



# **Florida Association of City Clerks**

*Board of Directors*

Via Zoom

**April 16, 2026**

**10:30 a.m. ET**

**Presiding: Elizabeth Garcia-Beckford, MMC, MBA**

**City Clerk, City of Wilton Manors**





## Florida Association of City Clerks

Board of Directors Meeting | Thursday, April 16, 2026 | 10:30 a.m. ET | Zoom

1. **Call to Order** – Elizabeth Garcia-Beckford, MMC, MBA, President
2. **Roll Call**
3. **\*\*Consideration of Minutes** – President Garcia-Beckford
  - A. March 19, 2026
4. **Financials** – President Garcia-Beckford
  - A. Quarterly Financial Statements for the Periods Ending October 31, 2025 and January 31, 2026
  - B. **\*\*Consideration: 2025 Annual Audit**
5. **Quarterly Investment Statement** – Executive Director Allison Payne
6. **New Business**
  - A. **\*\*Consideration: Revisions to FACC By-Laws and FACC Policies** – President Garcia-Beckford/By-Laws and Manual Revisions Committee Chair Kristen Bryant
  - B. **\*\*Consideration: FACC Institute of Government Contract** – Executive Director Allison Payne
  - C. **\*\*Discussion: Summer Conference & Academy Gift** – Executive Director Allison Payne
  - D. **Discussion: Increasing FACC Dues** – President Garcia-Beckford
7. **Other Business**
8. **Closing Remarks**

NEXT BOARD MEETING: Thursday, May 7, 2026, 10:30 a.m. ET, Zoom (if needed)
9. **Adjourn**

**\*\*Action Requested.**



**FLORIDA ASSOCIATION OF CITY CLERKS  
BOARD MEETING – ZOOM  
APRIL 16, 2026 – ATTENDANCE**

**Board:**

President Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
President-Elect René Basel, MMC, Town Clerk, Gulf Stream
Vice President Dawn Wright, MMC, FCRM, PHRP, City Clerk, Eagle Lake
Immediate Past President Pat Burke, MPA, MMC, FCPC, Town Clerk-Manager, Palm Shores
Central East Director Stephanie Herdocia, MMC, City Clerk, Orlando
Central West Director Sharon Lauther, MMC, FCRM, City Clerk, Haines City
Northeast Director Erin West, MMC, MPA, FCPC, City Clerk, Green Cove Springs
Northwest Director Leslie Guyer, MMC, City Clerk, Gulf Breeze
South Director Sherry Henderson, CMC, Town Clerk, Hillsboro Beach
Southeast Director Kelly Avery, CMC, Town Clerk, Ocean Ridge
Southwest Director Scotty Lynn Kelly, FCPC, MMC, CGSP, City Clerk, Sanibel

**Committee Chairs:**

Auction/50-50 Drawing – Heather Montemayor, CMC, City Clerk, Deerfield Beach
Awards/Scholarship – Sharon Lauther, MMC, FCRM, City Clerk, Haines City
By-Laws/Manual Revision – Kristen Bryant, JD, CMC, City Clerk, Gainesville
Discussion Forum – Jen Guillen, MPA, MMC, City Clerk, Hallandale Beach
2025 Fall Academy Host – Lina Zapata, MPA, CMC, Deputy City Clerk, Sunrise
Florida Certification Task Force – Lori McWilliams, MPA, MMC, FCPC, Village Clerk, Tequesta
Investment – Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
Legislative – Mario Bataille, MMC, City Clerk, Miami Gardens
Membership – Tijauna L. Warner, MPA, MMC, Deputy City Clerk, LaBelle
Mentoring – Vanessa Castillo, MMC, City Clerk, Winter Haven
Nominating – Pat Burke, MPA, MMC, RLO, FCPC, Town Clerk-Manager, Palm Shores
Professional Education (PEC) – Pat Burke, MPA, MMC, RLO, FCPC, Town Clerk-Manager, Palm Shores
Resolutions – Jennifer Nanek, CMC, City Clerk, Lake Wales
2026 Summer Conference and Academy Host – Genesis Guevara, Deputy Town Clerk, Surfside

**Others:**

Jenny Anderson, Institute of Government
Amy Brewer, Institute of Government
Leslie Howington, Institute of Government
Dani Dahlberg, Message Matters, Inc.

**Staff:**

Allison Payne, FACC Executive Director
Rachel Embleton, FACC Affiliate Services Coordinator
Caressa Andrews-Moye, FLC Affiliate Services Coordinator
Meredith Montgomery, FLC Meeting Planner



**ITEM NUMBER 3A**  
**MINUTES – MARCH 19, 2026**

**DISCUSSION:**

The Board met on March 19, 2026, via Zoom, and minutes from that meeting were prepared and are presented for the Board's review and approval.

**REQUESTED ACTION:**

Approve minutes as prepared and presented.

**ATTACHMENTS:**

Minutes – March 19, 2026



**Florida Association of City Clerks  
Board of Directors Meeting | Thursday, March 19, 2026  
10:30 am ET | Via Zoom**

**1. Call to Order**

President Garcia-Beckford called the meeting of the Florida Association of City Clerks Board of Directors to order at 10:30 a.m. ET.

**2. Roll Call – Those present were:**

Elizabeth Garcia-Beckford, MMC, MBA, President, City Clerk, Wilton Manors  
Reneé Basel, MMC, President-Elect, Town Clerk, Gulf Stream  
Dawn Wright, MMC, FCRM, PHRP, Vice President, City Clerk, Eagle Lake  
Pat Burke, MPA, MMC, FCPC, Immediate Past President, Town Clerk-Manager, Palm Shores  
Stephanie Herdocia, MMC, Central East Director, City Clerk, Orlando  
Sharon Lauther, MMC, FCRM, Central West Director, City Clerk, Haines City  
Erin West, MMC, MPA, FCPC, Northeast Director, City Clerk, Green Cove Springs  
Leslie Guyer, MMC, Northwest Director, City Clerk, Gulf Breeze  
Sherry Henderson, CMC, South Director, Town Clerk, Hillsboro Beach  
Kelly Avery, CMC, Southeast Director, Town Clerk, Ocean Ridge  
Scotty Lynn Kelly, FCPC, MMC, CGSP, Southwest Director, City Clerk, Sanibel  
Mario Bataille, MMC, Legislative, City Clerk, Miami Gardens  
Vanessa Castillo, MMC, Mentoring, City Clerk, Winter Haven  
Jenorgen Guillen, MPA, MMC, Discussion Forum, City Clerk, Hallandale Beach  
Tijauna Warner, MPA, MMC, Membership, Deputy City Clerk, LaBelle  
Lina Zapata, MPA, CMC, 2025 Fall Academy Host, Deputy City Clerk, Sunrise  
Jenny Anderson, Institute of Government  
Leslie Howington, Institute of Government  
Dani Dahlberg, Message Matters, Inc.  
Allison Payne, Executive Director, FACC  
Rachel Embleton, Affiliate Services Coordinator, FACC  
Caressa Andrews-Moye, Affiliate Services Coordinator, FLC

**3. Consideration of Minutes – President Garcia-Beckford**

A. President Garcia-Beckford presented minutes from the Board Meeting held January 15, 2026. Accordingly,

A motion was offered by Director Guyer, seconded by President-Elect Basel and unanimously passed, to approve the minutes as prepared and presented for January 15, 2026.

**4. New Business – President Garcia-Beckford**

- A. Ratification: Executive Board Action for President Lapel Pin for Stacey Johnston – President Garcia Beckford

The Executive Board was informed that FACC Past President Stacey Johnston had lost her gold Past President lapel pin. During a virtual meeting held on February 10, 2026, the Executive Board approved replacing the pin and authorized a budget amendment to cover the cost. Accordingly,

A motion was offered by Director Kelly, seconded by Director Guyer and unanimously passed, to ratify the action taken by the Executive Board to approve a replacement gold lapel pin for FACC Past President Stacey Johnston and to approve a \$807 budget amendment increase to the Gifts/Awards line item in the Operating Budget.

- B. Ratification: Executive Board Action on Membership for Janai Pomales – President Garcia-Beckford

Janai Pomales was approved twice by the FACC Membership Committee for associate membership and then submitted a third application for full membership. The Membership Committee Chair brought the matter to the President, who discussed it with the Executive Board. The Executive Board approved Janai Pomales for full membership. Accordingly,

A motion was offered by Director Guyer, seconded by Director Kelly and unanimously passed, to ratify the action taken by the Executive Board to approve Janai Pomales for full membership.

- C. Municipal Clerks Week Toolkit – President Garcia-Beckford  
The 57<sup>th</sup> Anniversary of Municipal Clerks Week will be celebrated May 3-9, 2026. Staff presented the annual Municipal Clerks Took Kit to the Board. Following discussion,

A motion was offered by Director Lauther, seconded by Director Avery and unanimously passed, to approve the Municipal Clerks Week Toolkit as presented and for the toolkit to be advertised to the membership.

- D. Scholarships – Director Lauther, Awards/Scholarships Committee Chair  
Committee Chair Lauther presented the scholarships report. Following discussion,

A motion was offered by Director Guyer, seconded by Director Kelly and unanimously passed, to approve the scholarship winners as follows:

FACC 2026 Summer Conference & Academy Scholarship (\$450 each):

Tricia Edwards

Megan Jones

Tia Payton

FACC 2026 Fall Academy Scholarship (\$500 each):

Jodilynn Byrd

Barbara Jeffries

Jordyn Keen

FACC Dale Barstow Annual Scholarship (\$100 each):

Tricia Edwards

Jordyn Keen

Tia Payton

FACC IIMC Annual Conference Scholarship (\$700 each):

Shanna Donleavy

- E. Discussion: Third-Year Class Project – President Garcia-Beckford  
The Board discussed the Fall Academy class and the Third-Year Class Project. After discussion, the Board agreed to increase promotion of the Fall Academy Third-Year Class and Project.
- F. Discussion: FACC Districts – President Garcia-Beckford  
The Board discussed FACC re-districting and directors giving presentations at city meetings (for certifications, retirements, and similar recognitions). Staff will update the Board Responsibilities document to reflect that if a director is unable to attend a presentation, they may designate another individual to do so.

**5. Other Business**

- A. Recognizing Julie Hennessy – President Garcia-Beckford  
President Garcia-Beckford requested that Julie Hennessy, MMC, Retired City Clerk of DeLand, be recognized for her contributions to FACC. Following discussion, the Board agreed to recognize Julie Hennessy at the FACC 2026 Fall Academy for her dedication to FACC.
- B. District Lapel Pins – President Garcia-Beckford  
President Garcia-Beckford proposed that district lapel pins be made available to the membership. Following discussion, the Board agreed to address district lapel pins at the May budget meeting.

- C. Board Meeting and Dinners at Events – Director Payne  
Director Payne discussed reversing the order of the board dinner and board meeting at FACC events. Following discussion, the Board agreed that the board meeting will be held first, followed by the board dinner.
  
- D. Legislative Update on Public Records Exemption – President Garcia-Beckford  
President Garcia-Beckford provided an update on the public records exemption. The exemption did not advance or appear on the legislative agenda during the session. President Garcia-Beckford will work with the FACC Legislative Committee to pursue the exemption again in the next legislative session.

**6. Closing Remarks**

Next Board Meeting: Thursday, April 16, 2026, 10:30 a.m. ET, Zoom (if needed)

**7. Adjourn**

There being no further business or concerns, the meeting was adjourned.

Submitted by:



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Allison Payne, FACC Executive Director

Approval:

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Elizabeth Garcia-Beckford, MMC, MBA  
President

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Reneé Basel, MMC  
President-Elect



**ITEM NUMBER 4A**  
**QUARTERLY FINANCIAL STATEMENTS**  
**PERIODS ENDING OCTOBER 31, 2025 AND JANUARY 31, 2026**

**DISCUSSION:**

Please contact FACC staff for the financial statements.

**REQUESTED ACTION:**

**ATTACHMENTS:**



**ITEM NUMBER 4B**  
**FINANCIAL REPORTS**  
**ANNUAL AUDIT, FY ENDING JULY 31, 2025**

**DISCUSSION:**

FACC retains the services of audit firm Shorstein and Shorstein to conduct annual audits. The annual audit for the fiscal year ending July 31, 2025, is attached for the Board's review and approval.

**REQUESTED ACTION:**

Accept the annual audit for FY ending July 31, 2025, as prepared and presented.

**ATTACHMENTS:**

Annual Audit FY Ending July 31, 2025.

**FLORIDA ASSOCIATION OF CITY CLERKS, INC.**

**FINANCIAL STATEMENTS**

**JULY 31, 2025**

**Florida Association of City Clerks, Inc.**  
**Financial Statements**  
**July 31, 2025**

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**SHORSTEIN & SHORSTEIN, P.A.**

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March 23, 2026

**Independent Auditor's Report**

To the Board of Directors of the  
Florida Association of City Clerks, Inc.:

**Opinion**

We have audited the accompanying financial statements of the Florida Association of City Clerks, Inc. (a nonprofit organization), which comprise the statement of financial position as of July 31, 2025 and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Florida Association of City Clerks, Inc. as of July 31, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Florida Association of City Clerks, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Florida Association of City Clerks, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Florida Association of City Clerks, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Florida Association of City Clerks, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

*Shrestin & Shrestin, P.C.*

**Florida Association of City Clerks, Inc.**  
**\*STATEMENT OF FINANCIAL POSITION**  
**July 31, 2025**

**ASSETS**

Current Assets

Cash and Cash Equivalents	\$	798,939
Accounts Receivable		300
Miscellaneous Receivables		4,006
Prepaid Expenses and Deposits		<u>17,905</u>

Total Current Assets \$ 821,150

Other Assets

Prepaid Expenses and Deposits		<u>10,000</u>
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Total Assets \$ 831,150

**LIABILITIES AND NET ASSETS**

Current Liabilities

Accounts Payable	\$	97,150
Deferred Income		<u>6,750</u>

Total Current Liabilities \$ 103,900

Net Assets

Without Donor Restrictions		713,784
With Donor Restrictions		<u>13,466</u>

Total Net Assets 727,250

Total Liabilities and Net Assets \$ 831,150

\* The accompanying notes are an integral part of these financial statements.

**Florida Association of City Clerks, Inc.**  
**\*STATEMENT OF ACTIVITIES**  
**For the Year Ended July 31, 2025**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<u>Revenues</u>			
Dues	\$ 59,205	\$ -	\$ 59,205
Academies	176,899	-	176,899
Other Programs	146,249	448	146,697
Investment Income	<u>10,624</u>	<u>-</u>	<u>10,624</u>
Total Revenues	<u>392,977</u>	<u>448</u>	<u>393,425</u>
<u>Expenses</u>			
Academies	230,953	-	230,953
Other Programs	156,602	-	156,602
Fundraising	13,061	-	13,061
Management and General	<u>30,708</u>	<u>-</u>	<u>30,708</u>
Total Expenses	<u>431,324</u>	<u>-</u>	<u>431,324</u>
<u>(Decrease)/Increase in Net Assets</u>	(38,347)	448	(37,899)
<u>Net Assets, Beginning of Year</u>	<u>752,131</u>	<u>13,018</u>	<u>765,149</u>
<u>Net Assets, End of Year</u>	<u>\$ 713,784</u>	<u>\$ 13,466</u>	<u>\$ 727,250</u>

\* The accompanying notes are an integral part of these financial statements.

