

BYLAWS

Of

Land Use Planning Community of Practice Adopted June 24, 2014

ARTICLE I

National Affiliation and Purpose

The **Land Use Planning Community of Practice (CoP)** is a part of eXtension, a component of the Cooperative Extension System of the Land Grant Universities nationwide. The CoP is aligned with the Association of Natural Resource Extension Professionals (ANREP) and the National Association of Community Development Extension Professionals (NACDEP).

The CoP focuses on providing timely and relevant information to citizens and Extension professionals interested in land use planning, community planning and zoning, and sustainable development. The CoP empowers citizen leaders who want to shape the future of their communities with useful tools and education for positive land use decisions.

ARTICLE II

Elections of Leaders

The procedure in the election of the Leadership Board shall be as follows:

1. The Leadership Board (Board) members shall be elected from and by the membership to represent the diverse programs and geographic program coverage areas of the CoP.
2. The CoP Leader shall appoint a three member Nominating Committee among the Board members at least 45 days prior to the annual meeting.
3. The Nominating Committee shall meet or communicate prior to the annual meeting and shall nominate candidates for each Board seat up for election among current members.
4. An anonymous ballot shall be finalized by the nominating committee, with candidates for each office, to be presented to the membership at the annual meeting. Space for nominations from the floor shall be included for each office. Voting shall take place after nominations for all offices are complete and nominations declared closed.
5. The winner is the individual who receives the most votes for a seat. If a tie results, the elected member shall be determined by a random draw.
6. The Nominating Committee shall tally the ballots and announce the new board members at the annual meeting.
7. Board members shall take office immediately following the annual meeting of the CoP of the year voted into office, and shall serve for three-year staggered terms.

8. Vacancies occurring on the Board shall be filled by appointment by the CoP Leader, with input from the remaining Board members.
9. When Board members fail to attend three consecutive Board meetings, without being properly excused, the Board seat may be declared vacant by the Executive Committee.

ARTICLE III

Duties and Framework of the Leadership Board Members

1. To represent their programs and geographic program coverage areas at all meetings of the Leadership Board.
2. To establish the general policies of the CoP.
3. To determine a program of activities for the CoP for the year and recommend such committees as are necessary for the completion of such a program.
4. To hold an organizational meeting of old and new Board members immediately following the annual meeting.
5. The framework of the Board shall consist of nine members as follows:
 - a) One Board member will be from each Cooperative Extension Rural Development Region (e.g. North Central, East, South, West)
 - b) Three Board members will be at large representatives
 - c) The Past CoP Leader
 - d) A national liaison from the USDA National Institute of Food and Agriculture (NIFA)
 - e) An Executive Committee comprised of: CoP Chair, Past CoP Chair, Vice CoP Chair, Secretary, and Treasurer

ARTICLE IV

Elections of Officers

1. During the annual meeting, the newly constituted Leadership Board shall meet and elect its officers. Each officer shall be a member of the Board of Directors. The current Vice CoP leader shall become the CoP Chair. The current CoP Chair shall become Past CoP Chair. Any board member is eligible for nomination to be Secretary or Treasurer. Only those board members starting their second year of their three-year term of office are eligible for nomination to be Vice Chair or Chair.
2. Nominees receiving a majority vote of the members present and voting shall be declared elected.
3. Officers shall assume their duties July 1, following their election.
4. Should one of the duly elected officers resign or leave office for any reason, the vacancy shall be elected by the Board, except in the case of the CoP Chair; the Vice CoP Chair would fill the unexpired term and the Board shall elect a new Vice CoP Chair.

ARTICLE V

Duties and Responsibilities of the Officers of the CoP

Sec. 1 – CoP Chair Shall:

1. Preside at all meetings of the Executive Committee, the Leadership Board and the membership body and issue calls for the same.
2. Inspire leadership and represent the CoP as the situation demands.
3. Shall be empowered to appoint all committees.
4. Be an ex-officio member of all such committees.
5. Be empowered to fill all committee vacancies by appointment.
6. Nominate agents to National Association committees.
7. Initiate unusual and special correspondence with the knowledge of the Board, such as congratulatory letters, letters of recommendation, etc.
8. Be responsible for the eXtension reports.
9. Be responsible for official representation of CoP where appropriate.

This person is responsible for providing the single point of contact representation for the CoP. The leader will be responsible for answering requests from eXtension. The Chair will be able to handle and manage funds received for CoP development. Leader will attend or identify attendees for meetings and development.

Sec. 2 - The Vice Chair Shall:

1. In the absence of the CoP Chair, the Vice CoP Chair shall assume the duties of the same.
2. Be responsible for collecting committee reports for the annual meeting (45 days prior to the annual meeting).
3. Assist with all functions of the CoP.

