



Blair County Planning Commission

Member Handbook

March 31, 2016

BLAIR COUNTY PLANNING COMMISSION
423 Allegheny Street, Suite 046
Hollidaysburg, PA 16648
814-693-2080

TABLE OF CONTENTS

Core Document

1. Introduction
2. BCPC Mission statement
3. Organizational Chart for BCPC
4. Blair County Planning Regions Map
5. Duties & Responsibilities of the BCPC
6. Duties & Responsibilities of a BCPC Board Member
7. Sturgis Parliamentary Motions Guide

Components Updated Annually

8. BCPC By-Laws
9. BCPC Board Committee Assignments
10. BCPC Contact Information
11. BCPC Meeting Schedule
12. Detailed BCPC Budget
13. Ethical Principles in Planning

Supplements (on CD)

- Adopted 2007 Blair County Comprehensive Plan
- PA Municipalities Planning Code

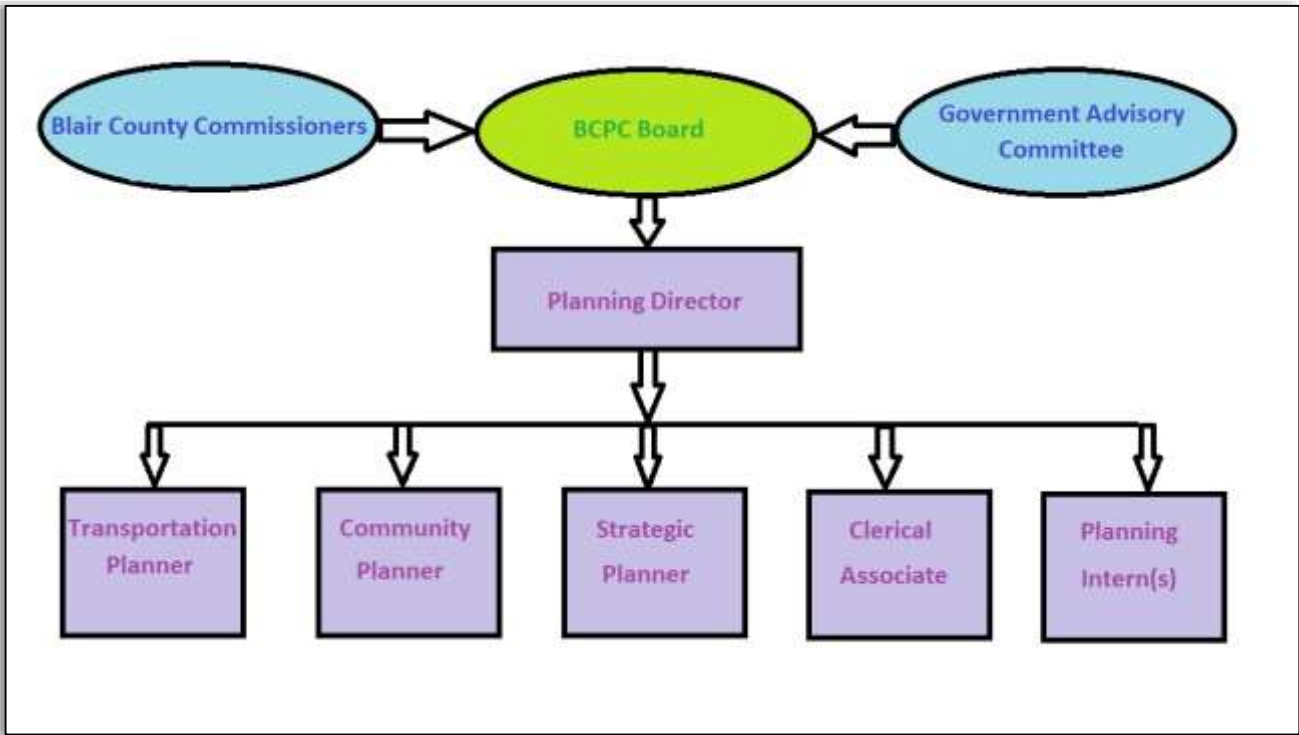
Introduction

The Blair County Planning Commission (BCPC) is an independent board representing all municipalities within Blair County and the County itself on planning matters. Authorization for the establishment of the BCPC is set forth under the terms and provisions of Article XX of the County Code and the amendments and supplements thereto. The powers and duties are delegated to the BCPC by the Blair County Commissioners, Blair County, Pennsylvania, by Resolution No. #4 of May 6, 1964, in accordance with the above mentioned enabling law.

