March 21, 1976

MEMORANDUM

To: Committee on Review and Appraisal, ACSP
From: Pierre Clavel
Subject: Draft Revision of ACSP Constitution

The Association, at its Annual Meeting in October, 1975, carried a motion to study and formulate changes in the Constitution aimed at expanding the Executive Committee and such other matters as may be appropriate. As Chairman of a subcommittee charged with this task (the other members are Carl Goldschmidt and John Kleyr), I am reporting at this time with a preliminary draft of a revision, designed for use in further discussion, so that a more final draft can be circulated to the membership this summer.

Under the amendment procedures, a final proposal should be submitted to the membership for review 40 days in advance of an annual meeting, at which time it should be voted on (see Article XII). Therefore, I propose the following procedure:

1) The draft proposal is submitted to the Review and Appraisal Committee along with other material for consideration. This includes a number of additional ideas as well as an additional document which are omitted from the present proposals for reasons of (a) lack of time to integrate them; or (2) a feeling that they may be inappropriate for adoption at the present stage of development of the Association.

2) I propose to move that the Review and Appraisal Committee should consider this material, with as wide participation as is possible, and then circulate a final proposal to the Membership by August 1.

3) I will further move that one ACSP regional meeting this fall, September 10 or later, be designated the Annual Meeting for purposes of a vote on the proposed amendments and such other business as the Association wishes to consider, with absentee members voting subsequently by mail ballot.

Summary of the Preliminary Draft Revision

The following changes are proposed:

1) Changes in the "Purposes" to include dissemination of planning research and such accrediting functions as are adopted by the Association.

2) The establishment of the category of "Individual Member".

3) Expansion of the Executive Committee to add twelve elected Delegates.

4) A change in voting procedures to allow a transition to Individual Member voting as that category of membership builds up.

5) A number of less important changes.
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ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING

Constitution

I. NAME. The name of the organization shall be:
   Association of Collegiate Schools of Planning.

II. PURPOSES.

A. Encouragement of the development of, and provision for the
   dissemination of information about new and improved methods
   of education in city, urban or regional planning.

B. Provision of a forum for the identification and discussion of
   issues in planning education.

C. Enhancement of opportunities for the development of new, and
   the improvement of existing planning curricula.

D. Enhancement of opportunities for the conduct of research in
   planning education and dissemination of planning research.

E. Assistance to the Association's membership in enhancing the
   equal accessibility of their several curricula for all qualified
   persons.

F. Support of the highest quality of planning in education through
   services to the Association's membership in faculty recruitment
   and development.

G. Coordination with other organizations concerned with planning
   education.

H. Facilitation of broad involvement of the students and faculties
   of the Association's membership in the fulfillment of the above
   Purposes.

I. To perform, or join with other bodies in performing, such accredi-
   tation functions as are adopted by the Membership.

III. MEMBERSHIP. Membership in the Association shall be of three two
     classes: (A) Institutional Members, and (B) Institutional Affiliates,
     and (C) Individual Members.

A. Membership as Institutional Members in the Association shall be
   open to schools, departments, programs and curricula granting
   degrees in city, urban or regional planning.

B. Membership as Institutional Affiliates in the Association shall be
   open to other schools, departments, programs, and curricula which
   have a clear interest in planning. Representatives of Affiliates
   may attend meetings of the Association, take part in its discussions
   and deliberations and receive its publications, but may not vote or
   hold office.
C. Membership as Individual Members of the Association shall be open to faculty members of schools, departments, programs, and curricula which are Institutional Members or Institutional Affiliates in the Association. Individual members may attend meetings of the Association, take part in its discussions and deliberations, receive its publications, and vote as specified in Section V of this Constitution.

IV. DUES. The annual dues of each member school or individual shall be fifty-dollars-or-such-sum-as-may-be fixed by the Executive Committee.

