

**BYLAWS  
of the  
GLOBAL PLANNING EDUCATION ASSOCIATION NETWORK  
COORDINATING COMMITTEE**

**PREAMBLE**

The Global Planning Education Association Network (GPEAN) is a network of university level programs and schools in urban and regional planning. Members are national or multi-national Associations. GPEAN is governed by a Charter under whose provisions these bylaws operate.

The Coordinating Committee consists of one voting representative appointed by each Member. Each Member may also appoint an alternate.

**1. CONDUCT OF BUSINESS**

The Coordinating Committee shall conduct business at least annually, and meet face to face at least every second year.

Business may be conducted at a face to face meeting, other properly noticed meetings or by other such means as may be available. Meetings may be called by the officers by 90 day advance notice to the Membership.

Face to face meetings are to be held, wherever feasible, in conjunction with a Member Association conference. The World Planning Schools Congress Steering Committee is to be invited to send observers to the meeting.

**2. VOTING**

Business is intended to be conducted by consensus, except where voting requirements are specified elsewhere in this document. In the event of a lack of consensus, ordinary resolutions are passed by simple majority vote of Members.

**3. QUORUM**

Representatives of a majority of Members constitute a Quorum.

**4. OFFICERS**

The Coordinating Committee shall appoint Officers

- a. The Officers include the Chair, Co-chair, Secretary, and Treasurer.
- b. The Chair and Co-chair are elected to two year terms by the Coordinating Committee.
- c. The Secretary and Treasurer are elected to a four-year term by the Coordinating Committee.
- d. Vacancies shall be filled by an electoral process at the earliest feasible time. Terms operate from the date of the original appointment.
- e. Duties
  - a. Chair
    - a. calls meetings and chairs the Coordinating committee,

- b. interprets and executes policy, and
- c. coordinates activities of officers.

Note: In the event of emergency action being required, it is expected that the Chair will consult with the Membership, where possible. When such consultation is not possible, the chair shall seek to consult with the Co-chair, and in all instances will seek to act in the best interests of the Network.

Co-chair

- a. assists the Chair as requested and performs the Chair's functions in her or his absence, and
- b. coordinates the activities of sub-committees.

Secretary

- a. coordinates membership matters,
- b. maintains network records including membership lists, meeting minutes and the like, and
- c. conducts correspondence on behalf of the Committee.

Treasurer

- a. chairs the Finance Sub-committee,
- b. prepares annual budget for Coordinating Committee approval,
- c. oversees expenditures and prepares disbursements,
- d. oversees audits and financial reviews, and
- e. collects dues, if any.

## 5. SUB-COMMITTEES

The Coordinating Committee shall establish three standing sub-committees.

- a. Publications (international publication initiatives),
- b. Finance (operational resources and support for new groups; associations with specific needs), and
- c. Communications (development and use of electronic mediated communications).

The Coordinating Committee may establish ad-hoc sub-committees as the need arises.

Operation of sub-committees:

- a. In establishing sub-committees, members of these committees may be appointed from outside the Coordinating Committee, and from outside the GPEAN full Member Associations, and
- b. The majority of subcommittee members must be drawn from Member associations.

## 6. AMENDMENTS

These bylaws may be amended by a two-thirds vote of the Coordinating Committee. Proposed amendments must be circulated 60 days before the meeting.

**The undersigned representatives to GPEAN, unanimously adopted these bylaws on Friday 30 May 2003, Belo Horizonte, Brazil.**

ASSOCIATION OF AFRICAN PLANNING SCHOOLS, by

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Signature	Name	Position	Date
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ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING (USA), by

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Signature	Name	Position	Date
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ASSOCIATION OF EUROPEAN SCHOOLS OF PLANNING, by

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Signature	Name	Position	Date
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ASSOCIATION FOR THE DEVELOPMENT OF PLANNING EDUCATION AND RESEARCH, by

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Signature	Name	Position	Date
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ASSOCIATION OF LATIN-AMERICAN SCHOOLS OF URBANISM AND PLANNING, by

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Signature	Name	Position	Date
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AUSTRALIAN AND NEW ZEALAND ASSOCIATION OF PLANNING SCHOOLS, by

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Signature	Name	Position	Date
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NATIONAL ASSOCIATION OF URBAN AND REGIONAL POST-GRADUATE AND RESEARCH PROGRAMS (BRAZIL), by

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Signature	Name	Position	Date
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