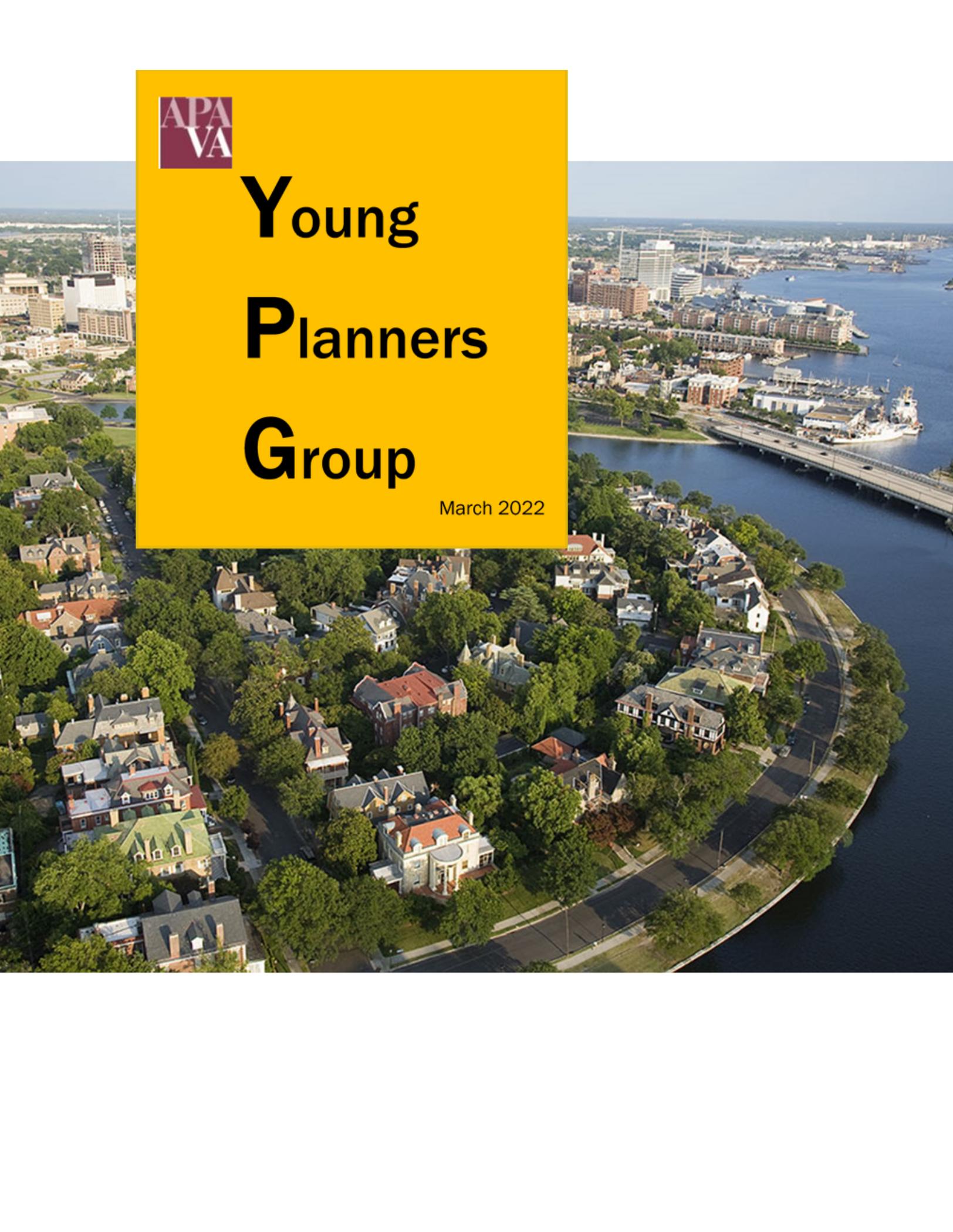




Young Planners Group

March 2022



(DRAFT) Work Plan: 2022-2023

Approved by the APA VA Board on _____, 2022

American Planning Association

Virginia Chapter

Young Planners Group

Creating Great Communities For All

Acknowledgements

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Part One: Development

Why YPG?

