The University of Oklahoma College of Architecture  
Regional and City Planning Division Board of Visitors Bylaws

Article I  
Name  
The name of this organization shall be the University of Oklahoma Regional and City Planning Division Board of Visitors. The abbreviation OU RCPL BOV or some derivation thereof may be used in these Bylaws.

Article II  
Mission Statement  
The University of Oklahoma Regional and City Planning Division is committed to faculty excellence in teaching, research and service and to excellence in the planning profession and the community which it serves. The Board of visitors serves as a recommending body and reports to the Director of the Division of the Regional and City Planning.

The Mission of the Board of Visitors (BOV) shall be to:

- Assist the RCPL Division in carrying out its mission with the promotion and improvement the planning profession by education and the development of the body of planning knowledge.
- Promote integrity, responsibility and strong ethical standards both in the planning profession and in the awareness of the students of the RCPL Division.
- Provide liaison between the OU Regional and City Planning Division (RCPL) and communities within the State of Oklahoma to enhance and support RCPL programs. To that end, BOV members shall act as advocates for the Division and the profession; shall assist the RCPL Director in carrying out strategic initiatives identified in the Division’s strategic plan with the goal to improve the quality of the academic, research and creative endeavors of the Division and to that end shall assist in orchestrating fundraising efforts on behalf of the Regional and City Planning Division.

Article III  
Membership  
At least two-thirds of the membership of the Board of Visitors shall consist of distinguished alumni of the Regional and City Planning Division, planning practitioners, community leaders, or other individuals deemed to be supportive of the mission of the Division, including the president of the Oklahoma Chapter of the American Planning Association or his or her designee. The remaining one-third of the members shall be planners, planning commissioners, or others with expertise in planning practice. Board members shall possess a particular interest and concern for the development, advancement and recognition of the Regional and City Planning Division and the University of Oklahoma as an outstanding institution of higher learning making a singular contribution to the planning profession. Membership dues and special assessments of the BOV shall be as determined by the Executive Committee and shall be payable to the University of Oklahoma Foundation usually in August of each year. Dues for the 2013-2014 academic year shall be set at $150.00.

The Board of Visitors shall consist of not more than sixteen (16) Regular (voting) members, each of whom must be willing and able to serve in such capacity. The usual term of service shall not exceed two, three-year terms unless additional service is agreed upon by the member, the Director and the Board. The usual,
three year terms may be served consecutively. The Director of the RCPL Division is an ex-officio member of the Board of Visitors. Upon completion of six years’ service, the Board member may choose to become an Emeritus Member. Emeritus Members shall have all privileges of a Regular Member except the right to vote and hold office and may volunteer to continue to contribute annual dues and special assessments, although these are not mandatory for Emeritus Members.

BOV members shall be appointed by the Chair of the BOV with the advice and consent of the Director. In the event of the resignation of a Board member prior to the expiration of his/her term, the Board Chair shall recommend a successor to the Director to complete the term. Members of the BOV may recommend candidates to fill vacant seats. The BOV members’ terms begin on August 1st and expire on the last day of July.

Article IV

Officers

The Officers of the Board shall be the Chair, Vice-Chair, Secretary, and President of the Oklahoma Chapter of the American Planning Association or his or her designee. The Chair, Vice-Chair, and Secretary shall be elected by a majority vote of the Board conducted at the fall meeting of the Board. The term of office of the Chair, Vice-Chair, and Secretary shall be for one year, with a limit of two years. The OKAPA representative will be appointed or reappointed by the State Chapter on an annual basis on or before August 1st.

The Chair shall preside with the Director over BOV meetings; provide guidance in achievement of Division goals and objectives when asked by the Director; act as the representative of the RCPL Board of Visitors; and assist in planning activities that contribute to the visibility and prestige of the Division. The Chair may appoint such Committees and Task Forces as are appropriate to carry out the Division’s Mission in consultation with the Director.

In the event of a vacancy in any office, the vacancy may be filled by the Executive Committee at any time and the officer(s) so selected shall hold office for the unexpired portion of the term or until a successor is elected by the full Board.

Article V

Executive Committee

The business and affairs of the RCPL BOV shall be conducted by an Executive Committee composed of the Chair, the Vice-Chair, the Secretary and the President of the Oklahoma Chapter of the American Planning Association or his or her designee. The Director is a non-voting member of the Executive Committee. Executive Committee members shall serve a one-year term, renewable for one additional year. Meetings of the Executive Committee shall normally be conducted in conjunction with the twice yearly Board meetings. Any special meeting of the Executive Committee called by the Chair may be conducted electronically and requires notice to the Executive Committee members at least two weeks prior to the meeting. A quorum consists of those Executive Committee members present at any properly noticed meeting, provided that the Chair or Vice-Chair and the Director are present.

Article VI

Meetings

The Board shall meet in person at least twice during the year, typically during the fall and spring semesters, at a place determined by the Chair and the Director. Virtual participation, by Skype or conference call, is also acceptable. Special meetings may be called by the Chair with at least 30 days
notice provided to all Board members. Special meetings of the Board may be conducted electronically with at least two weeks’ notice to all Board members. Meeting agendas shall be jointly prepared by the Chair and Director.

A quorum consists of a simple majority of the members of the RCPL BOV. Members may participate in person or virtually.

Conduct of the Board meeting shall be governed by the latest revised edition of Robert’s Rules of Order.

Article VII

Budget and Expenditures

All contributions, membership dues and assessments shall be deposited in the RCPL Foundation Account maintained by the University of Oklahoma Foundation for the benefit of the OU Regional and City Planning Division. The Director shall provide a financial accounting regarding the use of these funds at such times as directed by the Board.

Article VIII

Amendments

These Bylaws may be amended with approval of a simple majority of the Board members present at a regular meeting at which a quorum is present with the endorsement of the RCPL Director, the Dean of the College of Architecture and the President of the University. Proposed amendments must be submitted 30 days prior to a regular meeting of the BOV for action.

Article IX

Office and Records

The principal office of the OU RCPL BOV shall be located at the OU College of Architecture, 830 Van Vleet Oval, Norman, Oklahoma 73019.

Records of business transactions and affairs of the OU RCPL BOV, a copy of these Bylaws and the record of membership shall be maintained at the principal office listed above.

Article X

Adoption

These Bylaws are adopted with the approval of two-thirds of the membership of the Board of Visitors and with the endorsement of the Director of the Regional and City Planning Division, the Dean of the College of Architecture and the President of the University of Oklahoma, and are effective upon the date of adoption.

Adopted

Date

Chair, RCPL Board of Visitors
Dean, College of Architecture

President, The University of Oklahoma