**Florida Association of City Clerks, Inc.**  
**\*STATEMENT OF CASH FLOWS**  
**For the Year Ended July 31, 2025**

**Cash Flows from Operating Activities**

Decrease in Net Assets	\$	(37,899)
Adjustments to Reconcile Decrease in Net Assets to		
Net Cash Used by Operating Activities:		
Decrease in Receivables		5,972
Increase in Prepaid Expenses and Deposits		(16,712)
Decrease in Accounts Payable		(16,731)
Decrease in Deferred Income		<u>(3,000)</u>

Net Cash Used by Operating Activities	\$	(68,370)
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<b><u>Cash and Cash Equivalents, Beginning of Year</u></b>		<u>867,309</u>
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<b><u>Cash and Cash Equivalents, End of Year</u></b>	\$	<u><u>798,939</u></u>
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\* The accompanying notes are an integral part of these financial statements.

**Florida Association of City Clerks, Inc.**  
**NOTES TO FINANCIAL STATEMENTS**  
**July 31, 2025**

**Note 1 - Organization and Significant Accounting Policies**

- A. The Florida Association of City Clerks, Inc. (Association) is an organization of local government city clerks that provides education, recognition, interaction, and communication among its members and with other state and national organizations.
- B. The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.
- C. Revenues and expenses are recorded on the accrual basis.
- D. Income from membership dues and registration fees is deferred and recognized over the periods to which the dues and fees relate.
- E. Contributions received are recorded as increases in net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor restrictions. When restrictions expire, (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as satisfaction of restrictions.
- F. The costs of providing various program and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.
- G. The Association is exempt from federal income taxes under Section 501(c)(6) of the Internal Revenue Code except on net income derived from unrelated business activities.
- H. For purposes of the statement of cash flows, the Association considers all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents.
- I. The Association maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. At July 31, 2025, the cash in bank deposit accounts was in excess of federally insured limits by approximately \$373,097. Approximately \$191,278 was invested in a money market account, which is not federally insured. The Association has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk with respect to cash and cash equivalents.
- J. Association policy established by the Board of Directors requires that a liquidity reserve be maintained, the amount of which is based on a range of 20% to 30% of total expenses for the prior year.
- K. Management has evaluated subsequent events through March 23, 2026, the date the financial statements were available to be issued.

**Florida Association of City Clerks, Inc.**  
**NOTES TO FINANCIAL STATEMENTS**  
**July 31, 2025**

**Note 2 – Revenue Recognition**

Payment of fees for the Association’s conference and educational/developmental programs is generally required at the time of registration, although in some cases the fees are billed when due, resulting in accounts receivable. The Association recognizes revenue when the events have been completed. Payment of membership dues is required at the beginning of the membership period, which is the fiscal year, and dues revenue is recognized ratably over the same period, since the benefits to Association members are consistent throughout the year. Amounts received in advance are deferred to the applicable periods, resulting in contract liabilities. Beginning and ending balances from these transactions with members are presented on the statements of financial position as accounts receivable and deferred revenues.

The beginning and ending contract balances were as follows:

	<u>July 31, 2025</u>	<u>July 31, 2024</u>
Accounts Receivable	\$ 300	\$ 1,020
Deferred Income	\$ 6,750	\$ 9,750

Substantially all revenue relates to activities of Association members who are city clerks serving Florida municipalities, providing stability with respect to the nature, amount and timing of revenue and cash flows.

**Note 3 – Net Assets with Donor Restrictions**

Net assets with donor restrictions are available for the following purposes:

Scholarship awards to be used for expenses of educational programs related to electronic records management	\$ 950
Florida Education Fund, to provide professional education programs to members	12,516
	\$ 13,466

**Note 4 – Related Party Transactions**

Pursuant to an agreement, the Florida League of Cities, Inc. (League) provides administrative services to the Association for an annual fee, plus reimbursement of certain out-of-pocket expenses. The fee paid for these services was \$15,675 for the year ended July 31, 2025. A new agreement was effected for the year beginning August 1, 2025 with fees increasing to \$20,075. For each of the next 4 successive term renewals, the annual fee paid shall increase by twenty-five percent (25%) unless agreed to otherwise in writing by the parties. The agreement may be terminated by either party, by providing at least 180 days notice of intent not to extend the agreement as of the next annual anniversary date.

At July 31, 2025, accounts payable included \$87,491 in fees and expense reimbursements due to the League.

**Florida Association of City Clerks, Inc.**  
**NOTES TO FINANCIAL STATEMENTS**  
**July 31, 2025**

**Note 5 – Liquidity and Availability of Financial Assets**

As part of the Association's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, the Association invests cash in excess of immediate requirements in a money-market account.

The Association's governing board has designated, from net assets without donor restrictions of \$713,784, a minimum liquidity reserve of \$86,265 as of July 31, 2025.

The Association's financial assets available for general expenditures within one year of the statement of financial position date are as follows:

Cash and cash equivalents	\$ 798,939
Receivables	<u>4,306</u>
Financial assets at year-end	803,245
Board-designated liquidity reserve	<u>(86,265)</u>
Financial assets available for general expenditures within one year	<u><u>\$ 716,980</u></u>

**Florida Association of City Clerks, Inc.**  
**NOTES TO FINANCIAL STATEMENTS**  
**July 31, 2025**

**Note 6 - Allocation of Expenses**

The table below presents expenses by both their nature and their function for the fiscal year ended July 31, 2025:

	Program Activities			Supporting Activities			Total Expenses
	Academies	Other Programs		Mgmt and General	Fundraising	Supporting Subtotal	
		Other Programs	Programs Subtotal				
Bank Fees	\$ 5,572	\$ 5,573	\$ 11,145	\$ 5,572	\$ -	\$ 5,572	\$ 16,717
Administration Fees	-	-	-	6,600	-	6,600	6,600
Meeting Expenses	2,770	2,770	5,540	2,770	-	2,770	8,310
Directory Expenses	-	5,424	5,424	-	-	-	5,424
Office and Administrative Expenses	-	1,978	1,978	7,855	-	7,855	9,833
Institute of Government Fees	-	28,558	28,558	-	-	-	28,558
Scholarships and Donations	-	5,196	5,196	-	-	-	5,196
Travel	-	-	-	7,911	-	7,911	7,911
Region III	-	107,103	107,103	-	-	-	107,103
Fall Academy Costs	51,873	-	51,873	-	-	-	51,873
Summer Conference and Academy Costs	170,738	-	170,738	-	13,061	13,061	183,799
<b>Total Expenses</b>	<b>\$ 230,953</b>	<b>\$ 156,602</b>	<b>\$ 387,555</b>	<b>\$ 30,708</b>	<b>\$ 13,061</b>	<b>\$ 43,769</b>	<b>\$ 431,324</b>

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include bank fees, meeting expenses, and office and administrative expenses. The allocation is based on the estimated percentage of each shared expense utilized for the respective functional category.



**ITEM NUMBER**  
**QUARTERLY INVESTMENT STATEMENT**

**DISCUSSION:**

The cash and investment summary as of February 28, 2026 is attached for the Board's information. Also attached the most recent FACT sheet (December 31, 2025) for the Vanguard fund. This report includes the \$10,000 that was transferred in December as per the board's direction.

**REQUESTED ACTION:**

None. For information only.

**ATTACHMENTS:**

Cash and investment summary as of February 28, 2026.  
FACT sheet for the Vanguard fund.

**FACC Financial Position**

Net Position 7.31.25	727,250
Projected loss FY26	(141,285)
Projected Net Position 7.31.26	585,965

**FACC Cash & Investments (balances as of February 28, 2026)**

Capital City Bank (CCB) cash balance in deposit account*	547,298
Vanguard Treasury Money Market Fund (VUSXX) balance	208,300
Total	755,598

\*Estimated required CCB balance to offset bank fees, subject to fluctuations 45,000

\*Interest rate on excess deposits (after fee offset) in CCB deposit account, subject to fluctuations 1.05%

# Vanguard Treasury Money Market Fund

Money market fund

## Fund facts

Total net assets	Expense ratio as of 12/19/25	Ticker symbol	Inception date	Fund number
\$102,640 MM	0.07%	VUSXX	12/14/92	0011

## Investment objective

Vanguard Treasury Money Market Fund seeks to provide current income while maintaining liquidity and a stable share price of \$1.

## Investment strategy

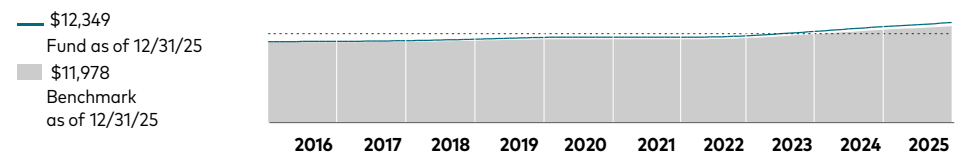
The fund invests solely in high-quality, short-term money market instruments whose interest and principal payments are backed by the full faith and credit of the U.S. government. Under normal circumstances, at least 80% of the fund's assets will be invested in U.S. Treasury securities and in repurchase agreements fully collateralized by U.S. Treasury securities; the remainder of the assets will be invested in U.S. Treasury securities and in repurchase agreements fully collateralized by U.S. Treasury securities. The only repurchase agreements that the fund will invest in are those with the Federal Reserve Bank of New York that are fully collateralized by U.S. Treasury securities. The fund maintains a dollar-weighted average maturity of 60 days or less and a dollar-weighted average life of 120 days or less.

Government money market funds are required to invest at least 99.5% of their total assets in cash, U.S. government securities, and/or repurchase agreements that are collateralized solely by U.S. government securities or cash (collectively, government securities). The fund generally invests 100% of its assets in U.S. Treasury securities and in repurchase agreements fully collateralized by U.S. Treasury securities and therefore will satisfy the 99.5% requirement for designation as a government money market fund.

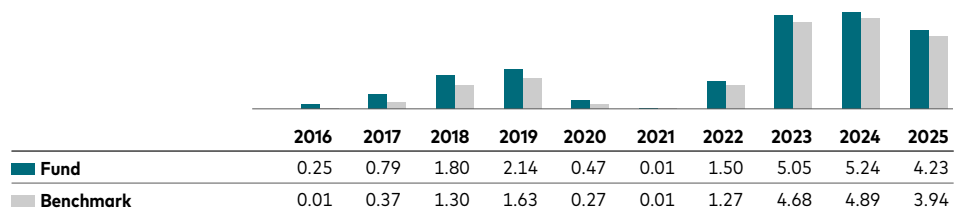
## Benchmark

iMoneyNet Money Fund Report's 100% Treasury Funds Average

## Growth of a \$10,000 investment: December 31, 2015–December 31, 2025



## Annual returns



## Total returns

	7-Day SEC Yield	Quarter	Year to date	One year	Three years	Five years	Ten years
Fund	3.73%	0.99%	4.23%	4.23%	4.84%	3.19%	2.13%
Benchmark	—	0.92%	3.94%	3.94%	4.50%	2.94%	1.82%

Periods ended December 31, 2025

**The performance data shown represent past performance, which is not a guarantee of future results. Investment returns will fluctuate. Current performance may be lower or higher than the performance data cited. For performance data current to the most recent month-end, visit our website at [vanguard.com/performance](https://vanguard.com/performance). The performance of an index is not an exact representation of any particular investment, as you cannot invest directly in an index.**

Figures for periods of less than one year are cumulative returns. All other figures represent average annual returns. Performance figures include the reinvestment of all dividends and any capital gains distributions. All returns are net of expenses.

Seven-day current yield net of expenses. The yield quotation more closely reflects the current earnings of the fund than the total return quotation.

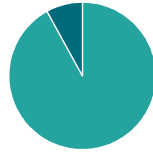
A non-money-market fund's SEC yield is based on a formula mandated by the Securities and Exchange Commission (SEC) that calculates a fund's hypothetical annualized income as a percentage of its assets. A security's income, for the purpose of this calculation, is based on the current market yield to maturity (in the case of bonds) or projected dividend yield (for stocks) of the fund's holdings over a trailing 30-day period. This hypothetical income will differ (at times, significantly) from the fund's actual experience; as a result, income distributions from the fund may be higher or lower than implied by the SEC yield.

The SEC yield for a money market fund is calculated by annualizing its daily income distributions for the previous seven days.

# Vanguard Treasury Money Market Fund

Money market fund

## Distribution by issuer—bonds



■ U.S. Treasury Bills	92.0%	■ Repurchase Agreements	0.0
■ U.S. Govt. Obligations	8.0	■ U.S. Commercial Paper	0.0
■ Bankers Acceptances	0.0	■ Yankee/Foreign	0.0
■ Certificates of Deposit	0.0	■ Other	0.0

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### Plain talk about risk

As with any investment, an investment in the fund could lose money over any time period. The principal risks of investing in the fund are summarized below. Each of the following risks could affect the fund's performance:

**General Market Risk.** The markets in which the fund invests can be affected by a variety of factors. These factors, which can be real or perceived, may include economic, market, political, and regulatory conditions and developments as well as local, regional, or global events such as wars, military conflicts, natural disasters, and public health issues. In addition, investor sentiment and expectations regarding these factors can also impact the markets. Different parts of the market, including different industries and sectors as well as different types of securities, may react differently to factors that affect the market. These factors can contribute to market uncertainty, market volatility, and fluctuations in the value of the fund's investments, thereby resulting in potential losses to the fund over short or long periods.

**Investing in Bond Markets.** The fund invests in money market instruments, which are high quality, short-term debt securities. As a result, the fund may be impacted by the general condition of the bond markets and by factors that affect bonds and bond issuers. For example, as a general rule, bond prices and interest rates move in opposite directions. When interest rates rise, bond prices tend to fall, and when interest rates fall, bond prices tend to go up. Bond income also is affected by changes in interest rates. Interest rates can rise or fall for a number of reasons, including, but not limited to, central bank monetary policy, inflationary or deflationary pressures, and changes in general market and economic conditions. Changing interest rates, including, but not limited to, rates that fall below zero, could have unpredictable effects on the overall market and may expose the bond markets in particular to heightened volatility and potential illiquidity. The degree to which the fund is impacted by certain bond market risks may vary based on factors disclosed in its principal investment strategies, such as the types of bonds in which it invests and the overall credit quality, average maturity, and/or average duration of its bond holdings.

**Stable NAV.** There can be no assurance that the fund will be successful in maintaining a stable NAV. A wide variety of factors, such as significant market volatility, very low or negative interest rates, periods of high redemption activity, or other factors could affect the fund's ability to maintain a stable NAV.

**Money Market funds and Interest Rates.** In general, the prices of money market instruments are less sensitive to changes in interest rates than the prices of longer-term debt securities. However, money market fund income is based on short-term interest rates, which means the fund's income may fluctuate significantly over short periods and may decline during periods of falling interest rates. In addition, interest rate changes could have unpredictable impacts on the overall market, which could negatively impact the fund. For example, the fund may be subject to loss if interest rates increase substantially and/or rapidly. Depending on the duration and severity, a period of low or negative interest rates could prevent the fund from, among other things, providing a positive yield to its shareholders, paying expenses out of current income, and/or achieving its investment objective, including maintaining a stable NAV of \$1.