V. VOTING. Participation in meetings of the Association is open to all individual faculty and students of Member and Affiliate institutions. Each Member Institutional Member and each Individual Member who is also a faculty member in an Institutional Member school, department, program or curriculum shall have one vote in the conduct of the affairs of the Association. The vote of the Institutional Members may be cast by the chairman or head of the school, department, program or curriculum committee or division holding membership, or by any member of such unit designated as representative by the administrative head.

VI. QUORUM. One-third of the total number of Members of the Association shall constitute a quorum for the transaction of business at any meeting of the Association. Actions taken at a meeting attended by less than a majority of the Members must be confirmed by mail or ballot.

VII. OFFICERS.

A. The elected officers of the Association and the elected Delegates of the Executive Board shall be individual faculty members of Member-institutions: Institutional Member schools, departments, divisions and committees. They shall consist of President, President-Elect, Vice-President, Secretary, and Treasurer. Treasurer, and a total of twelve elected Delegates to the Executive Committee.

B. Election of Officers, except President, and of Delegates, shall be by mail ballot conducted in advance of the annual meeting by a Nominating Committee. The President shall be the President-Elect of the previous year. The President and newly elected officers and Delegates shall be installed at the first annual meeting following their election.

C. Definition of Duties.

1. President
   a. Chairman of the Executive Committee.
   b. Interprets policy established by the Association or its Executive Committee.
   c. Appoints Committees and receives their reports.
d. Coordinates activities of officers and committees.
   e. Prepares annual budget for approval of Executive Committee.
   f. Presides at meetings of the Association.

2. **President-Elect**
   A. Chairman of a standing Committee on Review and Appraisal.

3. **Vice-President**
   a. Arranges programs of meetings other than those for
      transaction of business.
   b. Edits proceedings of meetings for publication.
   c. Undertakes special tasks assigned by the Executive Committee.
   d. Acts for the President in his absence or incapacity.

4. **Secretary**
   a. Keeps records of membership including names and titles
      of responsible heads of schools and of those authorized
      to vote in Association meetings.
   b. Collects and maintains current information on schools for
      use of the Association.
   c. Conducts correspondence of the Association.
   d. Keeps and distributes minutes of Association and Executive
      Committee meetings.

5. **Treasurer**
   a. Collects dues, keeps financial account, deposits funds.
   b. Approves expenditures, makes disbursements.

**VIII. THE EXECUTIVE COMMITTEE**

A. The Executive Committee shall consist of the following:

1. The five officers.

2. Two faculty members of Member institutions, to be selected by
   the five officers.

3. Upon taking office, the President and newly elected officers
   of the Association shall appoint, on the basis of such electoral
   and representative mechanisms as are available nationally, two
   student members to the Executive Committee. Such electoral and
   representative mechanisms must be open to participation to all
   students of the Member Schools of the Association of Collegiate
   Schools of Planning. The two students shall serve terms
   concurrent with those of the other members of the Executive Committee.

4. Twelve elected Delegates.
B. All members of the Executive Committee shall assume their respective offices at the Annual Meeting.

C. Vacancies on the Executive Committee shall be filled by temporary appointments made by the Executive Committee for the remainder of the term of office.

IX. COMMITTEES. Committees of the Association shall include the following:

A. Executive, composed of officers, two others who shall be faculty members of Member institutions to be chosen by the officers and two elected students; and empowered to transact all routine business not specifically reserved for action by the Association.

B. Review and Appraisal, chaired by the President-Elect to review program and organization of the Association and to recommend policy or organizational changes.

C. Membership, to interpret conditions for membership in the Association, to recommend needed changes in membership criteria, to receive applications for membership and transmit them to the Executive Committee with recommendations.

D. Nominating and Elections, to nominate one or more candidates for each office in the Association, to conduct a mail ballot each year in advance of the annual meeting. The Officers shall be nominated in such a way as best represents the entire membership of the Association. The Delegates shall be nominated by such mechanism as best ensures regional representation.

