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## VIRGINIA ASSOCIATION OF ZONING OFFICIALS (VAZO)

### ARTICLE I - NAME

The name of this organization is the Virginia Association of Zoning Officials (VAZO), which shall be referred to herein as the "Association".

### ARTICLE II - PURPOSE

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The fundamental purpose of this Association shall be to:

- (A) Promote the interest and welfare of the zoning administration and enforcement agencies whose staff comprise its membership and to promote a closer, more informed relationship among those engaged in the profession of zoning code administration and enforcement;
- (B) Transmit in an organized and coordinated manner to local and state government or other appropriate agencies the desires of its members on matters relating to codes and regulations governing zoning administration and enforcement;
- (C) Encourage and promote ethical administration and enforcement of land use laws.

### ARTICLE III - RESPONSIBILITIES

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With the assistance and cooperation of its various members, this organization will be responsible for the following, insofar as it affects Zoning Administration in Virginia.

- (A) Assist members in their technical work and professional development.
- (B) Develop recommendations for improvement and coordinate the rules and interpretations pertaining to the administration of such codes and regulations to promote greater uniformity among the various political jurisdictions represented by its membership.
- (C) Cooperate with other professional groups and Federal and State agencies in advancing professionalism in zoning administration and enforcement.
- (D) Encourage and promote improved communication among the public, governmental agencies, and professional, commercial and industrial groups in matters related to zoning administration and enforcement.
- (E) Encourage and promote ethical administration and enforcement of land use laws.

### ARTICLE IV - MEMBERSHIP

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Membership in this Association shall be open to professional and technical staff involved in zoning administration programs of the political jurisdictions within the State of Virginia or any person, firm or

group interested in the profession of zoning administration.

Membership Classification:

Regular - State or local government employees engaged in the administration or enforcement of zoning ordinances and persons fully retired from a zoning career in State or local government.

Associate - All other interested persons, firms or groups including State and local government bodies, commissions or boards.

Honorary - Approved by the membership.

Student - Degree seeking student not employed in a full-time planning/zoning profession.

**ARTICLE V - OFFICERS**  
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Section 1 - Officers

The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2 - Qualifications

Officers must be Regular Members of the Association during their term of office.

Section 3 - Duties

A. President

The President shall have the following duties:

1. Appointing all committees.
2. Preparing an annual program and budget.
3. Calling meetings of the Association and Executive Committee.
4. Presiding at Association and Executive Committee meetings.
5. Serving as an ex-officio member on all Association committees.
6. Representing and speaking for the Association.
7. Preparing an annual report of his/her activities.
8. Performing other duties required by provisions of these Bylaws or customary to the office.

B. Vice-President

The Vice-President shall have the following duties:

1. Coordinating committee activities including their charges, tenures, budget and reports.
2. Carrying out duties assigned him/her by the President.
3. Acting as President in the absence or incapacity of the President.
4. Preparing an annual report of his/her activities.
5. Performing other duties required by provision of these Bylaws or customary of the office.

C. Secretary

The Secretary shall have the following duties:

1. Maintaining an accurate list of members of the Association.
2. Notifying members of meetings.
3. Keeping accurate records and minutes.
4. Preparing an annual report of his/her activities.
5. Performing duties required by provision of these Bylaws or customary to the office.

#### D. Treasurer

The Treasurer shall have the following duties:

1. Receiving dues from the Association membership.
2. Receiving and disbursing all money for charges in connection with Association meetings.
3. Receiving all other money due the Association.
4. Disbursing the funds in accordance with the budget and as authorized or approved by the President.
5. Keeping accounts which shall be open to the inspection of the Executive Committee.
6. Preparing an annual report of his/her activities and the Association's financial status.
7. Preparing a financial report for each meeting of the membership and of the Executive Committee to include a current balance sheet and an income statement reflecting the current status of the Association operations.
8. Performing duties required by provisions of these Bylaws or customary to the office.

#### Section 4 - Reports

Written annual reports prepared by each office shall be presented to the Association at the Annual Meeting of the Association.

### ARTICLE VI - EXECUTIVE COMMITTEE

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#### Section 1 - Composition

The Executive Committee shall consist of the President, the Vice-President, the Secretary, the Treasurer, the immediate past President, the Director of each Region, and a representative of the Associate membership.

#### Section 2 - Qualifications

The Executive Committee must be Regular Members of the Association during their term of office with the exception of the Associate representative. The Associate representative on the Executive Committee shall be appointed for a two (2) year term by the Executive Committee within thirty (30) days of the new Executive Committee being installed.

#### Section 3 - Duties

The Executive Committee shall have the following duties:

- A. To adopt and disseminate Association policy when the timely adoption of such policy is in the best interest of the Association.
- B. To assist the President by providing advice and counsel on Association issues and policy.
- C. Adopt an annual program and budget and amendments thereto.
- D. Report to the membership at Association meetings upon all business which it has

considered or acted upon between Association meetings.