What is a Young Planners Group (YPG)?

- ❖ YPGs are chapter-level communities within the APA that focus on providing young and emerging planners or professionals community, career guidance, resources, and professional development opportunities.

Who can be a member of YPG?

- ❖ YPGs are intended to include new professionals in the early stages of their careers, students, and recent graduates. Some YPGs have an age or experience limit, but the APA Virginia YPG is open to planners of any age.

APA National Young Planners Group Mission Statement

The APA realizes the importance of cultivating and inspiring the next generation of leaders and innovators for the organization and the planning field. YPGs play a critical role in doing this and APA provides support, training, and opportunities for knowledge exchange among YPGs across our chapters.

The National Movement

- ❖ The YPG movement began in 2007, when the APA appointed a group of 15 APA members to the Young Planners Group Task Force to address the growing needs of young planners within the profession and provide a forum for young planners to be a resource to the organization. The goals of the Task Force were to investigate the next generation of planners in order to offer services to these members and cultivate a new generation of leaders. The Task Force conducted research and made findings and recommendations on demographic shifts within the profession, what APA can do for young planners, and what young planners can do for APA. APA California, Sacramento Valley Section moved ahead in organizing its own young planner's group program, which became the first YPG in the nation.
- ❖ In 2014, APA released the draft of the "Guide to Young Planners Groups 2.0" which includes YPG tools and techniques, allied organizations, sample YPG documents, and steps to starting a YPG, all of which were utilized in the creation of this work plan. YPG resources can be found here: <https://www.planning.org/ep/resources/groups/>.

- ❖ Aside from the APA Virginia YPG, there are currently 28 other YPGs within the APA as of 2022.

YPG in Virginia

Interest and Need for Virginia

- ❖ Nationally, APA loses a high percentage of student members in the first few years after graduation. In Virginia, there is a lot of interest on behalf of young planners to become involved in the professional organization, but outside annual conferences and professional development events, networking opportunities can be limited. The YPG facilitates a process of consultation between APA and YPG members, and is a support group for career development and networking with other professionals.
- ❖ Emerging professionals within APA are scattered across multiple disciplines and career fields: public sector planning, private consulting, transit planning, engineering, etc. The Virginia YPG provides an organized group for this cohort to develop specialized skills, build new professional relationships, and share or learn from each other's experiences in the planning profession.

Part Two: Organization

Formation and Structure

- ❖ APA has developed a guiding document to organize YPGs entitled "Guide to Young Planners Groups 2.0." While this sets the foundation for starting a YPG, APA understands that each state chapter (or section) is organized differently and YPGs may fit in slightly differently with their parent organization. To best determine the relationship, interaction, and overall development of a YPG and its officers, the APA Virginia YPG is in the process of writing Bylaws. The Bylaws are described briefly in the following sections, and an outline of the Draft Bylaws can be found in Appendix B.

APA Virginia YPG Subcommittee

The YPG subcommittee will meet every other month (either virtually or in person) and will communicate via email/phone as necessary to plan and organize meetings and events.

YPG Chair (Caitlin Aubut)

- ❖ The Chair shall preside at YPG Subcommittee meetings, provide leadership on YPG policies and lead the development of the strategic plan. The Chair will be the main point of contact to the APA Virginia Board of Directors and are responsible for all events, internal and external communication, and general leadership of the committee and broader group.

YPG Digital Presence Manager (Caitlin Aubut, interim)

- ❖ This person is responsible for maintaining the YPG email list, website, and social media communication outlets.

YPG At-Large Subcommittee Members (TBD).

- ❖ One to two people could serve on the subcommittee to provide more insight, leadership, and diversity of ideas.

