

# By Laws

(Amended Charter From 1999)

## KANSAS ASSOCIATION OF COUNTY ZONING AND PLANNING OFFICIALS

April, 2004

**CHARTER- AMENDED**  
**TO**  
**BY LAWS**  
**FOR**  
**KANSAS ASSOICATION OF COUNTY PLANNING AND ZONING OFFICIALS**

Article I. **NAME** - The name of the organization shall be the Kansas Association of County Planning and Zoning Officials.

Article II. **PURPOSE** - The purpose of this organization shall be as follows:

- A. To help encourage the process of County Planning and Zoning throughout Kansas.
- B. To help strengthen the relationship between County Planners, Zoning Administrators and other county officials.
- C. To provide a forum and communications through which the membership may exchange ideas and experiences related to County Planning and Zoning through meetings, publications, and correspondence.
- D. To provide a method of voicing common problems.
- E. To provide a means of addressing enabling legislation for County Planning and Zoning.

Article III. **MEMBERSHIP** - Membership is open to the following individuals:

- A. **Affiliate Members:**
  - \* Any county staff person who is charged with the administration of planning or zoning activities in the county; i.e., Director of Planning, County Planner, zoning Administrator.
- B. **Associate Members:**
  - \* Any full time employee of a county planning or zoning department staff.
  - \* Any member of a County Planning Commission, Board of Zoning Appeals, Township Zoning Board.
  - \* Any member of the Board of County Commissioners.
  - \* Any staff member of a Regional Planning Commission.
  - \* Any City Planner or zoning Administrator charged with the responsibility of planning or zoning administration outside the corporate limits of their city as authorized by K.S.A. 12-754.
  - \* Executive Director of the Kansas Association of Counties, and/or any other member of the KAC staff.

Article IV. **VOTING RIGHTS** - Each county shall have one vote, to be cast by an affiliate member.

Article V. **MEMBERSHIP FEES AND DUES** - Dues for affiliate members shall be \$35.00 per year. Dues for associate members shall be \$10.00.

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Article VI. **OFFICERS AND THEIR DUTIES** - The following officers elected from among

affiliate members shall serve the organizations:

- A. The President shall serve for one (1) year. The President shall preside at all scheduled and annual meetings. Upon the resignation of or other incapacity, wherein the President is unable to fulfill the duties of office, the President Elect shall complete the remaining term of the President, but shall not serve as President for the next year if the resignation or incapacity of the originally elected President occurs prior to mid-year. The President shall coordinate with the host county concerning speakers and topics for the scheduled meeting.
- B. The President-Elect shall serve for one (1) year. The President Elect shall serve in the absence of the President. The President Elect shall secure meeting locations and accommodations, ie: motels, rooms, catering, etc, and shall report facts to the Secretary.  
Upon the succession of the President Elect to the Presidency due to the resignation or incapacity of the elected President to fulfill the duties, there shall be an election to fill the unfilled office of President-Elect at the next scheduled meeting of the association.
- C. The Treasurer shall serve two (2) years and he/she shall handle all monies. The Treasurer shall pay all claims and vouchers. One signature will be required on any check. The Treasurer's Report shall be given at each regular scheduled meeting. The Treasurer shall meet with the Executive Committee each October to give a full audit of checking and savings account. The Treasurer shall obtain prior approval from the President on any and all expenditures over the amount of fifty dollars (\$50.00).
- D. The Secretary shall serve two (2) years and he/she shall keep all official records, i.e.; minutes from scheduled meetings, registration, meeting announcements, agenda, and listing memberships. The Secretary shall work with the President-Elect about scheduled meetings. The Secretary shall notify the Web-Site coordinator of any and all changes in membership. Meeting announcements, registration fees and any other related concerns.

Article VII. **EXECUTIVE COMMITTEE** - The Executive Committee shall be comprised of the following:

- President
- President-Elect
- Immediate Past - President
- Secretary
- Treasurer

Article VIII **MEETING** - The organization shall have three (3) general membership meetings per year and the dates shall be:

- a. Two regular membership meetings a year. (April and August)
- b. Annual meeting will be in November in conjunction with K.A.C.
- c. Election of officers shall be held in August.

- d. The Executive Committee shall at the call of the President, meet no later than four (4) weeks in advance of any regularly scheduled meeting. The Executive Committee shall meet every second week in October for general ledger review.

Article IX **PROCEDURES** - All meetings shall follow standard parliamentary procedures.

Article X **QUORUM** - A simple majority of the affiliate membership shall constitute a quorum in order to conduct official business.

Article XI **AMENDMENTS TO THE CHARTER** - Amendments to the Charter shall be submitted to and reviewed by the Executive Committee one month in advance of any meeting. Amendments must receive a two-thirds vote in favor by the voting membership present in order to become official amendments to the Charter.

Article XII **COMMITTEES** - All members may serve on committees. All committees shall be Ad Hoc and appointed by the President. Committee reports shall be made to the voting membership.

Article XIII **ELECTION OF OFFICERS** – Election of officers to be held each August with said term beginning on January 1 of the following year. Election of officers shall be a simple majority of those voting members present.