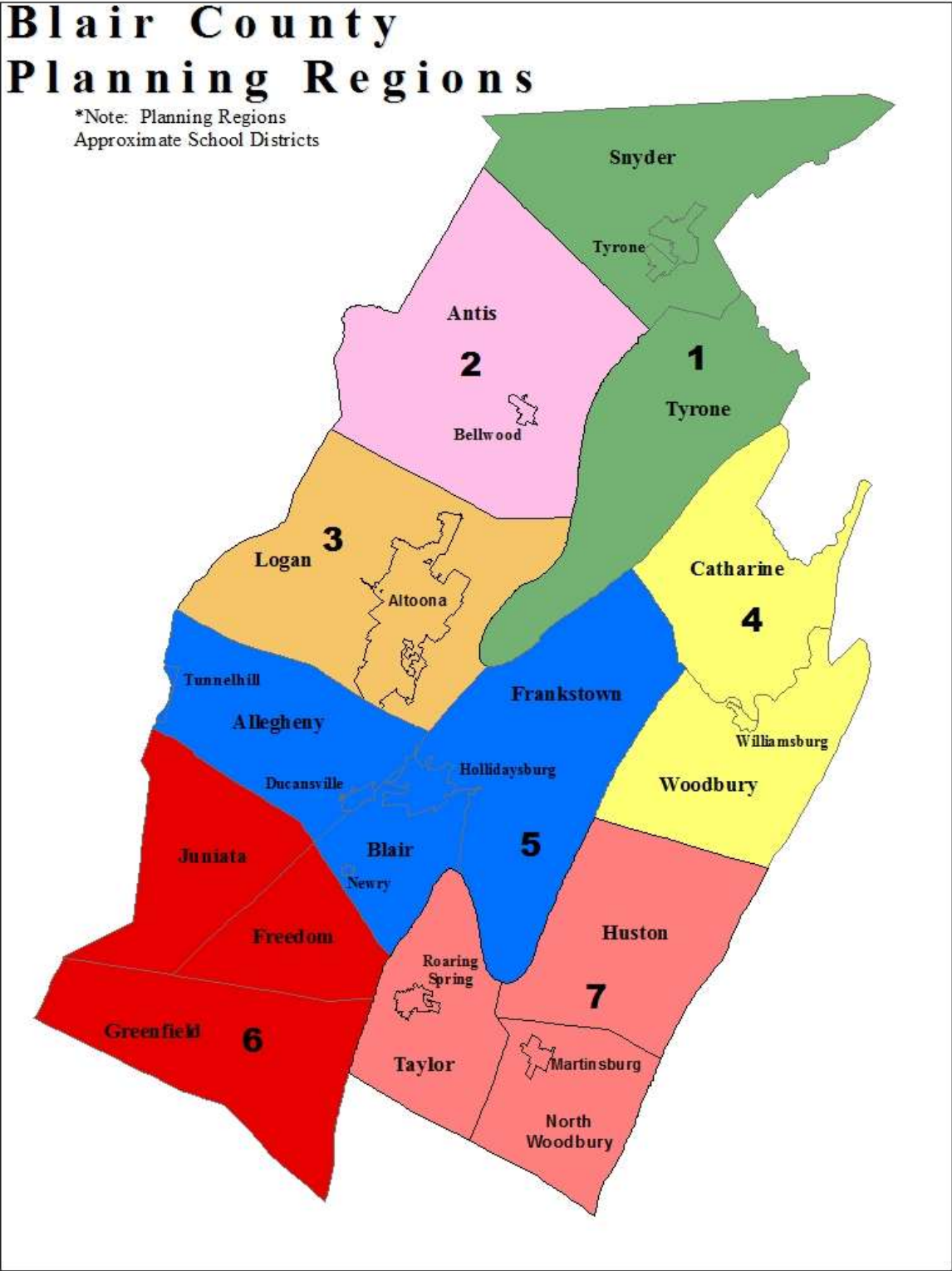
BCPC Mission Statement

The purpose of the Blair County Planning Commission (BCPC) shall be to effect County-wide comprehensive planning, assessments and studies, program administration, and assist the County and its constituent municipalities with matters of planning as they may arise. The BCPC shall also be a primary source of information for the County and its residents.