YPG Section Representatives (Daniel Segura, Taylor Jenkins, Nick Cicero, David Samba, TBD)

- ❖ These subcommittee members would be responsible for leading regional YPG sub-sections, with the support of the larger statewide group, and coordinating local events and meetings. YPG Section representatives can also coordinate with their respective Virginia Chapter Section board leadership.

Local Focus

- ❖ As a statewide group, our members tend to be scattered throughout the Commonwealth. This makes holding frequent meetings and events challenging at times. The intent of Virginia YPG Sections isn't to further divide the group, but to empower local YPG sections to host monthly meetings or events with members in their geographic area, with support from the larger statewide group.
- ❖ Current YPG Sections include:
 - Blacksburg/New River Valley
 - Richmond
 - Northern Virginia
 - Charlottesville/Piedmont
 - Hampton Roads
 - Shenandoah (TBD)

Financing

- ❖ Insight from the Board is needed on this issue. We anticipate that the YPG might require a small amount of funding to host events described in this Work Plan. At this time, a budget and permanent funding options have not yet been determined. The YPG Subcommittee, along with other members, will explore fundraising ideas. Options to be explored include minimal annual dues (\$15), small event fees, sponsorships for activities from Chapter partners, and allocation from APA Virginia annual budget.

APA Virginia YPG Bylaws

- ❖ The APA Virginia YPG Bylaws will be put in place to provide a foundation for the structure and processes for the YPG. The Bylaws take the form of written rules that will govern the way the group functions and define the roles and responsibilities of officers and members of the YPG. The existence of these Bylaws will allow for consistency of procedures and policies, regardless of time and leadership. The guidelines will be put forth to both support APA Virginia's YPG in achieving its individual goals while continuing to contribute to the larger efforts of statewide and national planning organizations.
- ❖ The Bylaws will be completed in conjunction with the final draft of the 2023-2024 YPG Work Plan. The draft APA Virginia YPG Bylaws are located within Appendix B of this

Work Plan. Once the 2023-2024 work plan is approved by the APA Virginia Chapter Board, the Bylaws will become adopted.

Part Three: Proposed Events

Social and Networking Events

Quarterly statewide social events

- ❖ Hosting social events is a time-honored method of fostering professional networking opportunities. These events will be located throughout the various sections of the Commonwealth on a rotated schedule.
 - The first meeting will occur in April and will resemble an annual kick-off meeting.
 - The second meeting will occur in July at the annual chapter conference. This will be an after-hours mixer designed to introduce potential new members to the group and for members to reconnect.

2022 APA VA Annual Conference

- ❖ We are proposing a “Speed Planning” networking session to bring students, young professionals, and senior planners together. Additionally, an after-hours mixer at a local Richmond brewery is planned to foster further community connections.

Professional Development

AICP Exam prep and study groups

- ❖ Several YPG members are preparing to either take the AICP exam or submit the required experience application this year. To assist members prepping for the exam, we would like to facilitate study groups. The YPG subcommittee will partner with the Virginia Chapter AICP Professional Development Officer for guidance and resources to establish successful study groups.

APA Webinars

- ❖ The Virginia Chapter hosts monthly webinars with “Your Hour With APA Virginia”, covering a wide range of topics. We will advertise these webinars in the quarterly newsletter and encourage participation.

Discussions:

Politics of Planning • Panel discussion on working across sectors

APA VA Mentorship program

- ❖ In tandem with Chapter efforts to establish a mentorship program in partnership with VCU’s MURP program, the YPG subcommittee will explore re-establishing the YPG state-wide mentorship program, with the VCU/APA Virginia program as a pilot.

Volunteer Opportunities

Conferences/Workshops

Part Four: Communications

Email List

- ❖ The YPG chair will maintain an updated list of email contacts for all YPG members on the YPG shared Google Drive.

Coordinated APA Virginia and Virginia YPG websites

- ❖ The YPG will continue to maintain an updated webpage on the APA Virginia Chapter website. The webpage will contain group information, links to the quarterly newsletter, event flyers, and contact information.