**Credit Risk.** Credit risk refers to the chance that an issuer will default (fail to meet its credit obligations) or fail to make payments in a timely manner, which could result in a loss to the fund. In addition, negative perceptions of an issuer's ability to make payments can cause the price of a security to decline. While all debt securities are subject to credit risk to some extent, those with higher credit quality ratings generally pose less credit risk than those with lower credit quality ratings.

**Bond Liquidity Risk.** If the fund is unable to sell a security at an advantageous time or price, its returns may be reduced. There may be limited trading in the secondary market for certain debt securities, which could make them more difficult to value or sell.

**Repurchase Agreements.** The fund invests in repurchase agreements, which are agreements under which the fund acquires a security from a seller while simultaneously agreeing to resell the security to the seller at an agreed-upon price on a specific date. If the seller does not fulfill its obligation, the fund could lose money, suffer delays, or incur costs arising from holding or selling the security.

**Variable and Floating Rate Securities.** The fund may invest in securities that pay variable or floating rates of interest. At any given time, the current interest rate of a variable or floating rate security may not accurately reflect current market interest rates, or may yield less than is appropriate to compensate the investor for the issuer's current credit quality. As a result, the value of the fund's investments in such securities is subject to decline. In addition, an active market for variable and floating rate securities may not always exist at the time the fund wishes to dispose of them.

**Active Management.** The fund is actively managed. The advisor's security selection and/or strategy execution could cause the fund to underperform relevant securities markets or other funds with a similar investment objective.

While U.S. Treasury or government agency securities provide substantial protection against credit risk, they do not protect investors against price changes due to changing interest rates. Unlike stocks and bonds, U.S. Treasury bills are guaranteed as to the timely payment of principal and interest.

**You could lose money by investing in the fund. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. An investment in the fund is not a bank account and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The fund's sponsor is not required to reimburse the fund for losses, and you should not expect that the sponsor will provide financial support to the fund at any time, including during periods of market stress.**

For more information about Vanguard funds or to obtain a prospectus, see below for which situation is right for you.

If you receive your retirement plan statement from Vanguard or log on to Vanguard's website to view your plan, visit [vanguard.com](https://www.vanguard.com) or call 800-523-1188.

If you receive your retirement plan statement from a service provider other than Vanguard or log on to a recordkeeper's website that is not Vanguard to view your plan, please call 855-402-2646.

Visit [vanguard.com](https://www.vanguard.com) to obtain a prospectus or, if available, a summary prospectus. Investment objectives, risks, charges, expenses, and other important information about a fund are contained in the prospectus; read and consider it carefully before investing.

Financial advisor clients: For more information about Vanguard funds, contact your financial advisor to obtain a prospectus.

Investment Products: Not FDIC Insured • No Bank Guarantee • May Lose Value





# Florida Association of City Clerks

## *By-Laws/Manual Revisions Committee*

### 2025-2026

#### Agenda Item Request

2025-2026

#### CHAIRPERSON

Kristen J. Bryant, J.D., CMC  
City Clerk  
City of Gainesville  
200 E. University Ave  
Gainesville, FL  
352.393.8441  
[Bryantkl@gainesvillefl.gov](mailto:Bryantkl@gainesvillefl.gov)

**Meeting Date:** April 16, 2026

**Title of Item:** Committee Report

**Executive Summary, Explanation or Background Information on Request:**

**Recommended Action:**

The 2025-2026 By-Laws/Manual Revisions Committee finished its review of the FACC By-Laws and Policies and present them for approval.

The manual updates will be presented at the May meeting.

The committee recommends the following by-laws revisions:

#### **Article III**

##### **Page 1, Section 2 – Associate Membership**

Associate members do not have the right to vote, ~~or~~ hold office ~~or obtain certification~~. Associate members may participate in educational programs and may apply for ~~certification~~ full membership upon assuming the job of clerk or deputy clerk.

##### **Page 1 Section 3: Honorary Membership**

Persons ~~recommended~~ approved by the Board of Directors ~~and voted upon by the membership~~ may be elected to honorary membership.

##### **Page 2, Section 4: Student Membership**

Student members must be at least 21 years of age or older. Any person who can provide proof of enrollment as a public administration or public affairs ~~a student that intends to follow a career in local government; including, but not limited to, majors in: political science, government, public administration, public management and public affairs is eligible to be a student member. This applies at the college and high school levels (dual enrollment).~~ The student membership category does not apply to an individual who works full-time in a local government.

The Board of Directors shall set the fees on an annual basis.



# Florida Association of City Clerks

## *By-Laws/Manual Revisions Committee*

### 2025-2026

#### Agenda Item Request

Student members may not vote or run for any office of the FACC.

Student members may serve on Committees. Student members may not chair a committee.

Student members may purchase recorded webinars; ~~but not participate on~~ and ~~register to attend~~ live webinars.

Student members are encouraged to ~~register and~~ attend the annual Summer Conference and Academy and ~~the annual~~ Fall Academy, at a registration rate set by the Board of Directors annually. ~~High school students must be accompanied by a FACC-approved chaperone and may only attend educational sessions during Summer Conference and Academy and Fall Academy.~~

~~Student members cannot earn CMC/MMC points for attendance at a FACC event or for a recorded webinar.~~

#### Article VI

##### Elections, Pages 5 - 6

~~The Nominating Committee shall meet, review all nominations and notify the FLC of the nominations for preparation of the ballots. Ballots must be emailed or sent by regular mail, if necessary, at least 45 days prior to the annual business meeting held during the Summer Conference and Academy and returned to the FLC no later than 30 days prior to said annual business meeting. Should the 30th day fall on a Saturday, Sunday or a holiday, ballots will continue to be received up to and including the following business day. The FLC shall serve as the canvassing board for election results and shall abide by the Ballot of Tabulation Policy as set forth in the Florida Association of City Clerks policies. The FLC shall notify the Board of Directors and Nominating Committee chair of the results of said elections. The slate of officers and directors will be brought before the membership at the annual business meeting held during the Summer Conference and Academy, for approval.~~

~~In the event of a tie, a canvassing board member will draw lots by the toss of a coin.~~

~~If requested, an inspection of all election records that have not met their retention period may be made by any full member.~~

~~The ballots shall be destroyed two years after the election date.~~

The Nominating Committee shall review all submitted nominations and inform FACC staff of candidate eligibility, indicating whether an election is required. If so, FACC staff will prepare and distribute electronic ballots to all full members using electronic voting software. Only full members



**Florida Association of City Clerks**  
***By-Laws/Manual Revisions Committee***  
**2025-2026**

**Agenda Item Request**

Elections, Pages 5 – 6, Continued

are eligible to vote. Elections, when necessary, must be conducted no fewer than forty-five (45) days prior to the annual business meeting held during the Summer Conference and Academy. Upon completion of the election, FACC staff shall report the results to the Nominating Committee Chair, who will notify the candidates. Vote percentages will be disclosed only to individual candidates upon request. In the event of a tie, a designated board member shall determine the outcome by drawing lots via a coin toss. Election results are final and not subject to challenge by any member or external party. The finalized slate of officers and directors shall be presented to the membership for approval at the annual business meeting during the Summer Conference and Academy.

**Article VII**

**Section 2: President Elect**

The President-Elect shall (1) perform the duties of the presidency during the president's absence; (2) become president in the event of a vacancy in the office; (3) serve as an ex-officio member of the Professional Education Committee (PEC); (4) approve minutes of all meetings, as prepared by the FLC FACC staff after review by the Executive Board for submittal to the Board of Directors; (5) present the treasurer's report, as prepared by the FLC FACC staff to the Board of Directors and membership at the annual business meeting and respond to questions/concerns of members relative to said report; and (6) perform duties as may be assigned by the president.

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The FACC policy with proposed revisions are attached.

*Kristen J. Bryant*

*4/8/2026*

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Kristen J. Bryant, J.D., CMC  
City Clerk  
City of Gainesville

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Date

**FACC By-Laws**  
**By-Laws: Florida Association of City Clerks, Inc.**

**Article I - Name.**

The name of this organization is the **FLORIDA ASSOCIATION OF CITY CLERKS, INC. (FACC)**, and the term of existence shall be perpetual.

**Article II - Objectives**

The primary objective of the Florida Association of City Clerks is to promote continuing education and certification to its members. Additional objectives include increasing the efficiency of municipal clerk functions, increasing cooperation and assistance with municipal administrators, and gathering/disseminating information to improve procedures and efficiency of the administration of municipal government. Any additional objectives shall be decided by the FACC Board of Directors.

**Article III - Membership**

**Section 1: Full Membership**

Full members are Florida municipal<sup>1</sup> clerks, deputy municipal clerks, assistant municipal clerks, and/or an individual who serves a municipality in the municipal clerk's office in an administrative capacity with management responsibilities and whose duties include four of the following: custody of the official seal and execution of official documents; elections; financial management; general management; human resources management; management of bylaws, articles of incorporation, ordinances or other legal instruments; meeting administration; or records management.

**Section 2: Associate Membership**

Associate members are individuals who were designated as full members prior to retirement; individuals serving a local municipal legislative body who performs duties relative to the office of the municipal clerk, who do not qualify for full membership; or an out-of-state municipal clerk. Associate members do not have the right to vote, ~~or hold office or obtain certification.~~ Associate members may participate in educational programs and may apply for ~~certification full membership~~ upon assuming the job of clerk or deputy clerk.

A full member who is in transition (between jobs) would automatically become an associate member until they re-assume a position that qualifies for full membership.

**Section 3: Honorary Membership**

Persons ~~recommended approved~~ by the Board of Directors ~~and voted upon by the membership~~ may be elected to honorary membership. The guidelines for honorary membership are as follows: (1) the person is no longer an active municipal clerk and made a significant contribution

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<sup>1</sup> All references shall be interpreted to include city/town/village.

## **FACC By-Laws Continued**

to the association; or (2) extenuating circumstances. All past presidents shall automatically become honorary members upon retirement. Honorary members do not have the right to vote, hold office or obtain certification.

### **Section 4: Student Membership**

Student members must be at least 21 years of age or older. Any person who can provide proof of enrollment as a public administration or public affairs **a** student that intends to follow a career in local government; including, but not limited to, majors in: political science, government, public administration, public management and public affairs is eligible to be a student member. **This applies at the college and high school levels (dual enrollment).** The student membership category does not apply to an individual who works full-time in a local government.

The Board of Directors shall set the fees on an annual basis.

Student members may not vote or run for any office of the FACC.

Student members may serve on Committees. Student members may not chair a committee.

Student members may purchase recorded webinars, **but not participate on** and **register to attend** live webinars.

Student members are encouraged to **register and** attend the annual Summer Conference and Academy and **the annual** Fall Academy, **at a registration rate set by the Board of Directors annually. High school students must be accompanied by a FACC approved chaperone and may only attend educational sessions during Summer Conference and Academy and Fall Academy.**

**Student members cannot earn CMC/MMC points for attendance at a FACC event or for a recorded webinar.**

### **Section 5: Elected Officials**

Municipal elected officials, other than elected municipal clerks and municipal clerks who are elected municipal officials in a municipality other than where they are employed, are not eligible for membership in FACC.

### **Section 6: Membership Application and Dues**

Any person (as described in Article III, Sections 1, 2 and 4) desiring to become a member of this association shall make written application upon such forms as prescribed by the Board of Directors and shall pay the membership dues as outlined in the FACC policies. The application and dues shall be filed with the Florida Association of City Clerks (FACC).

### **Section 7: Restriction on Rights to Vote or Hold Office**

Only full members (as described in Article III, Section 1) in good standing have the right to vote, hold office and serve on any association committee. Honorary and/or associate members may be appointed by the president as resource members.

# **FACC By-Laws Continued**

## **Article IV - Meetings**

**Annual Meetings:** There shall be an annual business meeting. Notice shall be provided to the membership in sufficient time, but not less than 30 days prior to the meeting.

**Special Meetings:** Special meetings may be called by a majority vote of the Board of Directors upon 30 days' written notice to the membership, or at the discretion of the president and one other member of the Board of Directors.

## **Article V – Officers, Board of Directors, Executive Board Qualifications, Terms and Filling Vacancies**

### **Section 1: Officers and Boards**

The officers of the association shall be the president, president-elect, and vice president.

There shall be a Board of Directors composed of the following: president, president- elect, vice president, immediate past president and seven district directors (one member from each of the seven Geographic Districts). The seven districts are Northwest, Northeast, Central West, Central East, South, Southwest, and Southeast and the boundaries of each shall be determined by the Board of Directors. The districts include municipalities in the counties as listed:

**Northwest:** Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

**Northeast:** Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval-Jacksonville, Gilchrist, Hamilton, Lafayette, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union

**Central West:** Citrus, Hernando, Hillsborough, Levy, Marion, Pasco, Pinellas, Polk, Sumter

**Central East:** Brevard, Flagler, Lake, Orange, Osceola, Seminole, Volusia

**South:** Broward, Monroe, Miami-Dade

**Southwest:** Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Sarasota

**Southeast:** Indian River, Martin, Okeechobee, Palm Beach, St. Lucie

There shall be an Executive Board composed of the following: president as chairperson, the president-elect, vice president and the immediate past president. The Executive Board may act in place and stead of the Board of Directors between board meetings on all time-sensitive matters. Actions of the Executive Board shall be reported to the Board of Directors for ratification at the next board meeting.

# FACC By-Laws Continued

## Section 2: Qualifications, Terms and Vacancies

**Qualifications:** Each officer and director shall be employed by a municipal government as a full-time appointed or elected municipal clerk or duly appointed deputy municipal clerk, assistant clerk, clerk of the council or clerk/administrative assistant performing duties commensurate with the duties performed by a municipal clerk. If an officer/director shall cease to possess qualifications during his/her term of office for more than 90 days, he/she shall forfeit the office.

To be eligible to hold office as president, president-elect, or vice president, a person must: (1) be a member of FACC for three consecutive years; (2) be a CMC (Certified Municipal Clerk); (3) have served at least two years as a district director; (4) have attended at least two state Summer Conference and Academies; and (5) be an active full member in good standing. No person shall be elected as president unless such person has served as an officer or member of the Board of Directors for an aggregate of three years prior to becoming president.

The person serving as president-elect shall be deemed automatically elected to the office of president for one year following the annual business meeting held at the Summer Conference and Academy. The person serving as vice president shall be deemed automatically elected to the office of president-elect for one year following the annual business meeting.

To be eligible to hold office as a district director, a person must: (1) be a member of FACC for three consecutive years; (2) possess the CMC designation and provide proof of designation; (3) have actively served on an FACC committee(s) for two distinct (separate) years; and (4) be an active member in good standing.

**Term of Office:** Terms are one year. The president, president-elect and vice president shall serve no more than one full term. There is no limit on the number of consecutive terms a person may serve as a district director. A term begins at the end of the annual business meeting and ends at next subsequent annual business meeting.

### **Vacancies:**

1) In the event of a vacancy in the office of the president, the president-elect shall advance to the office of president to serve for the remainder of the term. Said person may remain in that office for an additional one-year term.

2) In the event of a vacancy in the office of the president-elect, the vice president shall advance to the office of the president-elect to serve for the remainder of the term. Said person may remain in that office for an additional one-year term.

3) In the event of a vacancy in the office of the vice president, the president shall make an appointment to fill the vacancy. Such appointment shall be confirmed by a majority of the Board of Directors. Such appointment shall remain until the next annual business meeting held at the Summer Conference and Academy, at which time there shall be an election for vice president in accordance with the terms of Article VI.