BCPC Organizational Chart



BCPC Planning Regions Map



Duties & Responsibilities of the BCPC

The BCPC performs two functions at the request of Blair County: (1) to prepare and maintain a county-wide comprehensive plan and (2) to keep records of all its actions. And, under MPC Section 209.1, the BCPC is empowered to:

- Make recommendations to the Blair County Commissioners concerning the adoption or amendment of an official map.
- *If requested*, prepare for and present to a member municipality a zoning ordinance, and make recommendations to the member municipality on proposed amendments to it.
- Prepare, recommend and administer subdivision and land development and planned residential development regulations to be consistent with the County Comprehensive Plan.
- *If requested*, prepare for and present to a member municipality a building code and a housing code and make recommendations concerning proposed amendments thereto.
- Do such other acts or make studies as may be necessary to fulfill the duties and obligations requested by the County and/or the BCPC member municipalities.
- *If requested*, prepare for and present to the County and/or the requesting BCPC member municipality an appropriate environmental impact study for a project
- *If requested*, submit to the County and/or a member municipality a recommended capital improvement program consistent with the adopted County-wide Comprehensive Plan.
- Prepare and present to the County and/or the BCPC member municipalities, a water survey, which shall be consistent with the State Water Plan and any applicable water resources plan adopted by a river basin commission. The water survey shall be conducted in consultation with any public water supplier in the area to be surveyed.
- Promote county and local public interest in, and understanding of, the comprehensive plan and planning.
- Make recommendations to governmental, civic, and private agencies and individuals as to the effectiveness of the proposals of such agencies and individuals.
- Hold public hearings and meetings.
- Present testimony before any board.
- Require from other departments and agencies of County and/or the BCPC member municipalities such available information as relates to the work of the BCPC.
- In the performance of its functions, enter upon any land to make examination and land surveys with the consent of the owner.
- *If requested*, prepare and present to the County and/or the BCPC member municipalities a study regarding the feasibility and practicability of using renewable energy sources in specific areas within the County.

- Review the zoning ordinance, subdivision and land development ordinance, official map, provisions for the planned residential development, and such other ordinances and regulations governing the development of land no less frequently than it reviews the comprehensive plan.
- Perform any other planning-related and/or administrative task requested by the County and/or a BCPC member municipality

Outside administrative and technical services may be employed by the BCPC to carry out any of its duties and responsibilities. Also, the BCPC can accept and utilize funds, personnel, and other services made available to it in furtherance of an assigned task with the consent of the Blair County Commissioners. Also, with the consent of the Blair County Commissioners, the BCPC can enter into agreements and/or contracts in acceptance and utilization of any such funds or assistance in furtherance of an assigned task. In addition to the functions enumerated above, member municipalities are provided the following services:

- Representation and participation by representatives of its own choosing in discussions regarding planning of regional or local interest at all meetings of the BCPC.
- Representation on special committees authorized or appointed to study special problems wherein the area involved includes all or part of the territory of the municipal member.
- Staff attendance at meetings of the local planning commissions to enable the member municipalities to have professional advice on current planning problems.
- Staff attendance at any meetings of the governing bodies of the member municipalities to render assistance on local planning problems, as approved by the Director.
- For Zoning:
 - Render all aid necessary in the preparation of new or revised zoning ordinances
 - Provide formal written reports from staff on any local zoning ordinance or amendment
 - Provide formal written reports from staff on zoning appeals brought before the local Zoning Hearing Board or Governing Body when requested by the local board and approved by the Director.
- For Subdivisions and Land Developments
 - Render all aid necessary in the preparation of new or revised subdivision and land development ordinances
 - Provide staff advice on any local subdivision problems that have officially been submitted to the member municipality for consideration
- Special studies on local planning problems, provided the BCPC shall only consider requests made by a duly-adopted resolution of the governing body.
- Staff assistance with local educational programs to keep the public aware of local planning activities in the respective member municipalities.
- Copies of all reports of regional scope sufficient for all members of the local planning commissions, councils, mayors, and administrative department heads of local government bodies
- A report of the financial condition of the BCPC, including the most recent audit.