E. Such other committees as the Executive Committee or the Association may authorize.

X. MEETINGS.

A. Annual meetings shall be held at a time and place to be fixed by the Executive Committee for installation of officers and conduct of Association business. Other business meetings may be held at the call of the Executive Committee or by a majority of the Members of the Association.

B. Other meetings having programs of special interest to planning educators shall be arranged by the Vice-President at times and places to be determined by the Executive Committee.

XI. DISSOLUTION. In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under Section 501 (c) (3) of the Internal Revenue Code or the corresponding provisions of a future United States Revenue Law.
XII. AMENDMENTS. This constitution may be amended by an affirmative vote of majority of the total number of Members at any annual meeting of the Association or by mail ballot confirming an action taken at such a meeting. Proposed amendments to the Constitution shall be submitted to the Secretary at least forty days before the annual meeting and a copy thereof sent forthwith by the Secretary to each member.

March 16, 1976
ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING

Minutes of the Executive Committee Meeting
Saturday, March 20, 1976
Hamilton Room, Sheraton-Park Hotel, Washington, D. C.

Agenda Item 1. At 3:40 p.m. the Executive Committee attained a quorum and President, Don Rothblatt opened the meeting. Names of those attending are attached to these minutes. Reading of the minutes was dispensed with.

Agenda Item 2. Financial consultant Rolf Engler presented the Financial Report for Treasurer Dave Povey. The formal report is attached. There was no discussion on the report.

Agenda Item 3. Report on the Planning School Guide was postponed until later in the meeting. Mike Brooks, who was supposed to make the report was in another meeting at the time.

Agenda Item 4. Report of the ACSP Committee on Fellowships and Financial Support was postponed until Peter Marcuse, Chairman, could attend.

Agenda Item 5. Larry Mann, a member of the AIP Committee examining the question of registration (certification) of planners, was asked by President Rothblatt to bring the Executive Committee up to date on those activities. He reported that the process has become bogged down somewhat and that there was little more to say than what had been said in San Antonio. Work is going on with Educational Testing Service to develop a "knowledge and skill" examination. Early draft writing of the questions is now going on or will begin soon—to be done at several educational centers around the country under ETS guidelines. Some questions have been submitted and a conference will be held soon to review them.

The credentialing question will be discussed shortly by the AIP Board of Directors, but the whole issue is presently "low key" with them and there is not likely to be any decision made.

In response to a question, Larry Mann indicated that the three "centers" for preparing the exam were in Los Angeles, Boston, and Chapel Hill. When asked how to go about getting a center set up in the Midwest or Southwest, Larry responded that anyone interested in more centers should write to Tony Catanese.
Minutes of the Executive Committee Meeting
March 20, 1976
Washington, D. C.
Page 2

Agenda
Item 6

Discussion moved on to a report of the ACSP Regional Conference in Cambridge, March 5-6. The meeting was summarized by Larry Keyes. The written summary of that conference are attached to this report.

There were three issues which came to the fore in the meetings.
1. What to do about the National Education Development Committee (AIP). The process of review and approval is very slow. It was reported but unconfirmed that 18 schools had been reviewed but only 3 recognized.

2. What are the long term implications of the present NEDC review process?

3. What should ACSP do about it—if anything? What role should the organization play in the recognition process? Should the "center of power" lie with AIP or ACSP?

Bob Einsweiler commented on the written motion to be presented to the Business Meeting (at the end of attached summary) by observing that the AIP Board is at this time opposed to accreditation because of the limits that it might place on different institutions to teach planning in different ways. Further, the AIP Board has never asked the NEDC to review the U.S. Office of Education guidelines.

Within NEDC there was a request to explore the affirmative action implications of the NEDC activities. There are differences of opinion on the Board with respect to the Spencer Committee report.

Einsweiler also reviewed the whole history of how AIP came to the present membership standards and school recognition process—including the Wetmore and Spencer Committee Reports.