Social Media and Quarterly newsletter

- ❖ The YPG Facebook page will continue to be updated with information regarding upcoming events, newsletter links, and meeting information. The facebook page also currently serves as a place to link other Chapter events/information, and allows employers to post job openings.
- ❖ The YPG will issue a quarterly newsletter beginning April 2022. The newsletter will serve to provide group updates, YPG events and meeting announcements, advertise Chapter events, etc.

Monthly Calendar

- ❖ The YPG will establish a monthly digital calendar to be hosted on the YPG webpage.

References

American Planning Association's Guide to Young Planners Groups 2.0, 2014

Colorado Chapter of the American Planning Association, Strategic Plan, 2012 / 2013

Constitution of the Student Planning Association at Arizona State University, 2013

Illinois Chapter of the American Planning Association, Young Planners Group, Work Plan Draft, 2013

Washington Chapter of the American Planning Association, Puget Sound Section, YPG Bylaws, 2012

Arizona Chapter of the American Planning Association, Young Planners Group Work Plan 2015

Appendix A: Strategic Plan

GOAL	HOW TO IMPLEMENT	RESPONSIBILITY	TIMELINE
Essential Goals:			
Communcation and Membership			
Maintain updated webpage on the Virginia Chapter Website	A: Maintain updated webpage B. Post event flyers, newsletter links, and monthly calendar links	YPG Chair	Ongoing
Newsletter	A. Include meeting and event information	YPG Chair, Subcommittee members	Quarterly
	B. AICP Study Column	YPG Chair	Quarterly
	C. Virginia Chapter material (webinars, conferences)	YPG Chair	Quarterly
Strengthen member involvement and recruitment	A. Encourage new members and retain existing members through regular meetings, events, and frequent communication	YPG Chair, Subcommittee members	Ongoing
	B. Regular membership contact through email and social media posts	YPG Chair, YPG Section representatives	Monthly
	C. Advertise meetings, conferences, and CM credit opportunities	YPG Chair	As needed

Meetings	A. Hold an annual statewide meeting, host quarterly virtual subcommittee meetings, and encourage frequent local section meetings	YPG Chair, YPG Section representatives	Quarterly
Professional Development			
Prepare AICP Candidates for Exam	A. Host study groups, attend the annual review session at the state conference, collaborate with Chapter AICP PDO	YPG Chair, YPG Section representatives	Ongoing
Events at state conference	A. Host and advertise sessions and events at annual conference, encourage attendance of National Conference	YPG subcommittee members	Annually
Allied Organizations	A. Encourage participation in allied organizations (i.e. VAZO) and support cross-organization networking	YPG subcommittee members	Ongoing

Appendix B: Draft APA VA YPG By-Laws

Young Planners Group | APA Virginia

DRAFT Bylaws

1. GENERAL

1.1. Name. The name shall be APA Virginia Young Planners Group (APA Virginia YPG), herein referred to as the YPG.

1.2. Group Area. The area served by the YPG consists of the entire Commonwealth of Virginia.

1.3. Mission and Purpose. The mission and purpose of the YPG is to:

- Build and develop a community of emerging planning professionals in Commonwealth;
- Promote career development of members by providing networking, mentoring, leadership, and educational opportunities;
- Engage with local communities through volunteerism, outreach, and cross-discipline activities; and,
- Support and collaborate with the state APA Virginia chapter.

1.4. Relationship with State Chapter. This YPG is the Young Planners Group of the Virginia Chapter of the American Planning Association. Interface between the two groups will occur via the APA Virginia YPG Chair responsible for oversight and coordination among both groups.

1.5. Relationship with National APA. This YPG is the Young Planners Group of the Virginia Chapter of the American Planning Association. This YPG is a sub-group of APA Virginia and communications with National APA will generally occur through the state chapter executive board.