- Use of the BCPC library
- Act as a liaison agency between a member municipality and any other local, regional, state, federal, or international agency in coordinating activities of a planning nature.
- Reproduction of planning documents and ordinances for material cost when all work is done by the BCPC. In the event the work is done in part or whole by an outside agency, the cost shall be the actual cost to the BCPC.
- Map preparation at the cost of reproduction.
- Land analysis through the BCPC's geographic information system.
- Advice and assistance on the preparation of planning documents.
- Preparation of an Urban Redevelopment Area plan and the subsequent proposals under the Urban Redevelopment Act of 1945.
- Preparation of applications and administration of programs funded by state and federal agencies for green space, ag preservation, and recreation.
- Coordination with the Blair County Conservation District on agricultural preservation programs
- Coordination with the Blair County Housing and Redevelopment Authority on housing rehabilitation, blight remediation, and affordable housing programs
- Administration of the local Community Development Block Grant Program
- Traffic studies, surveys, and counts, and access to the resulting reports and plan documents.
- Professional and/or expert testimony at public hearings or litigation as requested.
- Specialized land use (and related) studies.
- Piggyback mailings and cost sharing services.

The BCPC may provide any of the above services to non-member municipalities or other agencies and organizations through a cost-for-services contract between the BCPC and interested organization, and is approved by the BCPC Board.

Duties & Responsibilities of a BCPC Board Member

BCPC Board members are appointed for four-year terms by the Blair county commissioners upon the recommendation of the Altoona City Council and its Planning Commission, the South-Central Borough's Association (Blair County Caucus) and the Blair County Township Supervisor's Association. BCPC members may or may not be elected officials in their municipality. At the BCPC members represent interest of the city, the boroughs collectively and the townships collectively, not only those of their home municipality. All BCPC Board members are volunteers and should view their appointment as a community service. The duties and responsibilities of a BCPC Board Member are simple. They include:

- Attending scheduled BCPC monthly meetings. An agenda and supporting documentation is normally provided ahead of time. It helps if BCPC Board Members have reviewed this material prior to the meeting. There is one caveat on meeting attendance. The BCPC By-Laws state: "If any persons having qualified as a member of the Blair County Planning Commission (BCPC) shall neglect or refuse to attend three consecutive regular meetings of the BCPC, unless detained by sickness or prevented by necessary absence from the County, the remaining members of the BCPC may declare his position as a member vacant.
- If requested, serve on several of the BCPC sub-committees listed in this Handbook. Whenever possible the chairman will in making sub-committee appointments try to accommodate your interests and concerns
- There is one last BCPC membership point. Although, BCPC Board member appointments are typically for six-years, members have traditionally served beyond their appointment expiration until re-appointed or a successor has been appointed.

Blair County Planning Commission Parliamentary Motions Guide *(Standard Code of Parliamentary Procedure)*

The motions are listed in order of precedence: any motion can be introduced if it is higher on the chart than the pending motion.

You Want To:	You Say:	Interrupt	2nd	Debate	Amend	Vote
Close Meeting	I move that we adjourn	No	Yes	No	Yes	Majority
Take a break	I move to recess for ____	No	Yes	Yes	Yes	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay aside temporarily	I move the main motion be postponed temporarily	No	Yes	No	No	Varies
Close debate and vote immediately	I move to close debate	No	Yes	No	No	2/3
Limit or extend debate	I move to {limit/extend} debate {to/for} ____	No	Yes	Yes	Yes	2/3
Postpone to certain time	I move to postpone the motion until ____	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ____	No	Yes	Yes	Yes	Majority
Modify the wording of a motion	I move to amend the motion by ____	No	Yes	Yes	Yes	Majority
Bring business before the assembly (a main motion)	I move that ____	No	Yes	Yes	Yes	Majority

Blair County Planning Commission Parliamentary Motions Guide *(Standard Code of Parliamentary Procedure)*

These motions are considered incidental. They have no order of precedence, arise as needed, and are decided immediately

You Want To:	You Say:	Interrupt	2nd	Debate	Amend	Vote
Submit a matter to the assembly	I appeal from the decision of the chair	Yes	Yes	Yes	No	Majority
Suspend rules	I move the suspend the rule requiring _____	No	Yes	No	No	2/3
Enforce rules	Point of Order	Yes	No	No	No	None
Parliamentary question	Parliamentary inquiry ...	Yes	No	No	No	None
Request to withdraw motion	I wish to withdraw my motion	Yes	No	No	No	None
Divide the motion	I request the motion be divided ...	No	No	No	No	None
Demand rising vote	I call for a division of the assembly	Yes	No	No	No	None

These motions are called restorative main motions and can be introduced only when nothing else is pending. No order of precedence.