## **FACC By-Laws Continued**

4) In the event that a vacancy occurs in the office of the immediate past president, the president shall make an appointment to fill the vacancy with an individual who has previously served as president and is a member in good standing with the association. Such appointment shall be confirmed by a majority of the Board of Directors. Such appointment shall remain until the next annual business meeting held at the Summer Conference and Academy, at which time there shall be an election in accordance with the terms of Article VI.

5) In the event that a vacancy occurs in the office of a director, the president shall make an appointment to fill the vacancy. Such appointment shall be confirmed by a majority of the Board of Directors. Such appointment shall remain until the next annual business meeting held at the Summer Conference and Academy, at which time there shall be an election in accordance with the terms of Article VI.

### **Article VI – Board of Directors – Nominations and Elections**

#### **Nominating Procedures:**

The president shall appoint a Nominating Committee, consisting of one member from each of the seven geographical districts and the immediate past president, who shall serve as chair. The Nominating Committee shall nominate all qualified candidates for each board position, except for the positions of president and president-elect, which shall automatically be filled by the president-elect and vice president, respectively, and submit its nominations to all members who are qualified to vote, per Article III, Section 7. Unopposed candidates are deemed automatically elected.

Following each Summer Conference and Academy, the president will provide the membership with the names of those individuals serving on the Nominating Committee and that nominations for election to the Board of Directors for the ensuing year will be accepted by the Chair of the Nominating Committee no later than 70 days prior to the annual business meeting held during the Summer Conference and Academy.

Official nomination forms shall be obtained from, and returned to, the chair of the Nominating Committee. Members who meet the qualifications provided in Article V may submit a nomination form on their own behalf, or they may be nominated by another active member of FACC.

#### **Elections:**

The Nominating Committee shall meet, review all nominations and notify the FLC of the nominations for preparation of the ballots. Ballots must be emailed or sent by regular mail, if necessary, at least 45 days prior to the annual business meeting held during the Summer Conference and Academy and returned to the FLC no later than 30 days prior to said annual business meeting. Should the 30th day fall on a Saturday, Sunday or a holiday, ballots will continue to be received up to and including the following business day. The FLC shall serve as the canvassing board for election results and shall abide by the Ballot of Tabulation Policy as set forth in the Florida Association of City Clerks policies. The FLC shall notify the Board of Directors and Nominating Committee chair of the results of said elections. The slate of officers

## **FACC By-Laws Continued**

~~and directors will be brought before the membership at the annual business meeting held during the Summer Conference and Academy, for approval.~~

~~In the event of a tie, a canvassing board member will draw lots by the toss of a coin.~~

~~If requested, an inspection of all election records that have not met their retention period may be made by any full member.~~

~~The ballots shall be destroyed two years after the election date.~~

~~The Nominating Committee shall review all submitted nominations and inform FACC staff of candidate eligibility, indicating whether an election is required. If so, FACC staff will prepare and distribute electronic ballots to all full members using electronic voting software. Only full members are eligible to vote. Elections, when necessary, must be conducted no fewer than forty-five (45) days prior to the annual business meeting held during the Summer Conference and Academy. Upon completion of the election, FACC staff shall report the results to the Nominating Committee Chair, who will notify the candidates. Vote percentages will be disclosed only to individual candidates upon request. In the event of a tie, a designated board member shall determine the outcome by drawing lots via a coin toss. Election results are final and not subject to challenge by any member or external party. The finalized slate of officers and directors shall be presented to the membership for approval at the annual business meeting during the Summer Conference and Academy.~~

### **Article VII - Duties of Officers**

#### **Section 1: President**

The president shall (1) preside at all meetings; (2) appoint all committees; (3) call meetings of the Board of Directors; and (4) perform such other duties as may be required.

#### **Section 2: President-Elect**

The President-Elect shall (1) perform the duties of the presidency during the president's absence; (2) become president in the event of a vacancy in the office; (3) serve as an ex-officio member of the Professional Education Committee (PEC); (4) approve minutes of all meetings, as prepared by the ~~FLE FACC staff~~ after review by the Executive Board for submittal to the Board of Directors; (5) present the treasurer's report, as prepared by the ~~FLE FACC staff~~ to the Board of Directors and membership at the annual business meeting and respond to questions/concerns of members relative to said report; and (6) perform duties as may be assigned by the president.

#### **Section 3: Vice President**

The Vice President shall (1) serve as an ex-officio member of the Membership Committee and (2) perform duties as may be assigned by the president.

#### **Section 4: District Directors**

## **FACC By-Laws Continued**

One representative from each of the seven geographical districts shall serve on the Board of Directors and serve as a liaison between FACC and the clerks in their respective districts.

### **Section 5: Immediate Past President**

The immediate past president serves on the Board of Directors and has the same voting privileges as the officers and directors. The immediate past president shall serve as chair of the Nominating Committee.

### **Article VIII - Committees**

Standing committees, as named in the FACC policies, shall be decided upon by the Board of Directors and shall be formed and abolished as necessary to allow the board to carry out the goals of the association. The committee appointment process, current committees and associated responsibilities can be found in the FACC policies.

### **Article IX - Amendments**

#### **Section 1:**

These by-laws may be amended, altered, or rescinded by a two-thirds vote of those members present at the annual business meeting of the association. Proposed amendments, as proposed by the By-Laws and Manual Revision Committee and as approved by the Board of Directors or proposed by the Board of Directors, shall be presented to the membership in writing at least 45 days before the annual business meeting.

#### **Section 2: Emergency Amendment Proceedings**

If an emergency amendment is needed to the by-laws prior to the annual meeting, said by-laws can be amended by a two-thirds vote of the membership, and said amendment will be presented by publication in the association newsletter and/or email. The president, or president's designee, shall notify the membership, in writing, of the proposed amendment and request their proxy vote. (An emergency would constitute some action needed to effectuate a necessary and pertinent change prior to the annual meeting.)

### **Article X – Other Provisions**

#### **Section 1: Fiscal Year**

The fiscal year of the organization shall begin on August 1 and end on July 31 of each year.

#### **Section 2: Parliamentary Law**

The current edition of Robert's Rules of Order newly revised shall apply whenever parliamentary rules or procedures shall be involved in carrying out the affairs of the FACC.

#### **Section 3: Dissolution**

## **FACC By-Laws Continued**

In the event of dissolution of the FACC, the assets shall be dedicated or transferred only in accordance with the purposes of the organization.

*(As amended June 2023.)*

**FLORIDA ASSOCIATION OF CITY CLERKS POLICIES**



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## Attendance

The FACC Board of Directors meets:

- in early May virtually for budget consideration;
- once at the beginning of the annual FACC Summer Conference and Academy;
- once at the annual FACC Fall Academy; and
- virtual meetings as decided by the President.

Dates and times of these Board meetings are established well in advance, providing ample opportunity for members to calendar these events.

Because members of the Board can be effective only if they attend the meetings on a regular basis, attendance is monitored. The Board recognizes that circumstances often arise beyond one's control. However, it is difficult for any board to function effectively with less than full membership. It is also very important that a board member representing a district participates in board meetings, so their district members can be kept up to date on discussions and actions of the board.

If a member of the Board is absent from more than one meeting per year the circumstances surrounding the absences will be reviewed by the Board as a whole, to determine if that member should relinquish his/her position.

*This policy adopted by FACC Board of Directors April 18, 1993.*

*This policy amended by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors February 11, 2015.*

*This policy amended by FACC Board of Directors June 10, 2018.*

*This policy amended by FACC Board of Directors April 29, 2022.*

*This policy amended by FACC Board of Directors July 13, 2025.*

## Committees

In General, each committee consists of four to seven members. To ensure continuity of purpose on the various committees, whenever possible, the president shall have the latitude to either appoint to the various committees a past president, a director or an officer assigned to act as liaison, or to appoint a vice-chair. At the request of a committee chair, the president may appoint one or two honorary and/or associate members as resource members of a committee. Such resource members shall be nonvoting and shall not count towards a quorum any time a quorum is required, but shall have full participation rights, be listed in the committee records and receive service credit for active participation.

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All Committee Chairs shall submit a letter of council/manager support for their committee chair position to the FACC President.

*This policy amended by FACC Board of Directors June 10, 2012.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **Section 1: Awards/Scholarship Committee.**

The Awards/Scholarship Committee shall outline and update the criteria for the issuance of scholarships to member clerks for attendance at the annual Summer Conference and Academy, the annual Fall Academy (this scholarship is called the Kay O'Halloran Fall Academy Memorial Scholarship), alternate institutes and the annual International Institute of Municipal Clerks (IIMC) conferences, as well as the Dale Barstow Annual Scholarship. This committee also reviews all applications and makes recommendations to the Board for final approval as to who shall receive said scholarships. Following Board approval of the scholarship recipients, the Committee Chair shall formally notify each recipient of their selection. Scholarship awards shall be announced at the annual Summer Conference and Academy business meeting.

**Current FACC President, or incoming FACC President, is ineligible to receive any FACC Scholarship during their term of office.**

**Members, including the Chair of the Awards/Scholarship Committee, are ineligible to be a recipient of any scholarships or the Robert N. Clark Memorial Award during their tenure on the Committee.**

All scholarship applications must be mailed or emailed to FACC staff no later than January 30<sup>th</sup> 31<sup>st</sup> of each year. Scholarships are only good for the year in which they were awarded and are non-transferable.

The Awards/Scholarship Committee shall outline and update criteria for the Robert N. Clark Memorial Award and review the names of nominated association members; FACC staff shall receive all nominations. The award is confidential, and the Chair shall announce the recipient at the annual Summer\_Conference and Academy annual business meeting. FACC staff shall receive all nominations for the FACC City Clerk of the Year Award. Each year, a recipient of the Clerk of the Year Award will be selected by an anonymous review and evaluation panel secured by the Florida Institute of Government (IOG) Executive Director. The recipient will be presented with the award at the FACC annual business meeting.

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*This policy amended by FACC Board of Directors February 3, 2012.*  
*This policy amended by FACC Board of Directors May 14, 2014.*  
*This policy amended by FACC Board of Directors October 12, 2014.*  
*This policy amended by FACC Board of Directors January 13, 2015.*  
*This policy amended by FACC Board of Directors April 24, 2015.*  
*This policy amended by FACC Board of Directors June 21, 2015.*  
*This policy amended by FACC Board of Directors June 10, 2018.*  
*This policy amended by FACC Board of Directors April 29, 2022.*  
*This policy amended by FACC Board of Directors April 28, 2023.*

## **Section 2: By-Laws/Manual Revisions Committee.**

The By-Laws/Manual Revisions Committee members shall be appointed to two-year terms, with a review and report at the annual business meeting every even-numbered year. This Committee shall review the association's By-Laws, Policies, **and Manual, and New Member Informational Video.**

### By-Laws Amendment(s)

Amendment(s) to the association's By-Laws require membership approval. Proposed By-Laws amendments shall be provided in writing to the membership at least 45 days prior to the annual business meeting. Proposed By-Laws amendments and/or changes to the amendments may be proposed at the time of the annual business meeting if presented in written form to all members present. Technical corrections may be accepted by the presiding officer during discussion.

### Policies and Manual Revisions

Revisions to the association's policies and manual require Board approval. The By-Laws/Manual Revisions Committee, under the direction of the Chair and at the conclusion of each legislative session, shall perform an annual review of the association's policies and manual. Each member of the Committee will be assigned various chapters to review and recommend changes to the Chair. The Chair shall present a compilation of recommended changes to the board for their review and approval. Additionally, the Committee shall perform a comprehensive review of the same every five years, beginning in the year 2020.

### New Member Informational Video (2023 Class Three Project)

The Committee will review annually (after Florida's Legislative Session) the new member informational video produced as the 2023 Class Three Project. If changes

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are necessary to the video, the Committee will advise the Board of Directors of the recommended changes and staff will facilitate changes being made. The Committee should also advise the Board if they believe the video should no longer be utilized as a resource provided to new members.

At the conclusion of the Chair's term of office, an up-to-date editable document (word document) of the By-Laws, policies, and manual shall be provided to FACC staff.

*This policy amended by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors January 8, 2016*

*This policy amended by FACC Board of Directors April 22, 2016.*

*This policy amended by FACC Board of Directors April 29, 2022.*

*This policy amended by FACC Board of Directors October 22, 2023.*

### **Section 3: Fall Academy Host Committee.**

Appointed by the President and working closely with the FACC Executive Director staff, the Fall Academy Host Committee shall act as the local host during the annual Fall Academy and shall work with FACC staff to plan the social activities for the Academy.

### **Section 4: Investment Committee.**

The Investment Committee shall oversee investment options of the association's financial resources and shall make an annual report to the membership. The committee shall consist of at least three members: the President, who shall serve as Chair; the Immediate Past President; and at least one additional member appointed by the President. The President may also appoint one or two honorary or associate members to serve as nonvoting resource members.

Proposed Goals/Tasks:

- Provide FACC Board of Directors with advice for the investment of the financial assets of the Association as required and within appropriate levels of liquidity to meet identified current and projected obligations of the Association.
- Assist the Board in the review of the Association's investment activity and performance for compliance with this policy.

- 
- Immediately notify the Board in the event of any information that may have a severe or adverse effect on the Association's assets.
  - Advise the Board as to recommended amendments to the policy, as needed.

## **Section 5: Legislative Committee.**

The Legislative Committee shall be responsible for monitoring the Florida State Legislature and informing the Board and the membership of pending legislation that may affect local government. This may include recommendation of, support or opposition to legislation. ~~This Committee is also responsible for promoting professionalism of municipal clerks and the important role they play in local government.~~

## **Section 6: Membership Committee.**

The Membership Committee shall solicit members to the association for the ensuing year and report to the membership at the annual Summer Conference and Academy. The Vice-President shall serve as an ex-officio member of the Membership Committee.

## **Section 7: Mentoring Committee.**

The Mentoring Committee shall provide the framework to facilitate the exchange of knowledge, experience, and methods between clerks' offices to provide assistance and support in the performance of their duties. It shall also be the duty of the committee to pair clerks with mentor clerks with the best possible match. The committee maintains a list of participants; develops and prepares all associated forms, application information and procedures; and conducts on-going evaluation and assessment of the mentoring relationship.

## **Section 8: Nominating Committee.**

The Nominating Committee shall be responsible for processing nominations and shall nominate all qualified candidates for each board position except for the position of President and President-Elect, which shall automatically be filled by the President-Elect and Vice-President, respectively. The Chair is responsible for ensuring that nomination forms are published in an edition of the FACC newsletter (Friday email) and provided to each committee member and District Director for distribution to

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interested members in their respective districts. The Chair shall be responsible for the dissemination, collection and safekeeping of all nomination forms. The Chair will acknowledge receipt of all nomination forms and notify each candidate whether they meet the qualifications for office, as outlined in Article V, Section 2 of the By-Laws. The Chair shall provide names of candidates and voting timelines to FACC staff in a timely manner to be forwarded to the membership at least 45 days prior to the business meeting held during the Summer Conference and Academy.

No member of the Nominating Committee shall solicit applicants to run for election, nor shall they endorse or campaign on behalf of a candidate. The Chair shall contact the District Director and the President-Elect to solicit applicants.

The Nominating Committee shall call for applications for the IIMC Region III Director by January 31 for the Board to select at the winter board meeting.

