

# By-Laws & Manual Revisions Committee

## Committee Responsibilities

*Source: Florida Association of City Clerks committee page (captured February 17, 2026).*

- Review the FACC By-Laws and make recommendations for changes at the annual Summer Conference & Academy every two years.

## Submitting amendments to the By-Laws

- Amendments to the By-Laws shall be given to the membership in written form at least 45 days prior to the annual Summer Conference & Academy.
- Amendments are submitted via publication in Friday Emails or other means of notification.
- Amendments and/or changes may be proposed if presented in written form to all members present at the annual Summer Conference & Academy.
- Technical corrections may be accepted by the presiding officer during discussion.

## Other reviews

- Review and recommend updates to the Florida City Clerks Manual (annually, with a comprehensive review every five years), Policies, Goals, and the Board of Directors' and Committees' Duties and Responsibilities.
- Work with all committees to monitor and recommend changes in procedures (the committee is not responsible for reviewing/updating the membership directory).