie, Gilchrist, Lafayette, Levy, Marion, Suwannee, and Union.]

ARTICLE II – MISSION AND PURPOSE

SECTION 1. The purposes of this Branch are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. The Branch shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership. Such programs and activities shall be consistent with the mission, and adopted goals of APWA, the affiliate chapter and shall not include the endorsement of items of a partisan, political, or business nature inconsistent with the mission, vision, and adopted goals of APWA.

SECTION 3. The Branch is not organized for profit, and earnings shall not directly benefit any Branch member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the [Name of] Sante Fe Branch territory specified in Article I, Section 1, shall be members of the Branch and shall hold the same type of membership in the Branch that they hold in APWA. Members of APWA residing outside the [Name of] Sante Fe Branch territory specified in Article I, Section 1, may elect to be members of the [Name of] Sante Fe Branch and...
shall hold the same type of membership in this Branch that they hold in APWA but shall be a member of only one Branch.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Branch shall be from January 1 through December 31 or consistent with the fiscal year of the Chapter.

SECTION 2. The administrative year of the Branch shall be from January 1 to December 31, the Florida Chapter’s Annual Meeting to the following Florida Chapter’s Annual Meeting.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Branch shall be the Executive Committee, consisting of:

a. The Officers of the Branch.

b. The Branch Directors.

SECTION 2. No person shall be nominated, elected, or allowed to be a member of the [Name of Branch] Santa Fe Branch or serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy on the Executive Committee the remaining members of the Executive Committee shall have the power to select a Branch member to fill the unexpired term of office.

SECTION 4. The Branch Executive Committee shall manage all the affairs of the Branch in accordance with the rules and regulations of the Board of Directors of APWA, the “Rules Governing Chapters of the American Public Works Association”, and any branch or chapter rules that may exist.

SECTION 5. The Executive Committee shall have the power to contract with a Branch Administrator whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by the Chapter and APWA National.

ARTICLE VI – OFFICERS AND DIRECTORS

SECTION 1. The Branch shall have as its Officers, a President, a President-Elect, a Vice President, a Chair, a Vice Chair, a Secretary, a Treasurer, and the Immediate Past President. The Branch shall have [Number] Branch Directors.

SECTION 2. The President-Chair shall be the Chief Elected Officer of the Branch and shall serve a term of one year. He/she shall preside at all Branch and Executive Committee meetings and shall chair the Branch Executive Committee. He/she shall issue the call for regular or special Executive
Committee meetings. He/she shall sign all contract documents for the Branch at the direction of the Executive Committee, appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/she shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

SECTION 3. The President-Elect/Vice Chair, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall assume the office of President upon the completion of the term of office of President-Elect and serve as President for one year. The President-Elect shall be responsible for arranging the tentative program of activities for the current administrative year, shall perform such other duties as assigned by the President or the Executive Committee. The Vice Chair and shall act for the President-Chair in the President-Chair's absence, or when the President is unable to perform the duties of the President-Chair position, as determined by the Executive Committee.

SECTION 4. The Vice President/District Representative, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall perform such duties as assigned by the President or the Executive Committee for a two year term and shall be the Branch's liaison with the Chapter. The Vice President shall act for the President and President-Elect in their absence or, in case of the inability of the President and President-Elect to perform the duties of the President, as determined by the Executive Committee. The District Representative shall attend all Chapter Executive Committee meetings and provide a report to the Branch of such meetings. He/she shall take information from the Santa Fe Branch to the Chapter Executive Committee and represent the interests of the Branch.

SECTION 5. The Secretary shall be elected annually to serve a term of one year and shall keep all records and correspondence of the Branch. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Branch. The Secretary shall prepare and submit to the Chapter and APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Branch in his/her custody. The Secretary may also serve as the Santa Fe Branch Treasurer.

SECTION 6. The Treasurer shall be elected annually to serve a term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Branch. The Treasurer shall receive all monies due the Branch, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Branch. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Branch Audit Committee. The Treasurer shall prepare and submit to the [Name of Chapter] Florida Chapter such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Branch, taking a receipt therefore from the successor.