If a Nominating Committee member becomes a candidate for a board position (whether officer or director) the committee member will recuse themselves from discussion and consideration of their application during the committee deliberations if there is no opposition for the board position that they seek. If there is opposition for the board seat, and an election becomes necessary, the committee member/candidate will resign from the Nominating Committee prior to campaigning for the board position.

*This policy amended by FACC Board of Directors February 3, 2012,*

*This policy amended by FACC Board of Directors October 17, 2012.*

*This policy amended by FACC Board of Directors April 10, 2014.*

*This policy amended by FACC Board of Directors December 17, 2020.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **Section 9: Professional Education Committee (PEC).**

Working in conjunction with the Institute of Government (IOG), the Professional Education Committee (PEC) assists with educational programming for the academies and webinars, including suggesting topics and speakers.

PEC members shall be appointed for three-year staggered terms, shall have at least a CMC designation, and if possible, shall be representative of each of the districts. The PEC will meet at least four times a year. Members shall be required to attend at least 75 percent of scheduled meetings. The FACC President can also make additional appointments to the committee.

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The Chair of the PEC Committee may attend the IIMC Conference and Education Colloquium. The registration fee and travel expenses, up to the budgeted amount, will be paid by FACC.

The Chair and Co-Chair of the PEC Committee may attend FACC live webinars at no cost.

*This policy amended by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors May 9, 2013.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **Section 10: Resolutions Committee.**

The Resolutions Committee ~~drafts and recommends adoption of~~ prepares resolutions to the Board of Directors. A retirement resolution shall be prepared for all full, associate, honorary members of the FACC or any former member that has been inactive for 18 months or less prior to retirement. Resolutions shall also be prepared for any Florida Municipal Clerk, Deputy Clerk, and Assistant Clerk, et al. Requests for a resolution for anything other than retirements shall be submitted to the President and voted upon by the Board of Directors electronically or as the President sees fit. The Chair prepares the resolutions in final form and forwards them to the President and President-Elect for signatures. The Committee Chair shall submit to the CAP (Clerks Assistance Program) Coordinator the name and contact information of all retiring municipal clerks to which a resolution has been prepared approved for signature by the President and President-Elect.

All requests for resolutions for retiring members will go through the FACC Resolutions Committee Chair. Any communications with members regarding resolutions will be conducted by the Resolutions Committee Chair or his/her designee from the Resolutions Committee. District Directors are encouraged to coordinate with the Resolutions Committee Chair for any resolutions or related information.

The Resolutions Committee Chair, upon learning of a member who will soon retire, contacts FACC staff. FACC staff sends an email to the District Director and the Clerks Assistance Program (CAP) Coordinator, copying the Resolutions Committee Chair on the email, advising of the retirement the member and requests he/she the member complete the resolutions request form. During this communication, the Resolutions Committee Chair verifies in writing whether the member wishes to receive a resolution and, if so, whether the resolution should:

- 
- 1) be presented to the member by the FACC District Director (or another FACC representative) in a public forum designated by the member's local government, most likely a council/commission meeting;
  - 2) be presented to the member by the FACC District Director (or another FACC representative) in an FACC designated public forum, such as a district luncheon;
  - 3) be presented in a private forum designated by the member's local government; or,
  - 4) be mailed directly to the retiring member without a presentation.

If a member advises he/she does not wish to receive a resolution at all; but the association is approached by the member's local government, or another entity, requesting a resolution, the local government (or entity) is advised, by the Resolutions Committee Chair, the member does not wish to have a resolution presented and the association upholds the wishes of the member.

However, the Resolutions Committee can contact the member directly with this request from the local government (or entity) and a resolution prepared by the Resolutions Committee, with assistance from the District Director, can be issued upon the member's written approval.

If the member continues to decline in writing, FACC, through the Resolution Committee, will not provide a resolution, and will inform the local government (or entity) of the member's final decision.

*This policy amended by FACC Board of Directors September 17, 2014.*

*This policy adopted by FACC Board of Directors February 28, 2019.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **Section 11: Silent Auction/50-50 Drawing Committee and Standard Operating Procedures**

The purpose of the FACC Silent Auction is to raise money for the organization and a charity designated annually by the sitting Board of Directors. Funds raised will be dispersed as follows:

- 50% of the proceeds or \$100, whichever is greater, will be donated to a charity designated annually by the sitting Board of Directors

- 
- ~~Of the remaining proceeds, 25%~~ 50% of the remaining proceeds are is placed into the Florida Education Fund (FEF) account and used as deemed necessary
  - ~~25% of the remaining proceeds are placed into the FACC general account and used as deemed necessary~~

The purpose of the 50/50 drawing is to raise money for the organization. Funds raised are placed into the FACC general account and used as deemed necessary.

The Auction and 50/50 Committee will prepare for and staff the auction and 50/50 drawings during the Summer Conference and Academy and the Fall Academy for 50/50 drawing. The committee will prepare for and staff the 50/50 drawings during the International Institute of Municipal Clerks (IIMC) Region III Conference when Florida hosts the conference. The Committee Chair (serving as Auction Coordinator) and/or his/her designees will be responsible for solicitation of auction items; advertisement of auctions through FACC staff; collection and storage of all auction items prior to the auction; preparing documentation as described below (see attachments); collection of money and delivery of items following auction; completion of reconciliation report with FACC Executive Director staff (or his/her designee) following auction and before Summer Conference and Academy ends; and passing along all relative items to the next Committee Chair following the auctions. The Committee Chair (and/or his/her designees) will follow the 50/50 drawing procedures as outlined below and approved by the FACC Board of Directors (see below.)

#### Silent Auction:

The first step in preparing for a silent auction is to solicit donations.

FACC staff will email the membership and let everyone know the silent auction is going to be held and donations are needed. Try to collect as many items as possible prior to arriving at the conference location.

Sample items for the silent auction:

Candles  
Coolers  
Gift Baskets  
Gift Cards (so bundles can be put together for auction)  
Jewelry  
etc.

The donor should provide the auction organizer with an approximate value of the item, so bidding sheets can be prepared ahead of time, if possible.

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**Example of first solicitation email sent out to membership:**

*“Due to the overwhelming success of past silent auctions, FACC is pleased to host another Silent Auction. If you have an item you feel would work for the Silent Auction, please email pictures and an approximate value, along with a detailed description, (fill in name of to the person organizing the auction events). Such items can be delivered at the conference by (fill in date/time), but it is important to provide the information and a photograph ahead of time. Gift card bundles are always popular, and any gift cards donated will be collected and bundled for bidding. Fifty percent (50%) of the proceeds or \$100, whichever is greater, will be donated to a charity designated annually by the sitting board of directors with the remaining funds benefitting FACC.”*

Periodically, FACC staff will send out reminders and requests for donations.

The auction is a lot of fun, provides friendly competition between clerks and raises additional funds for the organization.

Prior to the Conference/Auctions:

- 1) Keep a log of anything donated, the municipality from where it was donated, value and description (Example Attached Below – “A”)
- 2) Prepare bidding sheets for every item promised/received, bidding sheets are in numerical order (Example Attached Below – “B”)
- 3) Prepare a “Special Thanks” list to everyone who makes a donation, also indicate their municipality (Example Attached Below – “C”)
- 4) Prepare a Welcome Bag insert (Example Attached Below – “D”)
- 5) Prepare Description Sheets for each gift card bundle (Example Attached Below – “E”)
- 6) Be sure to plan for displays for the booth (examples include jewelry displays, stand-up displays for thank you sheets and gift card bundle descriptions, easel, etc.)
- 7) Coordinate with FACC Executive Director staff to find a secure location to keep all auction items, make sure you get a key to the room
- 8) Need to provide ink pens for the auction sheets, bring miscellaneous supplies such as tape, push pins, scissors, and stapler just in case they are needed

Financial Information for Silent Auction:

- 
- 1) Keep all finalized auction sheets. This is how you will know who won which items and how much they owe FACC
  - 2) As people pick up their auction items, require they sign next to the item on the bidding sheet to show they have received their item and paid; note how they paid, (check or cash) on the bid sheet
  - 3) Meet with the FACC ~~Executive Director staff (or his/her designee)~~ to discuss the money once the amount of money collected is reconciled with the bid sheets
  - 4) Explain all transactions to the FACC ~~Executive Director staff (or his/her designee)~~ and have that person recount the money. If all totals match, collect a receipt that shows the money and paperwork were turned over to FACC staff. FACC staff and auction coordinator will prepare a reconciliation report and both sign report.

#### 50/50 Drawing:

The following will assist in providing an audit trail and accounting for the 50/50 drawing and must be followed each time a 50/50 drawing is utilized.

#### Procedures:

- Each year, the ~~FACC President will appoint a person to Auction and 50/50 Committee Chairperson will~~ be responsible for the 50/50 drawing ~~who and~~ will work with the FACC ~~Executive Director staff~~ to maintain the reconciliation reports. ~~Auction and 50/50 Committee Chairperson should serve in this capacity, unless otherwise determined by FACC President.~~
- The tickets to be sold must be numbered sequentially.
- For the Summer Conference and Academy and the Fall Academy, ~~I~~the winner must be in attendance at time of drawing to win.
- A report will be kept for each person selling tickets. The beginning and ending numbers of the tickets given to each person responsible for selling tickets will be documented on a reconciliation report (example: Person #1 might be given tickets 1-20, person #2 tickets 21-41, person #3 tickets 42-62, etc.)
- Each person assigned tickets will be responsible for accounting for the tickets they were given and will be asked to sign the reconciliation report each time they receive tickets.

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- As tickets are sold and cash returned to the President's designee and the FACC **Executive Director staff**, documentation showing the number of tickets sold and cash collected will be shown on the reconciliation report and the report will be signed by the person selling the tickets and the President's designee, who verified the tickets given to the seller and the cash collected and returned.
  - Following the drawing, all tickets used in the drawing, and all tickets not sold, must be given to the FACC **Executive Director staff** and made available to the audit team along with the reconciliation report for the drawing.
  - Following each drawing, the FACC **Executive Director staff** will be responsible for the final reconciliation report that will account for the tickets sold, the cash collected and any disbursement of cash (for expenses; paid out to the winner) and that will agree with the cash to be deposited into the FACC accounts. The final reconciliation report must be signed by two people: the FACC **Executive Director staff** and a person designated for this purpose by the FACC President (see above) the Auction and 50/50 Committee Chairperson.
  - The name and address of the winner must be included in the reconciliation report. Should the amount given to any one winner be \$600.00 or more, a 1099 form issued by the FLC Accounting Department would be necessary. If the amount awarded is \$600 or more, the winner's social security number will also be required for reporting purposes.
  - It is the recommendation of staff, that should a drawing garner more than \$600.00 in funds to be given to the winner of the drawing (the amount collected would be \$1,200.00 or more), two winners be selected.

*This policy was amended by the FACC Board of Directors May 29, 2025.*

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**AUCTION DONATIONS RECEIVED –**  
**Attachment “A”**

**DESCRIPTION    MUNICIPALITY/PERSON DONATING    VALUE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

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16. \_\_\_\_\_

17. \_\_\_\_\_

**#«Number»-«Description»--Attachment "B"**

Donated by «Donor»

Value \$«Value»

Starting Bid \$«Start\_Bid»

Bid in Increments of \$5.00 or more

<b>Name</b>	<b>Municipality</b>	<b>Cell Phone #</b>	<b>Email</b>	<b>Bid</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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**SAMPLE "SPECIAL THANKS LIST" –**  
**Attachment "C"**

The Florida Association of City Clerks (FACC) wishes to thank the following individuals for contributing to the FACC silent auction. Through your generous contributions to these auctions, continued educational opportunities will be provided for Florida's city clerks. Thank you!

(Add names and municipalities to this list.)

**SAMPLE "WELCOME BAG INSERT" –**  
**Attachment "D"**

**FACC ATTENDEES**

**DON'T MISS THE FACC SILENT AUCTION**

**Enjoy beautiful items while you support the FACC and a special charity through your purchases!**

**Silent Auction will be in the Exhibit Hall**

**(fill in exhibit hall auction hours)**

**Bid for your favorite items...Bid for items for loved ones...**

**Bid for future gifts...**

**Bid now...Bid Frequently...Bid high!**

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**Silent Auction Items Include:**

(list the big, exciting auction items here)

**#«Number»-«Description»--Attachment**  
**Example “E”**

The following gift cards are included in this bundle: (list gift cards)

Donated by «Donor» (list multiple donors if necessary)

**Value \$«Value»**

**Starting Bid \$«Start\_Bid»**

**Bid in Increments of \$5.00 or more**

<b>Name</b>	<b>Municipali ty</b>	<b>Cell Phone #</b>	<b>Email</b>	<b>Bid</b>


**Section 12: Summer Conference and Academy Host Committee.**

Appointed by the President and working closely with the FACC Executive Director staff, the Summer Conference and Academy Host Committee shall act as the local host during the annual Summer Conference and Academy and shall work with FACC staff to plan the social activities for this event.

*This policy amended by FACC Board of Directors February 3, 2012.  
 This policy amended by FACC Board of Directors April 29, 2022.*

**Section 13: IIMC Region III Conference Host Committee.**

Appointed by the President and working closely with the FACC staff, the International Institute of Municipal Clerks (IIMC) Region III Conference Host Committee shall act as the local host during the International Institute of Municipal Clerks (IIMC) Region III Conference (this conference is hosted by Florida and occurs every five years). The committee shall work with FACC staff to plan the social activities. This committee forms one year prior to FACC hosting the conference in Florida.

This policy adopted by FACC Board of Directors \_\_\_\_\_.

**Section 14: Florida Certification Task Force Committee.**

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Appointed by the President, this committee assists with the Florida Certified Professional Clerk (FCPC) Certification Program. The program is operated by the John Scott Dailey Florida Institute of Government (IOG).

*This policy adopted by FACC Board of Directors*

## **Section 15: Discussion Forum.**

The Florida Association of City Clerks (FACC) Online Discussion Forum is established as a dedicated communication platform for FACC Board Members and consultants. This secure, members-only forum serves as a collaborative space to share knowledge, seek guidance, and exchange best practices among professional city clerks across the state.

The Discussion Forum functions as FACC's virtual bulletin board, where members can post questions, provide responses, and engage in professional dialogue.

The Discussion Forum moderator is appointed by the President.

### **Purpose of the Forum:**

- To provide a centralized platform for discussion among FACC members.
- To facilitate the exchange of information, ideas, and professional support.
- To offer a space for seeking and offering guidance on matters relevant to municipal clerks.

### **Participation Requirements:**

- The forum is hosted on a Google platform and is accessible to FACC members only and the association's consultants.
- Participants must have an active Google account to access and post in the forum.

### **Code of Conduct:**

All users are expected to participate respectfully and professionally. Posts should remain relevant to the duties, responsibilities, and professional development of city clerks. Any inappropriate, offensive, or off-topic content may be removed at the discretion of the FACC staff.

The Florida Association of City Clerks (FACC) Discussion Forum is governed by Chapter 119 of the Florida Statutes regarding public records. All posts submitted to the discussion forum are considered public records and are subject to disclosure under Chapter 119 of the Florida Statutes.

## **Education Fund**

### **Section 1: Mission.**

To raise funds for the Florida Association of City Clerks (FACC) professional educational programs and to protect the training investments made by its members and municipalities.

