

## RURAL PLANNING CAUCUS OF VIRGINIA

### BYLAWS

October 16, 2014

The following Bylaws are adopted by the general membership of the Rural Planning Caucus of Virginia to set forth duties and responsibilities.

#### ARTICLE 1. NAME AND OBJECTIVES.

- 1.1. Name. This organization shall be known as Rural Planning Caucus of Virginia, herein called the Caucus.
- 1.2. Objectives. The Caucus is dedicated to identifying, publicizing, and satisfying the unique planning needs of small towns and rural areas. The following goals are hereby included as objectives for the Caucus.
  - 1.2.1. Professional Development. To promote the development and maintenance of high professional standards and competence for members of the planning community of rural areas and small towns.
  - 1.2.2. Theory and Practice Development. To promote the study and application of rural planning so that it will be timely and appropriate to the needs of the planning community of rural areas and small towns.
  - 1.2.3. Public Awareness. To promote and publicize rural planning to the general public, governmental bodies and agencies, and professional organizations.
  - 1.2.4. Legislation Development. To promote legislation that is sympathetic to the needs of rural planning.

#### ARTICLE 2. EXECUTIVE COMMITTEE.

- 2.1. Executive Committee. A leadership committee shall be known as the Executive Committee. It shall be composed of elected members of the Caucus who are able and willing to devote necessary time and effort for the advancement of the Caucus. It shall have a maximum of twelve (12) members from across the Commonwealth, and shall be composed of a balanced mix of professions (multiple disciplines), the majority of which are practicing planners from small towns and rural areas.
  - 2.1.1. Responsibilities. The Executive Committee shall guide the Caucus operations between annual meetings of the general membership, and organize and manage the Caucus' annual conference.

- 2.1.2. Term. Executive Committee members shall serve three (3)-year terms with the option of re-election. The terms shall be staggered with four (4) members being elected each year by the general membership. A Nominating Committee (of 3 to 5 members) shall be appointed annually by the Chairman, and shall present a slate of recommended persons to serve on the Executive Committee to the general membership for election at the Annual Meeting. (The initial Executive Committee shall randomly select from its members those who will serve one (1) year (4 members), two (2) years (4 members), and three (3) years (4 members) in order to begin the rotation process.
- 2.1.3. Vacancies. As vacancies occur during the year between Annual Business Meetings, replacements may be made by majority vote of the remainder of Executive Committee members.
- 2.1.4. Quorum. A simple majority shall constitute a quorum at any Executive Committee regular or called meeting.
- 2.1.5. Records. Records of meetings and financial status shall be maintained by the Caucus Secretary.
- 2.1.6. Meetings. Regular or special meetings of the Executive Committee may be called or set by the Chairman or any three (3) members of the Committee, on twenty (20) days of notice of the date, time and place of said meeting to each Committee member.
- 2.1.7. Attendance. Executive Committee members having more than two (2) absences from Committee meetings during one calendar year may forfeit their position on the Executive Committee.
- 2.2. Appointments. Special appointments or sub-committees may be appointed by majority vote of Executive Committee members, or upon nomination and majority vote of the general membership at its annual meeting.
- 2.3. Officers. The officers of the Caucus shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer and serve on the Executive Committee. The secretary and the treasurer may be the same person. The Chairman shall preside at all meetings, and in his absence, the Vice-Chairman shall serve.
- 2.4. Voting. Each member shall have one (1) vote, either voiced or written, and no votes will be accepted as proxy votes of members absent at the time of voting.

### ARTICLE 3. GENERAL MEMBERSHIP.

- 3.1. Membership shall be open to persons who support the objectives of the Caucus and pay dues, which shall be assessed annually, based on a calendar year (January 1-December 31).
- 3.2. Annual Business Meetings. The general membership of the Caucus shall be convened in a session at the annual conference for the Annual Business Meeting. The Chairman shall preside over appropriate items of business presented by the Executive Committee, any special

appointments, sub-committees, or other members present. Membership shall receive notice of the date, time, and place of the meeting at least thirty (30) days in advance. Notification shall be by postal mail or email to the membership addresses on file with the RPC Secretary.

- 3.3. Special Meetings. The Chairman, Executive Committee, or ten (10) Caucus members may call a Special Meeting of the Caucus membership for selected purposes of extreme importance and interest. Membership shall receive notice of the date, time, and place of the meeting, and the reason for which the meeting is called, at least thirty (30) days in advance. Notification shall be by postal mail or email to the membership addresses on file with the RPC Secretary.
- 3.4. Quorum. A quorum shall consist of those members who are in attendance at the Annual Business Meeting or Special Meeting, provided said meeting is announced in accord with Article 3.
- 3.5. Voting. Each member shall have one (1) vote, either voiced or written, and no votes will be accepted as proxy votes of members absent at the time of voting.

#### ARTICLE 4. BYLAW AMENDMENTS.

- 4.1. Rule-Making. These Bylaws may be suspended in whole or in part only upon the majority vote of the general membership present or voting. Any questions not covered by these bylaws should be governed by Robert's Rules of Order, latest edition.
- 4.2. Amendments. These Bylaws may be amended at any meeting of the general Caucus membership, provided the proposed amendment is given to each member in writing at least five (5) days prior to said meeting.

ADOPTED: November 13, 1980

REVISED: October 16, 1987

REVISED: October 16, 2014