SECTION 7. The Branch's representative to the [Name of Chapter], hereinafter called the Branch Representative, shall be appointed annually by the Branch Executive Committee to serve for the current administrative year and shall represent the Branch to that body, attending regional and annual meetings of the Chapter, bringing Branch concerns to their attention, and informing the Branch of Chapter activities. An Alternate Branch Representative may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Branch Representative in the event of the Branch Representative's absence or inability to perform the duties of this position as determined by the Executive Committee.
SECTION 8. Three members of the Branch shall be elected to serve as Branch Directors and shall be members of the Executive Committee to provide direction to the Branch. Each Director shall serve a 3-year term and shall be elected each year so as to provide for continuity of direction. Each Director shall attend all Branch and Executive Committee meetings and shall be prepared to present progress reports of any assignments.

SECTION 9. The most recent Past President holding current membership in the Branch shall be an ex officio member of the Executive Committee and shall serve in an advisory capacity to the President and the Executive Committee. It shall be the duty of the Past President to preside at meetings of the Branch and the Executive Committee in the absence of the President, President Elect, and Vice President.

SECTION 10. All Branch Officers, except as otherwise provided, shall serve for one year or until their successors are elected and installed. The terms of office shall begin as specified in Article XII, Section 3, of these Bylaws.

SECTION 11. The President Chair, the President-Elect Vice Chair, the Vice President-District Representative, and the Directors shall not be eligible for reelection to the same office until at least one full year has elapsed after the ends of their respective terms except as provided in Article XII, Section 4.

ARTICLE VII – COMMITTEES

SECTION 1. Standing Committees and/or Special Committees will be designated by each President Chair to encompass the subject areas including but not limited to those listed below.

a. Audit
b. Awards
c. Continuing Education and Training
d. Intern and Student Co-op
e. Legislative and Government Affairs
f. Membership
g. Strategic Planning
h. Nominating

SECTION 2. The chair of each standing committee shall be appointed annually by the President Chair as needed. Each appointed chair shall select committee members for his or her committee.

SECTION 3. Each standing committee shall report to the Executive Committee, its activities at least once annually or more frequently if directed by the President Chair or the Executive Committee.

SECTION 4. The President Chair may appoint, within the administrative year, other special committees as may be desirable for the conduct of the business of the Branch.

SECTION 5. No committee shall obligate the Branch or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

SECTION 6. Committees exist for the purpose of implementing the mission, vision, and goals of the Branch and APWA. While it is expected that the leadership and membership of such committees will be members of the Branch, the inclusion of non-members in some circumstances may be appropriate. However, the effective control of the committee shall be retained by the Committee chair.

ARTICLE VIII – AUDIT COMMITTEE
SECTION 1. The President shall annually appoint an Audit Committee consisting of at least three Branch members who shall examine the financial records and books of the Branch. The Treasurer shall not be a member of the Audit Committee but shall cooperate fully with the Audit Committee.

SECTION 2. The duties of the Audit Committee shall be to examine the Branch's financial records in order to meet the requirements of the Chapter and APWA. The duties of the Audit Committee shall include but not be limited to the following: examination of cancelled checks, accounting for numerical sequencing, examining endorsements, reviewing bank statements, and the examination and/or reconciliation of documents supporting disbursements. The Branch Audit Committee shall conduct the annual audit of the Fiscal Year financial documents using a computer package or hard copy format provided by the Chapter or APWA. All branch financial records will be routinely transferred to the Chapter treasurer at the conclusion of the fiscal year for final chapter accountability.

ARTICLE IX – MEETINGS

SECTION 1. The Annual Meeting of the Branch, for the purpose of electing and/or installing the newly elected Officers and Directors, shall be held in November or December of each year, the date and place of which shall be determined by the Executive Committee. Other General Membership Meetings for the transaction of business of the Branch may be called by the President upon the President’s own volition, upon request by the Executive Committee, or upon the written request of 15 members in good standing of the Branch. The membership shall be notified at least two weeks in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

SECTION 2. The Executive Committee shall meet at least two times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President or at the written request of a majority of the members of the Executive Committee.