The suggestion was made and accepted by the President that the ACSP Board recommend that this item form the basis of the regional meetings and ask for recommendations from the regional conferences.
Dave Povey asked for clarification of the problems which produced only three approvals of 18 applications. Henry Hightower, ACSP representative to NEDC, commented that the NEDC work is going slowly because NEDC is trying not to set bad precedents. In response to direct questioning, both Brooks and Hightower responded that NEDC has not been viewing the process as an accrediting process.

Larry Keyes pointed out that the main issue was not that of accreditation that was only one of the issues. John Kain echoed this point -- emphasizing that one contentious issue is whether AIP or some other group should be the formal recognizing body.

Bod Einsweiler commented that the idea of school accreditation and the idea of credentialing of individual planners are in contradiction with one another. The exam does away with the need for accreditation of schools.

John Kleymeyer informed the committee that the question of formal accreditation procedures was not an issue since it could not take place within the present framework—an AIP Committee. In order for an accreditation process to be acceptable to the National Accreditation Commission that process must be in control of the academic institutions. Carl Goldschmidt concluded discussion on this item by suggesting that when the motion was put before the business meeting on Sunday that the makers of the motion attempt to separate the issues and present them as separate motions.

The only other business introduced was the question of how the regional conference sites would be selected. The Secretary pointed out that the motion approving the regional conferences in San Antonio had included a sentence giving the responsibility to the President-Elect.
## MINUTES OF THE EXECUTIVE COMMITTEE MEETING
March 20, 1976

### APPENDIX I -- Roster of Attendees

<table>
<thead>
<tr>
<th>NAME</th>
<th>INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wolfgang Roeseler</td>
<td>Texas A &amp; M Univ.</td>
</tr>
<tr>
<td>* David Povey</td>
<td>Univ. of Oregon</td>
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<tr>
<td>* Pierre Clavel</td>
<td>Cornell Univ.</td>
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<tr>
<td>* Stephen Villavaso</td>
<td>Univ. of New Orleans</td>
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<tr>
<td>* David Blum</td>
<td>Univ. of Washington</td>
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<tr>
<td>* George Hemmens</td>
<td>Univ. of North Carolina</td>
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<tr>
<td>Herman Berkman</td>
<td>New York Univ.</td>
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<tr>
<td>Robert C. Einsweiler</td>
<td>Univ. of Minnesota</td>
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<tr>
<td>Lawrence D. Mann</td>
<td>Harvard Univ.</td>
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<tr>
<td>John F. Kain</td>
<td>Harvard Univ.</td>
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<tr>
<td>Langley Keyes</td>
<td>Mass. Institute of Technology</td>
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<tr>
<td>John Kleymeyer</td>
<td>Univ. of Cincinnati</td>
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<tr>
<td>Thomas Galloway</td>
<td>Univ. of Kansas</td>
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<tr>
<td>* Kate Warner</td>
<td>Univ. of Michigan</td>
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<tr>
<td>Carl Goldschmidt</td>
<td>Michigan State Univ.</td>
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<tr>
<td>Yvonne S. Perry</td>
<td>Howard Univ.</td>
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<tr>
<td>* Don Rothblatt</td>
<td>San Jose State Univ.</td>
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<tr>
<td>Sid Saltzman</td>
<td>Cornell Univ.</td>
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<tr>
<td>* Mike Brooks</td>
<td>Univ. of Illinois -- Urbana</td>
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<tr>
<td>Henry Hightower</td>
<td>Univ. of British Columbia</td>
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<tr>
<td>Gerald Myroie</td>
<td>AIP</td>
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<tr>
<td>Michael Kusner</td>
<td>Reyerson Polytechnic Inst.</td>
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<tr>
<td>Bob Griffin</td>
<td>Pennsylvania State Univ. -- Univ. Park</td>
</tr>
<tr>
<td>Larry Susskind</td>
<td>Mass. Institute of Technology</td>
</tr>
<tr>
<td>* Dick Ludwig</td>
<td>Univ. of Washington</td>
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</tbody>
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* Members of the Executive Committee