### **Section 2: Strategy Statement.**

Provide a fund to operate under a separate account from FACC's General Fund and used solely and exclusively for the purpose of providing professional education programs to our members and assist FACC in covering the expenses of quality and superior instructors.

### **Section 3: Benefits.**

- Ensures the professional education budget line item remains fiscally viable and in the future self-sustainable.
- Allows the association to utilize registration funds for integral elements of networking, purchasing necessary materials related to the education curriculum, and other vital and essential items that are necessary to ensure Florida Clerks are properly educated.
- Allows the association to fund high quality and highly sought-after speakers

### **Section 4: How to Donate.**

The FACC Florida Education Fund (FEF) would be funded through direct donations of Florida Clerks, supporting agencies, individuals, corporations, or bequeaths and endowments similar to the IIMC Education Foundation.

Suggested Donation Increments:

- \$5 (Friend)
- \$10 (Silver)
- \$25 (Gold)
- \$50 (Diamond)
- \$100 (Platinum contributor)
- Other

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## **Section 5: Fund / Account Setup.**

The fund is to be established as a Revenue Fund—only to be used for FACC Educational offerings. The fund is established to “supplement” the current educational budget – not to offset the current budgeted funds.

The fund is to be setup by the Board of Directors and managed by the Florida League of Cities in the same manner as other FACC accounts with fund allocations as set forth below.

Set-up by the Florida League of Cities will be via separate line items for revenue and expenses in the General Fund Budget and the financials will require the funds be shown as “temporarily restricted funds” until they are spent, or contributions are no longer accepted for this specific purpose.

## **Section 6: Account Closure and Termination.**

Should the fund be closed or terminated, all remaining unspent funds will be allocated to the FACC General Operations for educational training purposes only.

## **Section 7: Marketing.**

- Include FEF on the annual registration form ~~(just like MCEF does)~~
- Include FEF as an option to any fundraising/silent auction tickets
- Include suggested amounts:
  - \$5 (Friend)
  - \$10 (Silver)
  - \$25 (Gold)
  - \$50 (Diamond)
  - \$100 (Platinum contributor)
  - Other
- Include FEF on the Summer Conference and Academy and Fall Academy registration forms
- Include in the printed version of the Membership Directory
- Include in Friday emails
- Include on the FACC website
- Create logo and include on tagline of all Board of Director emails when emailing members
- Send FEF information to all managers and elected officials
- Annually (April) list contributors in the Summer Conference and Academy Program

## **Section 8: Distribution.**

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Fund use would be placed before the FACC Board of Directors for approval to distribute only when requested by the FACC Professional Education Committee via a majority affirmative vote of the current standing active committee members. Use of funds would require a majority affirmative vote of the FACC Board of Directors.

### **Section 9: Guidelines for Distribution and Use.**

- No distribution of funds will be made until \$2500 has been accumulated.
- Board can approve to spend up to sixty percent of the funds at any one time, and fund cannot go below \$1,000.
- Following distributions, fund must again reach \$2500 before additional distributions.
- The Board will ensure no approval for use will allow the fund to fall below \$1,000 at any given time.

### **Section 10: Charitable Deductions.**

Contributions are not tax-deductible as charitable contributions since FACC is a 501 (c)6 and not a 501 (c)3. Businesses can however deduct as a business expense if the contribution is germane to their business.

### **Section 11: Fund Approvals.**

6/2012 – Initial FACC Board of Directors Approval

2/8/13 – Proposed Final FACC Board of Directors Approval

10/24/13 – Change from separate checking account required to “a separate line item”

*This policy adopted by FACC Board of Directors October 24, 2013.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **Election of Officers – Candidate Campaigns**

Only full members are allowed to participate in voting.

Once the Nominating Committee has officially notified FACC staff and the Executive Board that each candidate has met/not met the qualifications to run, then FACC staff will send out a dedicated email notifying all members of an election, reminding members that only full members are allowed to vote in the election. The election will take place electronically. Staff will create the election ballot via a software program and ballots will be emailed electronically to each full member.

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Once the deadline for voting has passed, the Nominating Committee Chair shall advise the candidates of the vote tabulation and present the slate of officers at the Summer Conference and Academy. The percentages of the votes for each candidate shall be available upon request to the candidate only. Once the votes have been tabulated and the results announced, the results are not challengeable by any FACC member or other party.

Election candidates are responsible for managing his or her election campaign, according to the following guidelines:

Candidates will be allowed the following opportunities to have FACC staff send a message on their behalf:

1. Introduction Message – providing an introduction of themselves, a short bio, a professional headshot and their campaign platform. This message will be sent out prior to the dedicated email announcing the official ballot has been emailed.
2. Mid-Election Message – reminder to members of the ballot deadline and comments regarding their campaign platform.
3. End of Election Message –thanking members for voting and if they have not yet voted the deadline is XX.
4. Post-Election Message – a thank you message to members for their participation in the election.

Should a candidate wish to send out mass communication to FACC members on their own, staff will allow under these circumstances:

- Appropriate communication materials to members via the three (3) allowed communications on behalf of the candidates, include:
  - Bio
  - Campaign flyer
  - Letters of support/recommendation
  - Comments relating directly to their platform
- Unacceptable communication content includes:
  - Comments not related directly to the candidate’s campaign
  - Profane language or content
  - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status

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with regard to public assistance, national origin, physical or mental disability or sexual orientation

- It is important to always remain courteous to all association members and your opposition.
- Candidates are also given the right to utilize the FACC logo on campaign literature that meets the above standards. The FACC Executive Director, upon review of campaign materials and consultation with the President, has the right to revoke use of the logo on campaign materials that does not meet these criteria or the high standards of the FACC.

*This policy amended by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors March 11, 2015.*

*This policy amended by FACC Board of Directors April 22, 2016.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **Executive Board Mentoring**

The FACC Board of Directors has determined it is in the best interest of the association and its membership to implement an Executive Board Mentoring Policy to assist, engage, and mentor members pursuing their CMC designation. It is the expectation of this board that this policy will provide new members a better understanding of FACC, provide a direct link to the association, invigorate new members to excel in the association by becoming an active FACC committee member, and develop a relationship with their future FACC president. This policy will also provide assistance to the first-year class in appointing their class president and ensure their understanding, and achievement, of their third-year project.

Henceforth, each Executive Board member shall be assigned to a Fall Academy class and shall serve as that class' mentor through the completion of their three-year CMC program. Implementation of this policy will be as follows:

The current Vice-President is assigned to the 1<sup>st</sup> year clerks;

The current President-Elect is assigned to the 2<sup>nd</sup> year clerks; and

The current President is assigned to the 3<sup>rd</sup> year clerks.

Thereafter, the Vice-President shall be assigned to 1<sup>st</sup> year clerks with the remaining Executive Board members advancing with their assigned class.

*This policy adopted by FACC Board of Directors April 4, 2014.*

*This policy amended by FACC Board of Directors April 29, 2022.*

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## Expressions of Sympathy/~~Request for Resolution~~

The President of FACC, or his/her designee, is authorized to convey condolences on behalf of the association to members of the association who experience the loss of a member of their immediate family. Immediate family is defined as: spouse, child, stepchild residing in the member's household, father and mother, or siblings.

The form of such condolence shall be a card.

[Moved some of the below to the Resolutions Committee]

~~A resolution shall be prepared for all full, associate, honorary members of the FACC or any former member that has been inactive for 18 months or less prior to retirement. Resolutions shall also be prepared for any Florida Municipal Clerk, Deputy Clerk, and Assistant Clerk, et al.~~

~~Requests for a resolution for any retiring Municipal Clerk and others who do not meet the aforementioned requirements shall be submitted to the president in writing via email or any desired means of delivery and voted upon by the Board of Directors electronically or as President sees fit.~~

~~All Request for Resolution forms must be submitted, if possible, no less than 30 days prior to individual's retirement date, unless retirement is due to unforeseen circumstance(s). Incomplete or non-submission of completed application will delay preparation of said document. If for any unforeseen reason, the resolution cannot be presented publicly, the resolution will be forwarded to the last address on file with FACC or IIMC.~~

*This policy amended by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors March 11, 2015.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## Honorary Membership

Persons granted honorary membership in the Florida Association of City Clerks will not be required to pay a membership fee. ~~Upon request, Hh~~ honorary members shall be entitled to the membership directory and updates.

*This policy adopted by FACC Board of Directors April 18, 1993.*

*This policy amended by FACC Board of Directors February 3, 2012.*

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## IIMC Region III Director

The International Institute of Municipal Clerks (IIMC) selects a IIMC member to serve as the International Institute of Municipal Clerks (IIMC) Region III Director on a rotating basis among the five states composing Region III: Alabama, Florida, Georgia, North Carolina and South Carolina.

The directorship is a three-year term and officially begins on the final day of the IIMC annual conference.

FACC offers expense reimbursement to Florida's IIMC Region III Director. To be eligible for expense reimbursement from FACC, of up to \$2,500/year for the three-year term, the Florida representative shall:

1. Be at least a Certified Municipal Clerk (CMC)
2. Be a current or past Board member or a current or past Committee Chair
3. Be a member of FACC and IIMC, in good standing
4. Present a letter of support from their municipality
5. Meet the criteria required by IIMC as listed in the *IIMC Region Director Handbook*

*This policy reviewed by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors April 29, 2022.*

*This policy amended by FACC Board of Directors October 22, 2023.*

## Member-Owned Businesses Guidelines

As part of FACC's strategic long-term planning, the association promotes the professional image of both the organization and its members. Private vendor participation at the conference and directory advertising expose Clerks to products and services which might be of service to municipalities. Corporate participation also helps balance FACC's budget. Uniform solicitation procedures and rules have been adopted for companies that do business with Florida cities. (Please see the attached ~~Private Sector Sponsorship Guidelines~~ See below Sponsorship and Exhibitor Guidelines for FACC Conferences/Academies).

FACC also has a policy against direct sales at conference included in the sponsor/exhibitor agreement. To see the exact language, please refer to the most recent kit. If you have any questions, please contact the current FACC fundraising consultant(s).

The Board has adopted the following guidelines for Clerk-owned business participation at FACC events.

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- 1) FACC applauds clerks' entrepreneurial spirit and acknowledges some member's desire to market their non-government function businesses to fellow clerks.
  - 2) FACC members may market their privately held businesses, as long as those businesses do not offer local government professional services, to fellow clerks by placing information and a sample item (if appropriate) in the conference bag at either the Fall or Summer Conference and Academy, following the same procedures as other complimentary bag inserts.
  - 3) FACC will not allow promotion of non-government service clerk-owned businesses during any FACC function, event or training. This prohibition includes the **hospitality suite networking spot** as well as sale at booths or tables.
  - 4) Should an FACC member own or work for a private business which offers services to municipalities, they can participate in opportunities available to other municipal vendors, such as exhibiting, sponsoring or advertising in the directory at the published costs and in compliance with the stated rules/policies for all municipal vendors.
  - 5) FACC recommends clerks consult with their municipal attorney prior to engaging in any such marketing at conference.

*This policy amended by FACC Board of Directors October 2015.*

*This policy amended by FACC Board of Directors April 29, 2022.*

*This policy amended by FACC Board of Directors January 26, 2023.*

*This policy amended by FACC Board of Directors April 25, 2025.*

## **Membership**

MEMBERSHIP DUES – Any person as described in FACC By-Laws Article III, Sections 1, 2 and 4 desiring to become a member of this association shall make written application upon such forms as prescribed by the Board of Directors, along with a copy of their current job description, and shall pay the membership fee as stated below. The application and dues shall be filed with the FACC staff.

Annual dues are approved by the Board of Directors.

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FULL MEMBERS – Active Member dues are for one fiscal year effective August 1 of each year. Annual dues shall be based on the population of the jurisdiction the member serves, as follows:

<u>Population</u>	<u>Full Year</u>	<u>Half Year</u>
20,000 and under	\$100.00	\$50.00
20,001 to 50,000	\$125.00	\$62.50
50,001 to 100,000	\$150.00	\$75.00
100,001 and over	\$175.00	\$87.50

Exception: First time members joining February 1 through July 31 are allowed to pay membership dues at a reduced rate of ½ the full year dues.

ASSOCIATE MEMBERS – Associate Member dues are for one fiscal year effective August 1 of each year. Former FACC members who transition to an associate membership after November 30 shall be allowed to pay half-year dues. New associate members joining throughout the year will be required to pay the annual dues, as follows:

	<u>Full Year</u>	<u>Half Year</u>
Former FACC Member	\$100.00	\$50.00
Individual	\$100.00	\$50.00

HONORARY MEMBERS – Honorary Members are offered membership at no charge, upon approval of the Board, in accordance with FACC By-Laws, Article III, Section 3.

STUDENT MEMBERS – Student members must be at least 21 years of age or older. Any person who can provide proof of enrollment as a public administration or public affairs student that intends to follow a career in local government; including, but not limited to, majors in: political science, government, public administration, public management and public affairs is eligible to be a student member. The student membership category does not apply to an individual who works full-time in a local government. The Board of Directors shall set the fees on an annual basis for student members. Student members may not vote or run for any office of the FACC. Student members may serve on Committees. Student members may not chair a committee. Student members may purchase recorded webinars and register to attend live webinars. Student members are encouraged to register and attend the annual Summer Conference and Academy and the annual Fall Academy.

If retired clerks, who are Associate or Honorary members of the Association, should go to work for any entity that provides services to a municipality; they may maintain their FACC membership. However, those retired clerks will be expected to not

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“market” their new jobs in any FACC activities unless they sign up as a corporate participant. For the rules and opportunities available to corporate participants, please see the most current Sponsor/Exhibitor Kit. Further, in the retired clerk Directory listing, FACC will not include their new corporate contact information, including company name and their title.

When clerks take on new positions in another city and their dues are current at the time of transfer, FACC will continue to carry them in “active status” in the database, as long as the membership was paid by the individual. If the membership of the outgoing clerk was paid by the municipality, then the replacement clerk will assume an “active status” and the outgoing clerk will need to pay dues at their new municipality. To clarify, the membership is owned by who paid the dues (the municipality or the individual) and is transferred when paid by the individual. Memberships may also transfer from retiring/terminated/resigning clerks to a new clerk if the municipality paid for the membership. (An additional payment would not need to be submitted but the clerk information would need to be updated.) In the same scenario, if the retiring/terminated/resigned clerk paid for the membership, the municipality’s new clerk would need to pay for a membership either individually or by the municipality. Any transfers should be accompanied by a new membership **form application** regardless of who pays for the membership, the member info will need to be corrected in our database system. *Note: FACC staff will keep track of who pays for memberships.*

*This policy amended by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors October 12, 2014.*

*This policy amended by FACC Board of Directors January 13, 2015.*

*This policy amended by FACC Board of Directors April 29, 2022.*

*This policy amended by FACC Board of Directors January 26, 2023.*

*This policy amended by FACC Board of Directors April 25, 2025.*

## District Trainings

It will be the District Director’s responsibility to organize the district training, including selection of a speaker, location/date/time for the event, and working with the International Institute of Municipal Clerks (IIMC) to secure approval of CMC and/or MMC education points. Information on IIMC’s course approval process and required forms can be found here: <https://www.iimc.com/139/Course-Review-Process>. FACC District Trainings are awarded 1 education point for every four hours of training completed. The District Director will also work with the FACC **Executive Director staff** to advertise the district training notice to all FACC members.