You Want To:	You Say:	Interrupt	2nd	Debate	Amend	Vote
Amend a previous action	I move to amend the motion that was ...	No	Yes	Yes	Yes	See Book
Reconsider a main motion	I move to reconsider ...	Yes	Yes	Yes	No	Majority
Cancel a previous action	I move to rescind	No	Yes	Yes	No	Majority
Take from the table	I move to resume consideration of ...	No	Yes	No	No	Majority

Blair County Planning Commission

Parliamentary Motions Guide

(Common Misconceptions on Meetings)

MYTH: "WE DON'T USE PARLIAMENTARY PROCEDURE."

Whether you are aware of it or not, both your board meetings and annual meetings follow parliamentary procedure. Courts have held that all organizations are subject to the principles and rules of common parliamentary law. In other words, boards, committees, assemblies, and annual meetings must all observe proper rules when meeting to transact business.

Many associations also adopt a rule that they will follow a particular procedural book, such as *Robert's Rules of Order*, during meetings. Members who act contrary to the rules they have adopted can be held liable for their actions. As a result, ignoring or incorrectly applying parliamentary procedure can lead to embarrassment and lawsuits.

MYTH: PARLIAMENTARY PROCEDURE AND *ROBERT'S RULES OF ORDER* ARE THE SAME THING.

Parliamentary procedure includes all the rules that govern the transaction of business in meetings. Parliamentary procedure is not identical to *Robert's Rules of Order*. Instead, *Robert's Rules of Order* is a popular choice among several parliamentary books. Another well-known parliamentary authority is *The Standard Code of Parliamentary Procedure*. For the novice, *Sturgis* is a much easier book from which to learn procedure.

MYTH: RULES ARE THE SAME FOR ALL MEETINGS.

Board meetings and membership meetings should be conducted differently. Put simply, the level of procedure usually varies by the size of the assembly. Large annual meetings must be fairly formal. Informal discussion of matters is impractical due to the number of members present. Limits on debate must be observed to keep the meeting on time. Formal votes help avoid legal challenges.

In contrast, smaller boards and committees can be less formal. Formality can actually hinder business in a meeting of fewer than about a dozen. As a result, in smaller boards and committees:

- Members are not required to obtain the floor and can make motions or speak while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate are generally not used.
- The chair usually can make motions and vote on all questions.

To avoid confusion as to what procedures to follow, many organizations adopt specific rules governing meetings. Such rules can be lengthy and may even describe what motions can be used during meetings. On the other hand, some organizations simply adopt a rule or two on such matters as recognition and the length of speeches. At a minimum, a rule should be adopted that a particular book will serve as the parliamentary authority. The BCPC uses *Sturgis*.

MYTH: THE ABSENCE OF A QUORUM IS OKAY IF NOBODY BRINGS IT UP.

One of the quickest paths to serious trouble is to ignore quorum requirements. A "quorum" is the number of voting members who must be present to have a valid meeting. This number is typically established by statute or the governing documents.

There is a belief that the lack of a quorum can be ignored if no one raises the issue. Not true! The general rule is that any business transacted without a quorum (except for a few procedural motions) is null and void, regardless of whether or not any member raises the issue. While some state laws allow for a meeting

to start with a quorum and to continue if a quorum leaves, this is very different from not having a quorum in the first place.

MYTH: DISCUSSION FIRST, MOTION LATER.

For groups following formal procedure, no discussion should occur without being preceded by a “motion” to take action. A motion is a formal proposal for consideration and action. In formal meetings, all items of business—whether a proposal to construct a new building or to take a five minute break—are initiated by proposing a motion.

MYTH: SECONDS ARE REALLY IMPORTANT.

A second merely implies that at least one other person wants to discuss a motion. In smaller boards, seconds aren’t even required. Even in more formal annual meetings, seconds should not be overemphasized. The presence of a second determines whether or not an issue will go forward into discussion. If there is no second, there should be no further action on the proposal. However, most parliamentary books provide that after any debate on an issue, the lack of a second is irrelevant. The fact that a motion was never seconded can also be ignored after a vote. A seconder does not need to be recognized or even entered in the minutes. If a recommendation is from a committee, no second is needed.

