

BYLAWS

CALIFORNIA COUNTY PLANNING DIRECTORS ASSOCIATION

Amended: June 3, 1981; October 13, 1988; May 27, 1994; January 25, 1996; November 19, 2010; and February 7, 2025

ARTICLE 1 – ORGANIZATION

Section 1.1 ASSOCIATION NAME – The name of the Association shall be the CALIFORNIA COUNTY PLANNING DIRECTORS ASSOCIATION, also known as CCPDA.

Section 1.2. ASSOCIATION OBJECTIVES – The objectives of the Association shall be the advancement of comprehensive planning through professional, educational, and consultative activities as related to county government and the fulfillment of State land use and related planning requirements. In addition, the Association may provide, as needed, and as requested by the California State Association of Counties (CSAC), legislative review and associated activities in support of CSAC’s efforts to encourage the development and passage of sound land use and related planning legislation.

Section 1.3. MEMBERSHIP ELIGIBILITY (REGULAR, ASSOCIATE, AND RETIRED) – Regular Membership in the Association shall be open to County Planning Directors and Directors of Agencies, or equivalent, which include county planning functions; and any county official duly designated by the County Board of Supervisors as the Planning Administrator for the County. Associate Membership in the Association shall be open to County Deputy/Assistant Planning Directors, or equivalent, which include county planning functions within a County Planning Department or County Agency. Retired Membership in the Association shall be open to retired County Planning Directors and Directors of Agencies, or equivalent, which include county planning functions; and any county official duly designated by the County Board of Supervisors as the Planning Administrator for the County.

Section 1.4. EXECUTIVE COMMITTEE OFFICER TITLES – The officers of the Association shall be the President, First Vice-President, Second Vice-President, Third Vice-President, and Secretary-Treasurer. These five officers shall constitute the Executive Committee. The President and/or the Executive Committee as a whole may assign areas of responsibility to the Vice-Presidents. The immediate past president shall serve as an ex-officio member of the Executive Committee.

ARTICLE 2 – ADMINISTRATION

Section 2.1. ELECTION OF EXECUTIVE COMMITTEE OFFICERS – The officers of the Executive Committee shall be elected by a simple majority vote of those members in attendance at the Primary Meeting of the Association and shall serve in their elected capacity until the Primary Meeting of the following calendar year, or until a successor is duly elected.

Section 2.2. EXECUTIVE COMMITTEE TERMS OF OFFICE – The terms of office for all Executive Committee officers of the Association shall be for one (1) year, with the exception of the Secretary-Treasurer which can hold a term of longer than one (1) year. Any officer of the Executive Committee may be removed from office at an Association meeting by a 2/3 vote of those members in attendance or by e-mail by a 2/3 vote of the total membership. A vacancy in an office of the Executive Committee, except for the President, shall be filled by a simple majority vote of the total membership by e-mail. E-mail ballots shall be sent out by and returned to the Secretary-Treasurer to be tallied and then verified by the President. Should the position of President be vacated, the First Vice-President shall serve in that position until the next Primary Meeting of the Association.

Section 2.3. ASSOCIATION MEETINGS – The Association shall meet in-person at least one time annually, known as the Primary Meeting. The Primary Meeting shall occur during the first quarter of the calendar year (i.e., January, February, or March) and may rotate locations at the discretion of the President. The Association can hold additional meeting(s), as deemed necessary by the Executive Committee, at a time and location as established by the Executive Committee, which can be in-person or virtual.

Section 2.4. MEETING ATTENDANCE AND VOTING ELIGIBILITY – All members of the Association whose current dues are paid are entitled to attend all meetings of the Association and shall be eligible to vote. Should a vote be taken among the members at the Primary Meeting or any additional meeting(s), all members present may vote regardless of the number of members attending from any one County.

Section 2.5. SUBCOMMITTEES – Subcommittees may be formed for a specific purpose at the discretion of the President and shall be subject to the concurrence of the other Executive Committee officers.

Section 2.6. LOCATION OF ASSOCIATION BUSINESS OFFICE – The business office of the Association shall be the location of the office of the Secretary-Treasurer.

Section 2.7. MEMBERSHIP DUES, MEETING REGISTRATION FEES, AND SPECIAL ASSESSMENTS – The Executive Committee shall determine the rate of annual membership dues in an amount not to exceed \$150.00 for Regular Membership, \$100.00 for Associate Membership, and \$50.00 for Retired Membership. On an annual basis, the Primary Meeting registration fees shall be calculated based on 100% cost recovery. Additional meeting(s) of the Association may, but are not required to, have a meeting registration fee. Special assessments may be levied for special purposes by a 2/3 vote of the total membership. Members with delinquent dues and/or special assessments at the time of any Association meeting shall not be eligible to attend that meeting until and unless the membership dues and any special assessments are current.

Section 2.8. FUNDS AND PROPERTY – The Secretary-Treasurer shall be responsible for the care of expenses and the deposit of all revenue of the Association. The Secretary-Treasurer shall make a written report at the Primary Meeting of the Association pertaining to the office for the preceding year and current year to date. The Secretary-Treasurer shall be responsible for issuing payment for services, supplies, or other Association costs; however, any payment in an amount exceeding \$500 must be reviewed, approved, and authorized by the President prior to issuance. Should the President be unavailable, to ensure timely payment of Association obligations, such authorization may be provided by any one of the Association Vice-Presidents. Any member of the Association shall, at any time, have reasonable access to any data, paper, or property of the Association, provided, however, that such papers, data, or property shall not be removed from the office of the Association without the consent of the President or the Secretary-Treasurer.

Section 2.9. AMENDMENTS TO THESE BYLAWS – Any section(s) of these Bylaws may be amended at the Primary Meeting by a simple majority vote of those members in attendance. If directed by a majority of the officers of the Executive Committee, any section(s) of these Bylaws may also be amended via e-mail by a simple majority vote of the total membership. If the vote is to be conducted via e-mail, e-mail ballots shall be sent out by and returned to the Secretary-Treasurer to be tallied and then verified by the President.

Section 2.10. CCPDA WEBSITE – The Association shall maintain a website to facilitate communication and coordination of its members. The website address shall be <http://www.ccpda.org>.