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District Directors are encouraged to visit the events calendar on the FACC website prior to selecting dates/times for their proposed district training to avoid conflicts with other FACC and regional events.

District trainings must be self-sustaining and cannot incur a loss. All district trainings must reach a break-even registration number or be canceled.

The fee for the district training will be \$100.00 for FACC members and \$125.00 for non-members. FACC staff will handle all the registration fees and advertisement for the event. It will be the responsibility of the District Director to let FACC staff know the maximum number of participants. If after paying the speaker's fee and other costs associated with the district training, remaining revenue will be divided between the Florida Education Fund (FEF) and FACC Scholarship Fund.

*This policy amended by FACC Board of Directors June 9, 2013.*

*This policy amended by FACC Board of Directors April 24, 2015.*

*This policy amended by FACC Board of Directors June 10, 2018.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## Athenian Leadership Society Dialogues

The International Institute of Municipal Clerks (IIMC) Athenian Dialogue Application can be found at IIMC.com (Athenian Dialogue Society tab) or by clicking here:

<https://airtable.com/shrxJYuxRWJkgQPs1>

1. Although IIMC ultimately approves all Regional Athenian Dialogues, Districts are **strongly encouraged** to follow FACC's policies and procedures to ensure chosen books and dates do not conflict with other FACC events or district trainings. (All FACC statewide and regional educational events will be posted on a master calendar.)

If Regional Athenian Dialogues are approved through the FACC's policies and procedures, FACC will advertise the Athenian Dialogue through its regular advertising processes. However, if the Athenian Dialogue is not approved according to the FACC's policies and procedures, FACC will not advertise the event.

2. All District Athenian Dialogue requests should be reviewed and approved by the Professional Education Committee (PEC), prior to IIMC/FACC final approval, to be certain they do not conflict with:

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- Summer/Fall Conference and Academy dates and their selected books
  - Webinar dates
  - District Trainings

Since the IIMC Athenian Dialogue application is on-line, all pertinent information (date/time/book selected/facilitator) regarding the proposed Athenian Dialogue should be emailed to the PEC Chair (with copy to the PEC Co-Chair if there is one at the time) for review.

Once reviewed by PEC, the PEC Chair will advise the requesting District Director of approval or concerns with the selected date or book.

3. No District Athenian Dialogues will be held 45 days prior to the first day of a scheduled Conference/Academy or 45 days after the last day of a scheduled Conference/Academy unless waived by PEC due to a Conference/Academy Dialogue attendee waiting list.

In the event of a Conference/Academy Dialogue waiting list, an email would be sent to the District Directors by PEC, following the end of the conference/academy, asking if anyone has interest in holding a District Athenian Dialogue using the same book and same facilitator as the one from the most recently held Conference/Academy, thus allowing those on the waiting list the opportunity to participate in the same book choice. If the waiting list does not fill the class, the Athenian Dialogue will be offered to the entire FACC membership.

If more than one District Director wishes to offer the Athenian Dialogue utilizing the same book and facilitator from the conference/academy, the first District Director to respond to the request will be granted the first choice of date/time. Other District Directors will be given an opportunity to select a date and time, in agreement with the facilitator and PEC, to offer the Athenian Dialogue utilizing the same book and facilitator.

District Directors are encouraged to visit the events calendar on the FACC website prior to selecting dates/times for their proposed Athenian Dialogue.

4. All Athenian Dialogues must be self-sustaining. In the event of excess funding, all proceeds are to be sent to FACC and split between the general fund and the Florida Education Fund. The fee for virtual District Athenian Dialogues and District Trainings shall be fixed at \$50.00. The fee for in-person District Athenian Dialogues and District Training shall be fixed at \$100.00 for members and \$125.00 for non-

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members to be consistent with one another and with the fees for Athenian Dialogues presented at the Summer and Fall Conference/Academy.

The District Director requesting the Athenian Dialogue is responsible for all coordination of the event, including securing an IIMC approved facilitator, location, collection of meeting registration fees, staffing the event and any necessary follow-up after the event.

5. All Athenian Dialogues at the Summer and Fall Conference/Academy shall take place in person. District Athenian Dialogues may opt to hold a virtual session. However, in-person learning is strongly encouraged.

6. No out-of-state Athenian Dialogues will be advertised by FACC.

*This policy amended by FACC Board of Directors April 29, 2022.*

*This policy amended by FACC Board of Directors September 1, 2022.*

*This policy amended by FACC Board of Directors October 9, 2022.*

## **Outgoing President's Reception**

The reception for the outgoing President of the Florida Association of City Clerks shall be combined with the opening reception held during the Summer Conference and Academy. The outgoing President may invite up to 6 guests including spouse/significant other, family (no children), and city representatives.

*This policy amended by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **Retired Past Presidents**

FACC Retired Past Presidents will be encouraged to participate in all future FACC Summer Conference and Academies and Fall Academies and will be offered a 75% discount off the current Conference and Academy and Fall Academy registration rate.

*This policy adopted by FACC Board of Directors March 11, 2015.*

*This policy amended by FACC Board of Directors April 29, 2022.*

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## Sponsorship and Exhibitor Guidelines for FACC Conferences/Academies

As part of FACC fiscal planning, the association has worked to grow corporate relationships and attract conference sponsors and exhibitors. Their participation offers clerks the opportunity to learn about needed products and services and helps FACC to keep registration costs down. Using a corporate liaison protects clerks with a "firewall" to avoid direct solicitation of contractors and uniformity across conference lines regarding private sector participation and is desirable to dissuade companies from choosing less expensive participation options.

Many members have great relationships with businesses that might consider participating in the conference and the hospitality suite networking spot. Here are some basic guidelines to keep in mind.

1. If there is a company you can recommend to your fellow clerks, please share that contact information with FACC's fundraising consultant. (Contact information should include company name, their name, phone number and email address.)
2. Your municipality is welcome to place items in the conference bags but all companies that contract with local government should pay to participate. Please don't accept or solicit bags, neck wallets, items for the conference bags, hospitality suite networking spot, door prizes, etc. If you have a company interested in those options for the Summer Conference and Academy or IIMC Region III please give their contact information to the fundraising consultant. If you have a company interested in those options for the Fall Academy, please give their contact information to the FACC Executive Director staff.
3. FACC members have a long history of self-sufficiency and support of their association through drawings, auctions and the acquisition of giveaway items. All transactions between FACC and private companies, and their employees, that engage in business with Florida's local governments should adhere to FACC's published sponsor/exhibitor opportunities, costs and requirements. Please keep in mind that FACC staff is the liaison for all sponsorship opportunities (inclusive of items identified in #2 above) for the Fall Academy.
4. Spend time at the conference talking with sponsors and exhibitors. Thank them for supporting your professional association.

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If you have any questions, please contact the current FACC fundraising consultants.

*This policy adopted by FACC Board of Directors September 17, 2014.*

*This policy amended by FACC Board of Directors April 29, 2022.*

*This policy amended by FACC Board of Directors January 26, 2023.*

*This policy amended by FACC Board of Directors April 25, 2025.*

## **Summer Conference and Academy and Fall Academy Committee—Funds for Purchase of Supplies**

The Florida Association of City Clerks (FACC) hosts two educational events annually—a Summer Conference and Academy and a Fall Academy. Each of these events require a separate Host Committee, made up of individuals from the local area of proximity to the event location. The committee serves as a resource for the FACC board and staff in planning the event, hosting a hospitality suite, securing items for and stuffing the welcome bags, and other tasks as requested by the FACC President and/or board, as it relates to the assigned event.

Annually, the FACC budget provides funds for the purchase of hospitality suite supplies (including but not limited to food and drink). This policy will provide for the Hospitality Committee Chair, as appointed by the president, to be issued a check in the amount equal to one half of the budgeted amount (example: if the budgeted amount for the hospitality committee is \$500.00, the chair will be issued a check in the amount of \$250.00), to be referred to as “advance”, at a time agreeable with the president, the Hospitality Committee Chair and FACC staff. The Hospitality Committee Chair will be required to sign documentation stating he/she received the advance.

Should the Chair, after receiving the advance as provided above, resign from or be terminated from his/her position—and is, therefore, no longer an eligible member of the FACC or Chair of the Host Committee—before the culmination of the event for which he/she received the advance, the Chair will return the advance, or the remaining advance and appropriate receipts, to the FACC staff within ten (10) business days. Similarly, if supplies have been acquired and the Chair falls under this scenario, he/she will arrange for said supplies to be transferred to another member of the Host Committee within ten (10) business days.

The Hospitality Committee Chair will be required to submit receipts to the FACC staff as soon as purchases are made, along with a full accounting of the expenditures and the remaining balance of the advance and a list of any other anticipated expenditures.

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If additional purchases are required above and beyond the original advance of one-half of the budgeted amount, the Chair may request a second advance (not to exceed the full budgeted amount). This is to be considered by the executive officers, in coordination with FACC staff, or the Committee Chair may submit receipts for the amount to be reimbursed for the expenditures, along with a full accounting, after the purchase.

In the event either advance is not used in total, the remaining balance will be submitted to FACC staff as soon as possible during or immediately following the event for which the advance was provided, along with a full accounting of all expenditures.

*This policy amended by FACC Board of Directors on February 11, 2015.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## Travel

Persons elected to the Board of Directors are required to submit, in writing, a letter of support from their respective municipality. It is anticipated that such support will include the budgeting of funds for travel to and from Board meetings.

The association will pay the total costs incurred by the President of FACC to attend: all Board meetings, the annual FACC Summer Conference and Academy, the International Institute of Municipal Clerks (IIMC) Annual conference, the IIMC Region III annual meeting Conference, the FACC Fall Academy, two meetings of the Florida League of Cities, and any other meeting requiring the FACC President's attendance.

Funding for registration fee assistance for the Professional Education (PEC) Chair to attend the IIMC's Conference and Education Colloquium will be reviewed and may be available if funds have been included in the annual budget.

The association will pay the following expenses for the John Scott Dailey Institute of Government director (or his designee) to attend FACC Conference and Academies and IIMC Conferences:

- IIMC Annual Conference: Flight and hotel room as needed;
- FACC Fall Academy: roundtrip mileage, tolls, and hotel room as needed; and
- FACC Summer Conference and Academy: roundtrip mileage, tolls, and hotel room as needed.

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The association will provide a complimentary registration fee and a complimentary regular room to the IIMC president or designated representative at the FACC's Summer Conference and Academy.

The Board of Directors will approve the President's request for the Executive Director to attend the IIMC Annual Conference, if funds are provided in the budget.

*This policy amended by FACC Board of Directors August 10, 2006.*

*This policy amended by FACC Board of Directors February 3, 2012.*

*This policy amended by FACC Board of Directors May 9, 2013.*

*This policy amended by FACC Board of Directors July 22, 2020.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **Vendors Participation in Summer Conference and Academy and Fall Academy – Holding and Speaking During Sessions/Workshops**

The Florida Association of City Clerks greatly appreciates the support and involvement of the many vendors that participate in our annual seminars through sponsorship and exhibits. Our members appreciate one-on-one face time with vendors and of course, the funds assist our association in providing excellent educational opportunities for our membership.

The association has been approached by vendors seeking the opportunity to hold sessions and/or speak before the membership during our annual events. The Board of Directors do not feel this practice is in the best interest of the association, the FACC membership and/or the sponsor program.

Therefore, by this policy, no vendor, sponsor or exhibitor will be allowed to host or speak during a seminar, workshop or session during either the Summer Conference and Academy or Fall Academy held by the Florida Association of City Clerks (FACC).

The board and the association staff maintain the right to retain the services of an individual who is associated with a vendor/sponsor and/or exhibitor whose expertise in a particular area or field would lend itself to the education and development of FACC membership through a workshop, seminar or session sponsored by and produced by the FACC, its board, staff and/or contracted consultants. Said individual, retained by the association as a qualified instructor/speaker, shall not discuss or promote his/her company, program, project or products during the workshop,

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seminar or session sponsored by and produced by the FACC, its board, staff and/or contracted consultants.

*This policy adopted by FACC Board of Directors February 11, 2015.*

*This policy amended by FACC Board of Directors April 29, 2022.*

## **IIMC President/Region III Directors Participation in FACC Summer Conference and Academy**

FACC will provide a complimentary registration and hotel room/tax for the nights of the event ~~(not before or after the event)~~ for IIMC representatives (IIMC President and Region III Directors) for FACC's Summer Conference and Academy.

*This policy adopted by FACC Board of Directors April 26, 2019.*

## **Webmaster Website Policy**

The FACC Board has determined that one of its most important tasks is to maintain an informed membership. FACC shall communicate in the most efficient and effective methods available. Some of the tools used to communicate to members include use of the FACC Friday email, FACC official web ~~[remove space]~~ site, and email communications.

The FACC ~~webmaster website~~ is provided by FACC staff. The ~~Webmaster website, in coordination with the FACC President,~~ shall ~~ensure the FACC web site is be kept up to date and remains useful to the membership. To ensure that the FACC web site maintains its usefulness, the Webmaster shall:~~

- ~~• Enhance web communications with FACC members;~~
- ~~• Coordinate routine changes and updates to the web site as needed. Content changes will require FACC President or Board approval depending on the extent of the proposed changes;~~
- ~~• Suggest tools to the FACC Board to collect and communicate with the membership;~~
- ~~• Answer e-mails relative to the web site and refer e-mails "re: Web site content" to the FACC President for direction;~~
- ~~• Monitor web site usage;~~
- ~~• Monitor links for related Web sites or sponsors;~~

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- Post event information, job postings, and other information applicable to FACC members on the site;
  - Make recommendations to the FACC Board for improvements to the site; and
  - Prepare and submit reports to the FACC Board for inclusion in each Board meeting packet (four times per year).

*This policy adopted by FACC Board of Directors June 19, 2005.*

*This policy amended by FACC Board of Directors April 29, 2022.*

*[Note: Amendments to Policies no longer require membership approval, only that of the Board of Directors.]*



**ITEM NUMBER 6B**  
**CONSIDERATION OF FACC INSTITUTE OF GOVERNMENT CONTRACT**

**DISCUSSION:**

The contract between FACC and the Florida Institute of Government (IOG) needs annual review and approval.

The contract includes a new clause related to the hosting and management of the online webinars. The updated language is highlighted for your reference. This includes a \$4,100 increase which covers:

- Hosting of the recorded webinars within FIOG's new Learning Management System (LMS) instead of GoToWebinar.
- Customer support related to accessing these recordings.
- Management of the ITA process and issuing of certificates.

The \$4,100 amount was determined by:

- Averaging the annual recorded webinar attendees since 2017 (~164).
- Assessing a \$25 fee per attendee.

In consideration of IOG's long-standing relationship with FACC, we will begin the transition from GoToWebinar to the new Learning Management System (LMS) internally and will not assess an additional fee for this work, nor will we request an amendment to the 2025–2026 contract. The new fee will be made effective beginning July 1, 2026 for the new contract.

As a reminder, GoToWebinar will make the currently hosted webinars unavailable on April 30, 2026. FACC may wish to consider setting a pause date for selling recorded webinars until the LMS is fully operational, to ensure no customers are in the middle of a recording when the deadline occurs.

**REQUESTED ACTION:**

Approve the contract as prepared and presented.

**ATTACHMENTS:**

Contract between FACC and IOG.