MYTH: VOTE ON ALL REPORTS.

Committee reports are often for information only. In such instances, no motion is necessary following the report. A motion “to adopt” or “to accept” a report is seldom wise except when the report is to be published in the name of the organization. On the other hand, the reporting member should end by making a motion if the committee has a specific recommendation for action.

For example, the Budget Committee may have studied hiring a new management company. In her report, the committee chair might thank the members of the committee for their hard work and explain in detail the committee’s position and reasoning. At the end of her report, the committee chair would close by saying, “On behalf of the committee, I move that the association retain ABC management pursuant to the terms of the proposed contract.”

In contrast to common practice, treasurers’ reports seldom require action. When a treasurer is simply reporting the cash on hand or receipts minus disbursements, no action is necessary. Such a report should simply be filed for reference.

Treasurers often make more detailed yearly financial reports. Such reports should always be audited (either externally by an accountant or by an internal audit committee, depending on the association’s size and resources). The auditor’s report is then considered and adopted. Approval of the auditor’s report typically relieves the treasurer of responsibility for the period of the report, except in cases of fraud.

MYTH: A MOTION IS ALWAYS NECESSARY.

Many matters can be resolved through “general consent” or “unanimous consent.” Under this method, the presiding officer asks, “Is there any objection to . . . ?” For example, “Is there any objection to ending debate?” If no one objects, debate is closed. If a member objects, the matter should be resolved with a motion and vote.

Unanimous consent allows an assembly to move quickly through non-controversial issues, so that more time can be spent on controversial issues. Reports and motions can be adopted, minutes can be approved, and debate can be ended with general consent.

A similar concept is the “consent agenda,” which is often on the agenda near the start of the meeting. The consent agenda (such as the adoption of the minutes) should include all non-controversial items. Any member can request that an item be removed from the consent agenda and transferred to the regular agenda for consideration and vote. The remaining consent agenda items are then unanimously approved as a unit without discussion.

MYTH: THE MAKER OF A MOTION GETS TO SPEAK FIRST AND LAST.

The maker of a motion has the right to speak first to a proposal. After that, the maker has no more rights than anyone else with regard to the motion.

MYTH: ANYBODY CAN SPEAK AT OUR MEETINGS.

Meetings are for members. Unless there is a rule to the contrary, only members of the particular body are allowed to speak, make motions, or vote. Only board members have a right to participate in board meetings. Only association members have a right to participate in membership meetings. While an assembly can permit anyone to speak, no one but members can demand that right.

MYTH: A "FRIENDLY AMENDMENT" IS OKAY.

Some associations have a practice that any two members can amend a motion on the floor. This occurs when a member asks if the change is "friendly" to the original maker of the motion. If so, the change is made. Such a procedure is unfair and violates parliamentary law.

Once a motion is stated by the presiding officer, it belongs to the assembly. After that point, the maker has no more right than any other member to change the motion. Instead of using "friendly amendments," the proper practice would be to use unanimous consent ("If there is no objection to this change, . . .") or to require that the amendment be made formally (see above).

MYTH: "OLD BUSINESS."

There is no parliamentary concept of "old" business. The term suggests a time that any old thing ever discussed can be revisited.

What is sometimes misnamed "old business" is actually "unfinished business." Unfinished business refers to questions carried over from the previous meeting and includes:

1. any matter that was pending when the previous meeting adjourned;
2. any matter on the previous meeting's agenda that was not reached; or
3. any matter that was postponed to the present meeting.

The presiding officer will know if there are items of unfinished business. As a result, the presiding officer does not need to ask, "Is there any unfinished business?" Instead, the presiding officer simply states the question on the first item. If there is no unfinished business, this category of business can be skipped. Annual meetings typically have no unfinished business.

MYTH: THERE ARE TOO MANY MOTIONS IN PARLIAMENTARY PROCEDURE.

Granted, there are a lot of different motions. (*RONR* lists over 84 variations!) However, most business in meetings is accomplished through the use of about a dozen motions.

The **Main Motion** brings business before the assembly and is permitted only when no other motion is pending. Many issues can be resolved with this one motion. If you like the proposal, speak in favor of and vote for the main motion. If you dislike the proposal, speak against and vote against the main motion.

MYTH: CALLING "QUESTION!" STOPS ALL BUSINESS.