SECTION 3. Meetings of the Executive Committee may be conducted in person, electronically, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statues of the State of Illinois.

SECTION 4. The Secretary shall formally notify each member of the Executive Committee at least two (2) weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

SECTION 5. The Secretary shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

ARTICLE X – QUORUM

SECTION 1. A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.
SECTION 2. For General Membership meetings of the Branch involving a formal business agenda, 10% of the membership, of whom no more than one-half shall be members of the Executive Committee, shall constitute a quorum for the transaction of business.

ARTICLE XI – DUES

SECTION 1. The Executive Committee may establish Branch dues for its members in accordance with the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. All dues are payable to APWA annually in advance. Non-payment of dues for a period of ninety (90) days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – ELECTION OF OFFICERS

SECTION 1. The Branch President shall appoint a Nominating Committee of three (3) members, one of whom shall be the most recent available Past President having current membership in the Branch and who shall serve as Chair of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee by August 12 February. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by declaration.

SECTION 2. The Executive Committee shall prescribe the form of the ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place through traditional and/or electronic means.

SECTION 3. Newly elected Officers and Directors shall assume office at the beginning of the administrative year with the President-Elect elected the previous year becoming President.

SECTION 4. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Branch Officers and Directors extended for one full term.

ARTICLE XIII  DISSOLUTION OF THE BRANCH

When necessary and when directed by the Chapter or National Board of Directors the branch may be dissolved. In the event of the dissolution or final liquidation of the branch, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the branch shall be conveyed, assigned and transferred to the Florida Chapter or APWA National to administer according to the bylaws of APWA.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

SECTION 1. The rules of procedure contained in Robert’s Rules of Order, Revised, shall govern meetings of the members of the Branch so far as they are applicable and when not inconsistent with these Bylaws.

ARTICLE XV – AMENDMENTS
SECTION 1. Amendments to these Bylaws may be proposed by petition submitted to the Executive Committee in writing and signed by not less than 15 minutes or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership at a meeting of the Branch within one year after the date of their submission or by letter ballot as may be determined by the Executive Committee. Provided, however, that the Executive Committee may, within sixty days after receipt of any amendment proposed by petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not less than eight six members of the original petitioners it shall be presented to the membership with or without the approval of the Executive Committee. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 2. These Bylaws and such amendments as may be made from time to time shall become effective upon adoption by the Branch and approval by the Board of Directors of the [Name of Chapter] Florida Chapter and APWA.

CERTIFICATION OF BYLAWS

These bylaws were [ ] adopted [X] amended [ ] revised by members of [name] Santa Fe Branch at a duly called meeting on [date] with a quorum present as prescribed by branch bylaws.

The minutes of this meeting are on file with the [Branch Secretary and the Secretary of the [Name of Chapter] Florida Chapter and APWA National.

_________________________  __________________________
PresidentChair

_________________________
Secretary
AMERICAN PUBLIC WORKS ASSOCIATION

[Name of South Florida] Branch

BYLAWS

[Note: Bold Italics indicates required language.]

Official Copy

The Official Copy of the Bylaws of the [Name of South Florida] Branch of the American Public Works Association is on file at the office of the Branch’s Secretary, the office of the Chapter’s Secretary and at APWA National Headquarters.

ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the [Name of South Florida] Branch, hereinafter called the Branch, of the [Name of Chapter] Florida Chapter, American Public Works Association, hereinafter called APWA. The territory included within the jurisdiction of this Branch shall be the Florida Counties of Broward, Miami-Dade and Monroe, and also include the U.S. Territory of Puerto Rico.

SECTION 2. The Branch is not organized for profit, and earnings shall not directly benefit any Branch member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE II – MISSION AND PURPOSE

SECTION 1. The purposes of this Branch are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. The Branch shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership. Such programs and activities shall be consistent with the mission, and adopted goals of APWA, the affiliate chapter and shall not include the endorsement of items of a partisan, political, or business nature inconsistent with the mission, vision, and adopted goals of APWA.