Sec. 3 - Duties of the Regional Leaders:

1. Recruit members to the CoP.
2. Promote the CoP within their region to land grant universities.
3. Maintain a list of relevant programs and services within their region.
4. Work on policy and content committees.

Sec. 4 - Duties of the At large Leaders:

1. Work on policy committees and content committees.

Sec. 5 - Duties of Past Chair:

1. Maintain contacts and ease the transition to new leadership.

Sec. 6 - Duties of Treasurer:

1. Prepare an annual budget with input from the Executive Committee.
2. Assist with revenue and expenditure functions.
3. Prepare an annual summary of revenue and expenses for the annual meeting.

Sec. 7 - Duties of Secretary:

1. Prepare and maintain minutes of all Executive Committee meetings and CoP Committees.
2. Maintain membership records and Committee appointments and assignments.
3. Assist with all official CoP reports and administrative functions.

Sec. 6 - Duties of the Executive Committee:

1. Set policy for CoP.
2. Initiate projects and obtain funding.

ARTICLE VI

Membership

Sec. 1 - Active Members:

1. Those individuals who are members of eXtension and have a “.edu” email address and desires to participate in the CoP either as professional development or as programming members contributing their expertise toward CoP programming.
2. Those individuals who do not meet the requirements above but desires to participate in the CoP, consistent with policies of eXtension, with a majority vote of the Executive Committee.
3. Members engaged in conduct detrimental to the CoP in the opinion of the Board shall be removed from the CoP by majority vote of the Board.

Sec. 2 - Content Collaboration Roles

1. Members will be expected to contribute in one or more of the following content areas:
 - a) Answering incoming questions from the public (Ask an Expert)
 - b) Peer reviewing FAQs to publish for public searching
 - c) Authoring/peer review learning lessons (or co-author)
 - d) Authoring/peer review short articles of content (or co-author)
 - e) Contributing news or press releases
 - f) Contributing events to the calendar
 - g) Technical support person for content development
2. Teamwork is enhanced when everyone understands their roles and responsibilities for product deliverables identified by the CoP. The suggested roles and responsibilities are not limiting and new roles and responsibilities can be added or deleted based on the action plan and needs of the CoP.
 - a) Content Leader:

This person is responsible for taking a management role for content into the eXtension system. Responsibilities include helping content developers with technical questions, providing assistance to eXtension for content management questions, helping with the public interface, and advising CoP of needs such as edits, review, and unfinished articles. This person must be willing to have a close working relationship with eXtension web development team to help manage CoP area on the public side.
 - b. Professional Development / Ask The Expert Leader:

This person is the point of contact for Ask the Expert and opportunities in professional

development. This person should be willing to pass Ask the Expert needs to CoP members, as well as identify professional development opportunities that could help in the management of CoP.

ARTICLE VII

Fiscal Year

1. The fiscal year shall date from July 1 to June 30.

ARTICLE VIII

Special Meetings

1. Special meetings of the Board may be called by the CoP Chair. The Board must be notified 10 days ahead of the meeting.

ARTICLE IX

Order of Business

1. The order of business at all CoP meetings shall be determined by an agenda approved by the Board at the meeting.

ARTICLE X

Quorum

1. A quorum sufficient for the transaction of business by the Board at any meeting shall be a majority of the current Board. A quorum sufficient for the transaction of ordinary business by the Board of Leaders shall be a majority of the total members of the Board of Leaders. Nothing herein shall prohibit meetings by telephone, virtual meetings by email or electronic forum, teleconferencing or other means, so long as a quorum are actively participating and proper notice given.

ARTICLE XI

Virtual Meetings

1. Meetings of the Board or the entire CoP may be conducted electronically or by teleconference. Electronic meetings shall make use of available software and technologies for real-time virtual meeting and document sharing,
2. Votes during virtual meetings may be taken concurrently by voice or by using a chat feature or voting feature in available electronic meeting software. The motion passes when a majority of the Board of membership or CoP membership has voted in the affirmative, or fails when a majority has voted against the motion. Votes are not anonymous as the voter's name is used to verify membership. If an issue is too sensitive, a member may move to vote at an in-person meeting by secret paper ballot with two tellers appointed by the Chair.

ARTICLE XII

Amendments

1. Amendments to the bylaws shall be presented to the membership no less than 15 days prior to annual or special meeting of the membership. Any changes must receive a majority of votes cast by members present.
2. Amendments to these bylaws shall be presented to the Board. Any changes must receive a majority of votes of the membership of the Board.