1.6. Parliamentary Procedures. YPG Subcommittee meetings shall be governed by Robert's Rules of Order. (The Chair may designate pertinent and applicable rules).

2. MEMBERS AND MEETINGS

2.1. Membership Eligibility and Rights. All members in good standing of the Virginia Chapter of APA who are students, recent graduates, or in the early stages of their professional planning career are targeted as eligible members, however the YPG is open to all willing participants, regardless of professional stature.

2.2. Annual Meeting and Notice Thereof. The YPG shall conduct an Annual Meeting for the membership in each calendar year to be held at a location within the Richmond metropolitan area, unless otherwise designated by the YPG Subcommittee. The YPG Subcommittee shall determine the specific location, date, and time of each Annual Meeting. The YPG Chair shall notify the membership of the place, date, and time of the Annual Meeting in a notice or publication of the YPG, or by another communication, such as posting to the YPG website, emailed, and posted to the YPG Facebook page. Annual Meeting notice will be made at least one (1) month before the meeting.

2.3. Regular Meetings. A Regular Meeting schedule will be established at the Annual Meeting, with a decision on the specific location, date, and time. Changes to the Regular Meeting schedule shall be communicated by the Secretary, in similar means as described in Section 2.2.

2.4. Special Meetings. A Special Meeting of the members may be called by the Chair, by the YPG Subcommittee, or by a petition signed by a quorum of the members of the Group. The Chair shall set the place, date and time at a location. Notice of a Special Meeting shall be given to members as in Section 2.2, and shall include a statement of the purpose of the Special Meeting.

2.5. Quorum Requirements. The quorum for Annual and Special Meetings shall be a majority of the YPG membership if the total membership is less than twenty (20) members. If the total YPG membership is thirty (20) members or greater, then the quorum shall be either twelve (12) members or five percent (5%) of the YPG membership, whichever is greater.

2.6. Minutes and Conduct. The Chair shall summarize the agenda, major discussion, decision points, and action items in YPG meeting minutes, including a list of all members present. These shall be circulated among the YPG Subcommittee for review, and posted to the YPG website page when finalized.

3. YPG SUBCOMMITTEE

3.1. Composition. The YPG Subcommittee shall consist of eight (8) officers: Chair,

Digital Presence Manager, Blacksburg/New River Valley Representative, Richmond Representative, Northern Virginia Representative, Charlottesville/Piedmont Representative, Hampton Roads Representative, and an At-Large Subcommittee member.

3.2. Voting. All YPG Subcommittee Officers shall be voting APA members and must be in good standing. Other ex officio, non-voting members may be appointed to serve on committees and task forces by the Chair.

3.3. Duties. (a) manage the Group's affairs; (b) report all business which it has considered or acted upon between YPG meetings to the membership; (c) provide an update of YPG activities to the APA Virginia Board; (d) put the votes of the YPG into effect; (e) perform such other functions as are delegated herein or by the members of the YPG.

3.4. Meetings and Quorums. Meetings of the YPG Subcommittee shall be called by the Chair or by a majority of the voting members. The YPG Subcommittee shall conduct at least four (4) meetings in a calendar year. A quorum, as defined in Section 2.5, shall be required for the transaction of business at meetings of the YPG Subcommittee.

3.5. Attendance. Any member of the YPG Subcommittee who fails to attend three (3) "unexcused" consecutive meetings shall be deemed to have resigned and shall be replaced by majority vote of the balance of the YPG Subcommittee. "Unexcused" is defined as failing to give reasonable advance notice to the Chair of the intended absence of the meeting. Committee Chairs are encouraged to provide an appropriate proxy. Exemptions may be granted by majority vote of the YPG Subcommittee.

3.6. Term Lengths. The terms for all positions shall be two (2) years. Terms shall begin on January 1 and end upon appointment of new position. Subcommittee members shall be elected or appointed every two years.