The Previous Question (or motion to close debate) is regularly handled improperly. In some groups, a person simply yelling "Question!" from the audience results in action. In other groups, the making of the motion automatically ends debate. Both procedures are wrong.

The motion to close debate is just another motion. A person wanting to close debate must be recognized by the chair. The Previous Question requires a second. While the motion to close debate is not debatable, a two-thirds vote is required. Only the assembly decides when to end debate.

MYTH: "LAY ON THE TABLE" GETS RID OF STICKY ISSUES.

The purpose of the motion to Lay on the Table is to temporarily delay a matter when something else of urgency arises. Once the urgent matter is over, the group can then resume the matter that was tabled. Because the motion to Table is undebatable and only requires a majority vote, it should **not** be used to get rid of a matter. In fact, many rules of order provide that the motion to Lay on the Table should be ruled out of order if the evident intent is to kill or avoid dealing with a measure.

MYTH: THE CHAIR RUNS THE MEETINGS.

The chair is the servant of the assembly, not its master. Put another way, the chair can only get away with what the assembly allows.

During a meeting any member can raise a "Point of Order" if it is believed that the rules of the assembly are being violated. This motion can interrupt a speaker and does not require a second. For example:

Member: Point of Order!

Chairman: What is your Point of Order?

Member: We are about to move to a new topic, but we haven't voted on the last motion.

The Chair must now rule on the Point of Order. If the Chair doesn't know how to rule, the question can be submitted to the assembly for a vote.

If a member is not happy with the Chair's ruling, members can Appeal from the decision of the chair. By one member making and another members seconding the Appeal, any question of parliamentary law can be taken from the chair and given to the assembly for decision. The assembly is the ultimate decider of procedural questions during a meeting.

CONCLUSION

Proper procedure alone won't solve all meeting problems. Even so, why encumber your board and annual meeting with practices that shouldn't be followed at all? Eliminating these myths will bring your meetings more in line with proper procedure and can result in shorter, more effective meetings.

Ethical Principles in Planning

This statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, and decision makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and others who participate in the process of planning.

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

These ethical principles derive both from the general values of society and from the planner's special responsibility to serve the public interest. As the basic values of society are often in competition with each other, so do these principles sometimes compete. For example, the need to provide full public information may compete with the need to respect confidences. Plans and programs often result from a balancing among divergent interests. An ethical judgment often also requires a conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

This statement also aims to inform the public generally. It is also the basis for continuing systematic discussion of the application of its principles that is itself essential behavior to give them daily meaning.

The planning process must continuously pursue and faithfully serve the public interest.

Planning Process Participants should:

1. Recognize the rights of citizens to participate in planning decisions;
2. Strive to give citizens (including those who lack formal organization or influence) full, clear and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;
3. Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;
4. Assist in the clarification of community goals, objectives and policies in plan-making;
5. Ensure that reports, records and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;
6. Strive to protect the integrity of the natural environment and the heritage of the built environment;
7. Pay special attention to the interrelatedness of decisions and the long range consequences of present actions.

Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.

Planning Process Participants should:

1. Exercise fair, honest and independent judgment in their roles as decision makers and advisors;
2. Make public disclosure of all "personal interests" they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisor or decision maker.
3. Define "personal interest" broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;
4. Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency or court with jurisdiction to rule on ethics matters has expressly authorized their participation;
5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;
6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;
7. Serve as advocates only when the client's objectives are legal and consistent with the public interest.
8. Not participate as an advocate on any aspect of a plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as an advocate should be allowed only after prior disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than one year following termination of the role as advisor or decision maker;
9. Not use confidential information acquired in the course of their duties to further a personal interest;
10. Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law or to prevent substantial injury to third persons; provided that disclosure in the latter two situations may not be made until after verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions;
11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome;
12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
13. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

APA members who are practicing planners continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.

APA Members who are practicing planners:

1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;
2. Do not commit a deliberately wrongful act which reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing or able to influence decisions by improper means;
3. Participate in continuing professional education;
4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
5. Accurately represent their qualifications to practice planning as well as their education and affiliations;
6. Accurately represent the qualifications, views, and findings of colleagues;
7. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;
8. Share the results of experience and research which contribute to the body of planning knowledge;
9. Examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;
10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;
11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;
12. Systematically and critically analyze ethical issues in the practice of planning.