SECTION 3. The Branch is not organized for profit, and earnings shall not directly benefit any Branch member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the [Name of South Florida] Branch territory specified in Article I, Section 1, shall be members of the Branch and shall hold the same type of membership in the Branch that they hold in APWA. Members of APWA residing outside the [Name of South Florida] Branch territory specified in Article I, Section 1, may elect to be members of the [Name of South Florida] Branch.

Comment [1]: Jurisdictional limits of South Florida Branch now includes Puerto Rico.
and shall hold the same type of membership in this Branch that they hold in APWA but shall be a member of only one Branch.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.

ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Branch shall be from January 1 through December 31 or consistent with the fiscal year of the Chapter.

SECTION 2. The administrative year of the Branch shall be from January 1 to December 31. April 1 to March 31.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Branch shall be the Executive Committee, consisting of:

a. The Officers of the Branch.
b. The Branch Directors.

SECTION 2. No person shall be nominated, elected, or allowed to be a member of the South Florida Branch or serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy on the Executive Committee the remaining members of the Executive Committee shall have the power to select a Branch member to fill the unexpired term of office.

SECTION 4. The Branch Executive Committee shall manage all the affairs of the Branch in accordance with the rules and regulations of the Board of Directors of APWA, the “Rules Governing Chapters of the American Public Works Association”, and any branch rules that may exist.

SECTION 5. The Executive Committee shall have the power to contract with a Branch Administrator whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by the Chapter and APWA National.

ARTICLE VI – OFFICERS AND DIRECTORS

SECTION 1. The Branch shall have as its Officers, a PresidentChairperson, a President-ElectVice Chairperson, a Vice President, a Secretary, a Treasurer, District Representative and the Immediate Past PresidentChairperson. The Branch shall have four (4) Branch Directors, whose identities will be decided by the Officers of the Branch and voted upon by Branch membership.

SECTION 2. The PresidentChairperson shall be the Chief Elected Officer of the Branch and shall serve a term of one year two years. He or she shall preside at all Branch and Executive Committee meetings.
meetings and shall chair the Branch Executive Committee. He or she shall issue the call for regular or special Executive Committee meetings. He or she shall sign all contract documents for the Branch at the direction of the Executive Committee, appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He or she shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He or she shall perform such other duties as may from time to time be assigned to him or her by the Executive Committee.

SECTION 3. The President-Elect-Vice Chairperson, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall assume the office of President-Chairperson, when elected by the Branch membership, upon the completion of the term of office of President-Elect-Vice Chairperson and serve as President-Chairperson for one year. The President-Elect-Vice Chairperson shall be responsible for arranging the tentative program of activities for the current administrative year, shall perform such other duties as assigned by the President-Chairperson or the Executive Committee and shall act for the President-Chairperson in the President-Chairperson's absence or when the President-Chairperson is unable to perform his or her duties of the office, as determined by the Executive Committee.

SECTION 4. The Vice President, who shall have previously served as an Officer or Director, shall be elected annually to serve a term of one year and shall perform such duties as assigned by the President or the Executive Committee. The Vice President shall act for the President and President-Elect in their absence or, in case of the inability of the President and President-Elect to perform the duties of the President, as determined by the Executive Committee.

SECTION 5. The Secretary shall be elected annually to serve a term of one year and shall keep all records and correspondence of the Branch. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Branch. The Secretary shall prepare and submit to the Chapter and APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Branch in his/her custody.

SECTION 6. The Treasurer shall be elected annually to serve a term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Branch. The Treasurer shall receive all monies due the Branch, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the South Florida Branch. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Branch Audit Committee. The Treasurer shall prepare and submit to the [Name of Chapter] Florida Chapter such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Branch, taking a receipt therefore from the successor.