3.7. Resignation, Removal, or Vacancies. Any YPG Subcommittee Officer may resign at any time by delivering written notice to the Chair or by giving oral or written notice at any meeting. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. One or more YPG Subcommittee Officers may be removed by the affirmative vote of a majority of the number of YPG Subcommittee Officers. Before a YPG Subcommittee Officer is removed, that YPG Subcommittee member shall be given fourteen (14) days prior notice and an opportunity to address the YPG Subcommittee. A vacancy in any of the YPG Subcommittee positions may be filled by a majority vote by the YPG Subcommittee Officers.

4. YPG SUBCOMMITTEE OFFICERS

4.1. Chair. The Chair shall preside at YPG Subcommittee meetings and provide leadership on YPG policies. The Chair shall lead the Subcommittee in the development/update of a Work Plan every two years, setting reasonable goals and objectives for the group, implementation

strategies, timelines, etc. The Chair will be the main point of contact to the APA Virginia Board of Directors and will update the Board on group activities either in person, or via Chapter staff. The Chair shall call meetings, notify YPG Subcommittee members of meetings, and perform other duties required by the Bylaws. Chair duties include attending to correspondence and the day-to-day maintenance of relationships between the YPG and APA Virginia. The Chair is responsible for all organizing and coordinating of educational/professional development events, including the annual state conference session and AICP exam study groups, in coordination with the APA Virginia Board of Directors.

The Chair shall: (a) Maintain (or oversee the maintenance of) an accurate list of the members of the YPG; (b) notify members of annual meetings and prepare and report minutes of Subcommittee and general membership meetings; (c) transmit to the YPG Subcommittee a list of all members (including their email addresses and telephone numbers) within thirty (30) days of their election; (d) notify members the results of YPG voting, and in so doing, specify the quorum and the number voting for each candidate or “aye” and “nay” on each issue; (e) transmit to members at least one copy of each publication of the YPG; (f) submit to members proposed Bylaws or Amendments; (g) be custodian of the YPG records; and (h) perform such other duties required by these Bylaws or customary to the office. In addition, the Chair will be the main point of contact for coordination with the YPG.

4.5. Digital Presence Manager. The Digital Presence Manager shall be responsible for communications related to the Group through all types of media (e.g., website, newsletters, event advertisements, social media, promotional materials, and email communications). The Digital Presence Manager shall work with the APA Virginia Chapter staff to establish a linked website, and coordinate with the Board of Directors Social Media leads to coordinate outreach efforts.

4.6. YPG Section Representatives. YPG Section representatives shall be responsible for organizing social events in their respective reaches of the state, including coordination with local university representatives.

7. ELECTIONS

7.1. Method of Balloting. Election of YPG Subcommittee Officers shall be by ballot of the YPG membership. A quorum (see Section 2.5) is necessary. In case of a tie, the YPG Subcommittee Officers shall choose the winner.

7.2. Vacancies. Per Section 3.7, a vacancy in any of the YPG Subcommittee positions may be filled by a majority vote by the YPG Subcommittee Officers.

7.3. Timetable. The YPG Subcommittee shall hold elections bi-annually in conjunction with the APA Virginia Board balloting, during which YPG members will vote on incoming YPG subcommittee members.

7.4. Announcement of Results. The results of the election shall be reported to the Chair. Following this, the Chair shall inform all candidates. The first attempt at informing the candidates shall be by telephone (“in person” – not by leaving a message). The Chair shall then write the announcement of the election results. The results shall be officially entered in the minutes of the next Subcommittee Meeting following announcement of the election results.

8. AMENDMENTS

8.1 Bylaw amendments may be proposed by the YPG Subcommittee or by a petition signed by ten percent (10%) of the Group membership. A summary of proposed bylaw amendments shall be published in the next regular newsletter or special mailing for membership comment at least ten (10) days prior to the YPG Subcommittee taking any action on proposed amendments. The YPG Subcommittee may amend the bylaws by a majority vote of YPG Subcommittee Officers.