E. Nominate Honorary members for approval by the membership.

F. Annually affirm Association dues, rates and exemptions thereof.

G. Adopt and disseminate Association policies.

H. Adopt necessary procedures to assure efficient administration of Association affairs.

I. Use established procedures, and with at least a two-thirds vote remove officers for malfeasance or nonfeasance.

J. Determine Regional Chapter boundaries.

The Executive Committee, by a two-third vote of the members present and voting, may fill vacancies in all offices occurring between elections. Those so appointed shall hold office only for the balance of the current Association year or until their successors are elected and installed to complete the balance of an unexpired term.

## ARTICLE VII - ASSOCIATION MEETINGS

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There shall be an Annual Meeting at a time and place to be determined by the Executive Committee. The Secretary shall notify the membership of the place, date and time of the Annual Meeting at least thirty (30) days before the meeting. (3/6/92)

### Section 1 - Other Meetings

At least one interim meeting of the Association shall be called by the President during the year. Additional meetings may be called by the President.

Notice of a Special Meeting shall be given to members at least fifteen (15) days before the meeting and shall include a statement of the purpose of the Special Meeting. (3/6/92)

### Section 2 - Conduct of Meetings

Association meetings shall be governed by parliamentary procedures as set forth in Roberts Rules of Order (the edition may be designated by the President).

### Section 3 - Quorums and Voting

#### A. Quorums

1. Twenty-five (25) percent of the Association members eligible to vote on Association matters shall constitute a quorum for voting on such matters at a meeting of the Association. (3/4/04)

2. Notwithstanding the above requirements, no quorum shall be required for election of officers or questions offered through mail ballot.

#### B. Association Matters

All matters in these Bylaws requiring a vote and those matters presented by the Executive Committee or membership for a vote shall be given advance notice, separately fifteen (15) days prior to the date

of the meetings and be deemed passed if approved by a majority of votes cast at a meeting, or by a majority of votes cast by mail by those eligible to vote. Only Regular Members are eligible to vote on Association matters. A period of fifteen (15) days from mailing date shall be allowed for return of ballots prior to decision thereupon. The report of such action shall include a record of the number of "yea" and "nay" votes and the number eligible for voting.

## ARTICLE VIII - ELECTIONS

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### Section 1 - Nominating Committee:

The President shall appoint a Nominating Committee at the Executive Committee meeting to be held in June of each year. The Committee shall consist of five (5) regular members, one of which shall be serving as an Executive Committee Member. The Committee shall solicit nominations for Association Officers from the membership. (3/6/92; 9/29/01)

### Section 2 - Balloting:

Only regular members are eligible to vote in Association elections. The Nominating Committee shall prepare and present a slate of nominees to the general membership at the fall meeting. The report shall include, in addition to the name of the candidates, a brief resume of each candidate. At this time, additional nominations may be taken from the floor.

A ballot of all candidates shall be mailed to all members eligible to vote no later than December 1. The ballots shall be properly executed by the member, who shall return such executed ballot to the Chair of the Nominating Committee no later than January 15. Results of the balloting shall be reported to the Association President and Executive Committee no later than February 1.

The officers of the association shall be elected by the affirmatively marked ballots of a plurality of the members voting. The results of the ballot shall be determined by the Nominating Committee and announced in writing. In case of a tie, the incumbent Executive Committee shall determine the winner. Results of all balloting shall be filed with the President and shall specify the number voting for each candidate. The President shall forward the results to the Secretary for recording. (3/6/92; 3/14/96; 9/29/01)

### Section 3 - Transfer of Responsibility

Not more than thirty (30) days subsequent to the elections, the incumbent Executive Committee shall meet with the incoming Executive Committee to facilitate transition of responsibilities. (9/29/01)

### Section 4 - Terms of Office

The terms of office shall begin at the investiture of the incoming Association Officers at the Spring Association Meeting. Such terms shall be for a period of two (2) years with the exception of the Treasurer, whose term shall be unlimited with an audit no less than every four (4) years. Association Officers may serve only two (2) consecutive terms in the same office. (3/6/92; 3/14/96; 9/29/01; 3/4/04)

## ARTICLE IX - REGIONAL CHAPTERS

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The Association shall be organized into regions as determined by the Executive Committee, each of which shall constitute a Chapter of the Association. (3/12/93)

## Section 1 - Chapter Officers

The officers of each Chapter shall be a Director and a Vice-Director, a Secretary/Treasurer. The Director of each Region shall serve on the Association Executive Committee. The Chapter Director may not be an Association Officer. (3/6/92)

## Section 2 - Qualifications

Chapter officers must be Regular members of the Association during their term of office.

## Section 3 - Bylaws

Each Chapter shall adopt and forward Bylaws to the Executive Committee for review and approval. At a minimum, the Bylaws should state duties of the officers and Chapter procedures.

## ARTICLE X - AMENDMENTS

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Upon authorization by the Executive Committee, or upon petitions signed by at least fifteen (15) members of the Association, any proposed amendment to these Bylaws shall, after discussion at an Association meeting, be submitted by the Secretary, together with a ballot, to members of the Association and for purposes of adoption, shall require the affirmative vote of a majority of such members casting ballots. A period of thirty (30) days from date of mailing of the ballot shall be allowed for return of ballots.

Bylaws amendments may also be adopted by a two-thirds vote at Annual or Special Meeting of the membership present, provided that the amendments were sent in writing to the membership at least thirty (30) days prior to the Meeting and that a quorum is present at the time of the vote. (3/4/04)