SECTION 7. The Branch's representative to the [Name of Chapter] Florida Chapter hereinafter called the Branch-District Representative, shall be appointed annually by the Branch Executive Committee to serve for the current administrative two years and shall represent the Branch to that body, attending regional and annual meetings of the Chapter, bringing Branch concerns to their attention, and informing the Branch of Chapter activities. An Alternate Branch Representative may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Branch Representative in the event of the Branch Representative's absence or inability to perform the duties of this position as determined by the Executive Committee. The cost for travel and lodging for the District Representative to attend Chapter Executive Committee meetings called by the Chapter President, will be paid by the Branch or reimbursed when receipts for such costs are presented to the Branch.
SECTION 8. Four (4) members of the Branch shall be elected to serve as Branch Directors and shall be members of the Executive Committee to provide direction to the Branch. Each Director shall serve a three (3) year term and one (1/3) shall be elected each year so as to provide for continuity of direction. Each Director shall attend all Branch and Executive Committee meetings and shall be prepared to present progress reports of any assignments.

SECTION 9. The most recent Past President Chairperson holding current membership in the Branch shall be an ex officio member of the Executive Committee and shall serve in an advisory capacity to the President Chairperson and the Executive Committee. It shall be the duty of the Past President Chairperson to preside at meetings of the Branch and the Executive Committee in the absence of the President, President-Elect, and Vice President Chairperson and the Vice Chairperson.

SECTION 10. All Branch Officers, except as otherwise provided, shall serve for one (two) years or until their successors are elected and installed. The terms of office shall begin as specified in Article XII, Section 3, of these Bylaws.

SECTION 11. The President Chairperson, the President-Elect, the Vice President, the Vice Chairperson, and the Directors shall not be eligible for reelection to the same office until at least two (2) full years has elapsed after the ends of their respective terms except as provided in Article XII, Section 4.

ARTICLE VII – COMMITTEES

SECTION 1. Standing Committees and/or Special Committees will be designated by each President Chairperson to encompass the subject areas including but not limited to those listed below.

a. Audit
b. Awards and Scholarships
c. Continuing Education and Training
d. Intern and Student Co-op
e. Legislative and Government Affairs
f. Membership
g. Strategic Planning
h. Nominating

SECTION 2. The chair of each standing committee shall be appointed annually by the President Branch Chairperson. Each appointed chair shall select committee members for his or her committee.

SECTION 3. Each standing committee shall report to the Executive Committee, its activities at least once annually or more frequently if directed by the President Branch Chairperson or the Executive Committee.

SECTION 4. The President Branch Chairperson may appoint, within the administrative year, other special committees as may be desirable for the conduct of the business of the Branch.

SECTION 5. No committee shall obligate the South Florida Branch or issue a public proclamation or policy news release without specific authorization from the South Florida Branch Executive Committee.

SECTION 6. Committees exist for the purpose of implementing the mission, vision, and goals of the Branch and APWA. While it is expected that the leadership and membership of such committees will be...
members of the Branch, the inclusion of non-members in some circumstances may be appropriate and APWA. However, the effective control of the committee shall be retained by the Committee chair.

**ARTICLE VIII – AUDIT COMMITTEE**

**SECTION 1.** The *President-Chairperson* shall annually appoint an Audit Committee consisting of at least three Branch members who shall examine the financial records and books of the Branch. The Treasurer shall not be a member of the Audit Committee but shall cooperate fully with the Audit Committee.

**SECTION 2.** The duties of the Audit Committee shall be to examine the Branch’s financial records in order to meet the requirements of the Chapter and APWA. The duties of the Audit Committee shall include but not be limited to the following: examination of cancelled checks, accounting for numerical sequencing, examining endorsements, reviewing bank statements, and the examination and/or reconciliation of documents supporting disbursements. The Branch Audit Committee shall conduct the annual audit of the Fiscal Year financial documents using a computer package or hard copy format provided by the Chapter or APWA. All South Florida Branch financial records will be routinely transferred to the Chapter treasurer at the conclusion of the fiscal year for final chapter accountability.

**ARTICLE IX – MEETINGS**

**SECTION 1.** The Annual Meeting of the South Florida Branch, for the purpose of electing and/or installing the newly elected Officers and Directors, shall be held in November of the current March of each year, the date and place of which shall be determined by the Executive Committee. Other General Membership Meetings for the transaction of business of the Branch may be called by the President upon the President-Chairperson’s own volition, upon request by the Executive Committee, or upon the written request of 15 members in good standing of the Branch. The membership shall be notified at least two weeks in advance of the date and place of the Annual Meeting and of any other General Membership Meetings.

**SECTION 2.** The Executive Committee shall meet at least four (4) times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President-Chairperson or at the written request of a majority of the members of the Executive Committee.

**SECTION 3.** Meetings of the Executive Committee may be conducted in person, electronically, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statues of the State of Illinois/Florida.

**SECTION 4.** The Secretary shall formally notify each member of the Executive Committee at least two (2) weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

**SECTION 5.** The Secretary shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

**ARTICLE X – QUORUM**
SECTION 1. A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.

SECTION 2. For General Membership meetings of the Branch involving a formal business agenda, 10% of the membership, of whom no more than one-half shall be members of the Executive Committee, shall constitute a quorum for the transaction of business.

ARTICLE XI – DUES

SECTION 1. The Executive Committee may establish Branch dues for its members in accordance with the “Rules Governing Chapters of the American Public Works Association.”

SECTION 2. All Branch dues are payable to APWA annually in advance. Non-payment of dues for a period of ninety (90) days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full the South Florida Branch for the purpose of operating the Branch activities.

ARTICLE XII – ELECTION OF OFFICERS

SECTION 1. The Branch President shall appoint a Nominating Committee of three (3) members, one of whom shall be the most recent available Past President having current membership in the Branch and who shall serve as Chair of the Nominating Committee. The Nominating Committee shall report the names of its nominees for each office standing election to the Executive Committee by August 1. One or more nominations shall be made by the Nominating Committee for each office. No persons serving on the Nominating Committee shall be eligible for nomination except by declaration.

SECTION 2. The Executive Committee shall prescribe the form of the ballot, schedule and other details of the election procedure. The annual election shall be held at a time and place through traditional and/or electronic means.

SECTION 3. Newly elected Officers and Directors shall assume office at the beginning of the administrative year with the President-Elect elected the previous year becoming President.

SECTION 4. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Branch Officers and Directors extended for one full term.

ARTICLE XIII DISSOLUTION OF THE BRANCH

When necessary and when directed by the Chapter or National Board of Directors the branch may be dissolved. In the event of the dissolution or final liquidation of the branch, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the branch shall be conveyed, assigned and transferred to the Florida Chapter or APWA National to administer according to the bylaws of APWA.

ARTICLE XIV – PARLIAMENTARY AUTHORITY
SECTION 1. The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the members of the Branch so far as they are applicable and when not inconsistent with these Bylaws.

ARTICLE XV – AMENDMENTS

SECTION 1. Amendments to these Bylaws may be proposed by petition submitted to the Executive Committee in writing and signed by not less than 15 members or by resolution of the Executive Committee. Proposed amendments shall be presented to the membership at a meeting of the Branch within one year after the date of their submission or by letter ballot as may be determined by the Executive Committee. Provided, however, that the Executive Committee may, within sixty days after receipt of any amendment proposed by petition, return same to the petitioners with a letter of explanation requesting that the proposed amendment be modified before it is presented to the membership. If the proposed amendment is resubmitted in writing and signed by not less than eight members of the original petitioners it shall be presented to the membership with or without the approval of the Executive Committee. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 2. These Bylaws and such amendments as may be made from time to time shall become effective upon adoption by the Branch and approval by the Board of Directors of the [Name of Chapter] Florida Chapter and APWA.

CERTIFICATION OF BYLAWS

These bylaws were [ ] adopted [X] amended [ ] revised by members of the South Florida Branch at a duly called meeting on (date) with a quorum present as prescribed by branch bylaws.

The minutes of this meeting are on file with the branch Secretary and the Secretary of the [Name of Chapter] Florida Chapter and APWA National.

_________________________________ President/Chairman

_________________________________ Secretary

[branch bylaws final to BOD]