**Florida Association of City Clerks, Inc., and the John Scott Dailey  
Florida Institute of Government at Florida State University  
Letter of Agreement for Professional Services  
Fiscal Year 2026-2027**

This letter of agreement, entered into as of the last date signed between the FLORIDA ASSOCIATION OF CITY CLERKS, hereafter referred to as “FACC” and the Florida State University Board of Trustees, acting for an on behalf of the FLORIDA INSTITUTE OF GOVERNMENT AT FLORIDA STATE UNIVERSITY, located at 3200 Commonwealth Blvd., Suite 7, Tallahassee, Florida 32303, hereafter referred to as “INSTITUTE” or “IOG” defines the professional services and payment schedule to be provided by the INSTITUTE to the FACC. This agreement **commences on July 1, 2026, and ends no later than June 30, 2027**, unless amended in writing by both the FACC and INSTITUTE.

For and in consideration of the mutual agreements herein set forth, the FACC and INSTITUTE mutually agree as follows:

**Scope of Work/Deliverables**

- I The IOG agrees to provide the following professional services in order to support and assist the FACC in the education and training of Florida Municipal Clerks:
  - A. The IOG, in cooperation with the FACC Board of Directors, Professional Education Committee and FACC staff, will plan, confirm, and implement education/training program components for the **2026 and 2027 FACC Professional Education Academies (“Academy”)**. Specifically, the IOG (in cooperation with the FACC Professional Education Committee and FACC staff) will:
    - 1. Identify and confirm in writing all education topics/programs for the Academies.
    - 2. Develop and submit program descriptions associated with each Academy session and provide to FACC staff for inclusion in Academy promotional brochure. The program descriptions will be finalized and submitted based on a mutually agreed upon deadline for final submittal.
    - 3. Identify and confirm in writing all trainers/instructors/panelists for each Academy program session.
    - 4. Negotiate speaker fee and travel expenses within a predetermined budget established by FACC.

5. Confirm speaker travel arrangements, audio-visual equipment needs, presentation/material needs, and other similar logistical considerations and coordinate these requirements directly with FACC staff.
  6. Schedule and conduct program planning conference calls with Academy instructors as deemed necessary or as requested by FACC Professional Education Committee "PEC" members.
  7. Designate and provide in writing IOG staff member(s) and associated contact information to address all questions from Academy speakers/presenters.
  8. Provide a minimum of one professional staff person for on-site registration, education program coordination and management, and other related professional service support and assistance for the entirety of the Professional Education Academy (PEA).
  9. Prepare and submit to the International Institute of Municipal Clerks (IIMC), if required and in cooperation with the FACC PEC, the 2026 and 2027 Academy programs to gain appropriate Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC), and if appropriate, recertification credits for all attending Clerks.
  10. Prepare and submit to IIMC, in cooperation with the FACC PEC, the final report from the 2026 and 2027 Academies as required by IIMC.
- B. The IOG will serve as the official INSTITUTE Director to IIMC, for and on behalf of the FACC. Specifically, the IOG agrees to:
1. Serve as the central contact for IIMC regarding all official INSTITUTE Director requests and inquiries for information pertaining to FACC's education activities.
  2. Sign as the official INSTITUTE Director all necessary and official communications seeking IIMC credit(s) approvals for appropriate FACC Academy and regional education programs, and official certificates issued by FACC.
  3. Respond to or provide written explanation as to a refusal to respond to IIMC requests for information, expertise, project participation (e.g., surveys, serving on IIMC Committees, etc.), or other related activities.
  4. Communicate and collaborate with INSTITUTE Directors of other states as needed or desired.

- C. The IOG will attend and participate, when economically and logistically feasible, all meetings of the FACC Board of Directors and the FACC Professional Education Committee. In addition, when economically and logistically feasible, the IOG (where appropriate) will attend and participate with other FACC Committees. In cases where in-person attendance is not possible, IOG staff will be available via teleconferencing (if facilities are available).
- D. The IOG will work in cooperation with the FACC Professional Education Committee and Board of Directors to develop, coordinate, and staff four (4) webinars for the FACC.

E. The IOG will host FACC's recorded webinar archive within the IOG Learning Management System ("LMS") and will manage the administrative processes associated with recorded webinar participation and awarding certificates. Specifically, the IOG agrees to:

- a. Host the FACC recorded webinar archive within the IOG LMS and provide course access links and related information to FACC administrative staff.
- b. Provide customer service support to recorded webinar participants regarding access, navigation, and certificate-related matters.
- c. Manage the Ideas to Action review process associated with recorded webinars in accordance with FACC's established requirements.
- d. Issue certificates to recorded webinar participants who have satisfied applicable participation and review requirements through the IOG LMS.
- e. Maintain records of recorded webinar participation, completion, and certificate issuance within the LMS and provide such records to FACC upon reasonable request.

II. The FACC agrees to:

A. Pay the IOG a total of Thirty Thousand, Six Hundred Dollars (\$30,600.00), this total includes Fifteen Thousand Dollars (\$15,000) for services specified in Items A-C in Section I, and Eleven Thousand, Five Hundred Dollars (\$11,500.00) for the four (4) webinars specified in Item D, Section I, and Four Thousand One Hundred Dollars (\$4,100) for the management of the recorded webinars specified in Item E, Section I. Payments shall be made in four (4) quarterly installments of Seven Thousand, Six Hundred and Fifty Dollars (\$7,650.00). These quarterly installments shall be paid on or before the following dates:

1. September 30, 2026

2. December 15, 2026
  3. March 15, 2027
  4. June 30, 2027
- B. Pay for/reimburse one (1) IOG staff person for travel expenses for specific, FACC and IIMC sponsored education events under FACC's current travel policies including:
1. IIMC Annual Conference: Flight and hotel room as needed.
  2. FACC Fall Professional Education Academy: Hotel room and roundtrip mileage.
  3. FACC Summer Professional Education Academy: Hotel room and roundtrip mileage.
  4. IIMC Region III Conference (January 2026): Hotel room and roundtrip mileage

**Important Note:** On all airfare flights reimbursed by FACC, IOG staff commit to planning attendance far enough in advance in order to secure the most economical flight and confirm the amount of airfare with FACC staff prior to purchase. Notify IOG staff of any Education Committee or project-related meetings or conference calls if IOG presence is expected.

- C. Designate FACC representative(s) and/or FACC staff to serve as the liaison/contact between the FACC and the IOG in preparing, reviewing, and submitting final reports to IIMC, in seeking certification and recertification credits from IIMC for prospective programs, and in addressing concerns or initiatives related to FACC education or training-related activities and programs.
- D. Provide IOG staff with ample and reasonable notice of meetings (in-person and teleconference) to insure the best opportunity for IOG attendance and participation.
- E. FACC acknowledges and agrees it shall protect the data it receives to or on behalf of Florida State University and the Florida Institute of Government at all times in accordance with the standards prescribed within **FSU's Information Privacy and Security Standard Terms and Conditions** which are attached hereto and incorporated as Exhibit A.

No amendment or variation of terms of this agreement shall be valid unless made in writing and signed duly authorized representatives of both the FACC and the INSTITUTE.

### **Term of Agreement**

The term of this agreement shall commence on July 1, 2026, and end no later than June 30, 2027, unless amended in writing by both the FACC and INSTITUTE.

### **Terms of Compensation**

FACC will pay the IOG a total of Thirty Thousand, Six Hundred Dollars (\$30,600.00), this total includes Fifteen Thousand Dollars (\$15,000) for services specified in Items A-C in Section I, and Eleven Thousand, Five Hundred Dollars (\$11,500.00) for the four (4) webinars specified in Item D, Section I, and Four Thousand One Hundred Dollars (\$4,100) for the management of the recorded webinars specified in Item E, Section I. Payments shall be made in four (4) quarterly installments of Seven Thousand, Six Hundred and Fifty Dollars (\$7,650.00). These quarterly installments shall be paid on or before the following dates:

1. September 30, 2026
2. December 15, 2026
3. March 15, 2027
4. June 30, 2027

However, if the FACC and INSTITUTE mutually agree that actual expenses exceed the projected expenses for this Agreement, the FACC may agree to pay additional/supplemental expenses prior to the end of this Agreement.

### **Ownership of Materials/Records**

All papers, records or products produced as a result of this Agreement shall be and remain the property of the FACC.

### **Termination Options**

- a. This Agreement may be canceled by either the FACC or INSTITUTE without cause upon thirty (30) days written notice to the other party.
- b. Either party shall have the right to terminate this Agreement immediately for cause. For purposes of this Agreement, "cause" shall mean the happening of an

Event of Default (as defined herein) by the other party. Such termination shall be effective upon written notice to the defaulting party, identifying the Event of Default upon which termination was based. The following events shall constitute an “Event of Default”:

1. Any covenant or agreement of either party contained herein or in any other agreement between the FACC and the University is not performed and such failure or breach, if capable of being remedied, is not remedied within thirty (30) days after the defaulting party has been notified of such failure or breach; or
  2. Any bankruptcy, insolvency, domestic or foreign, is instituted by or against either party; or
  3. Either party shall become insolvent, generally shall fail or be unable to pay its debts as they mature, shall admit in writing its inability to pay its debts as they mature, shall make a general assignment for the benefit of its creditors, shall enter into any composition or similar agreement, or shall suspend the transaction of all or a substantial portion of its usual business.
- c. The INSTITUTE may cancel this Agreement in the event the FACC refuses reasonable public access to all documents, papers, letters, or other materials made or received by the FACC in conjunction with this Agreement, unless the records are exempt from Section 24(a) of Article I of the Florida Constitution or Section 119.07(1), Florida Statutes.

### **Marketing and Promotion**

The FACC shall not use the Florida State University (“University”) or the INSTITUTE’S logo, name, trademark, and/or copyrights, or any other identifying marks or property for any advertising or FACC purposes except as provided in this Agreement or unless the FACC receives written approval from the University or INSTITUTE.

### **Governing Law and Venue**

This Agreement is governed by the laws of the State of Florida and any provisions herein, in conflict therewith, shall be void and of no effect. Venue is in Leon County, Florida.

### **Entire Agreement/Attachments/Priority**

The entire understanding of the parties shall consist only of the terms and conditions contained in this Agreement along with any Purchase Orders issued by Florida State University. This Agreement along with FSU Purchase Orders supersedes any prior proposals, commitments, or representations of any kind, whether oral or written.

## **Severability**

In the event that any provisions of this Agreement shall be held invalid or unenforceable, such holding, or such unenforceability or invalidity shall not render any other term or provision hereof invalid or unenforceable, and all other terms and provisions shall be enforceable and valid.

## **Captions**

The paragraph headings and captions contained herein are for references only and shall not be considered as substantive parts of this Agreement. The use of the singular or plural form shall include the other form, and the use of the masculine, feminine, or neutral gender shall include the other genders.

## **Force Majeure**

Neither party shall be responsible or liable for any failure to perform, hereunder, if such failure is caused by the Acts of God, acts of government, strikes or labor disputes, failures of transportation, fire, flood, or other casualty, failure of subcontractors or suppliers, acts of terrorism, or any other cause (whether or not similar or any specified herein) beyond the parties' reasonable control.

## **Waiver**

Failure of either party to enforce provision of this Agreement shall not be considered a waiver of that party's right to enforce said provision or any other provisions included herein.

## **Notices/Primary Contacts**

Any notice or other communication hereunder shall be in writing, shall be sent via registered or certified mail, overnight courier, or confirmed facsimile transmission and shall be deemed given when sent or when deposited, postage prepaid, in the United States mail, addressed as set forth below or to such other address as either of the parties shall advise the others in writing.

## **Public Records Provisions**

**IF FACC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO FACC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (850) 644-4440, Office of General Counsel, Florida State University,**

**222 South Copeland Street, Suite 424, Westcott Building, Tallahassee, FL 32306-1400.**

The Parties acknowledge that the INSTITUTE is subject to Florida's Public Records law, Chapter 119, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. FACC agrees to allow public access to all records, documents, papers, letters, or other material subject to the provision of the Florida Public Records law and made or received in conjunction with this Agreement. Refusal by FACC to allow such public access shall be grounds for immediate cancellation of this Agreement by the INSTITUTE.

To the extent that FACC meets the definition of "Contractor" under Section 119.0701, Florida Statutes, in addition to other contract or agreement requirements provided by law, FACC must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- b. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, regulation, or accounting oversight body.
- d. Meet all requirements for retaining public records and transfer, at no cost to the public agency all public records in possession of FACC upon termination of the contract and destroy any duplicate public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

### **Foreign Countries of Concern**

In accordance with §288.860, Florida Statutes, FSU may not participate in an agreement with any foreign principal organized under the laws of, or having its principal place of business in, a foreign country of concern as defined by §288.860(1), Florida Statutes, as may be amended from time to time, or a subsidiary thereof. Supplier affirms and represents that it is not a foreign principal of a country of concern, and in the event of any assignment to such foreign principal, the Agreement shall be subject to immediate termination by FSU.

### **FACC Personnel**

In the event “FACC Personnel” or “Personnel” (defined to include the officers/owners, employees, contractors, and agents of FACC) are present in-person at or on the INSTITUTE’S campuses, facilities, or events, FACC must make commercially reasonable efforts to ensure that its Personnel act in a manner that assists the INSTITUTE in providing a safe environment for its students, faculty, staff, and visitors and protects the reputation of THE INSTITUTE. FACC agrees that it and all of its Personnel will carry out their duties under the Agreement in accordance with all FSU policies as well as local, state, and federal laws. In the event FACC Personnel violate the law or FSU policy, as determined by law enforcement in the INSTITUTE’s sole discretion, after investigating such violations, the INSTITUTE may request that such Personnel are restricted from participating in services being provided under the Agreement. If any Personnel is a convicted sexual offender or predator pursuant to F.S. 775.21, FACC will notify the FSU Police Department at 850-644-1234. It is expressly agreed to by the parties that a violation of this section may be deemed a material breach of the Agreement by FACC, and the Agreement shall therefore be subject to immediate termination by the INSTITUTE.

### ***Agreement Primary Contacts***

Jeff Hendry  
Director  
The John Scott Dailey Florida Institute of  
Government at Florida State University  
3200 Commonwealth, Suite 7  
Tallahassee, Florida 32303  
Telephone: (850) 487-1870  
Fax: (850) 487-0041  
E-Mail: [jhendry@iog.fsu.edu](mailto:jhendry@iog.fsu.edu)

### ***Notice Address and Primary Contact for FACC***

Allison Payne  
Manager, Advocacy Programs & Federal Affairs  
Florida League of Cities, Inc.  
Executive Director, Florida Association of City Clerks  
301 S. Bronough Street, Suite 300  
Tallahassee, FL 32301  
Phone: (850) 222-9684  
Fax: (850) 222-3806  
E-Mail: [apayne@flicities.com](mailto:apayne@flicities.com)

### **Modification/Amendment**

No modification of any part or provision of this Agreement shall be valid or binding unless in writing and executed by both parties hereto. This Agreement may be amended upon mutual written agreement of term(s).

### **Assignability**

Neither party shall assign this Agreement, in whole or in part, without the prior written consent of the other Party.

### **Limited Representation and Disclaimer of Warranties**

Both parties represent and warrant they have the full right, power, and authority to enter into this Agreement and to perform their obligations hereunder.

### **Litigation**

In the event of litigation between the parties hereto, each party agrees to be liable and responsible for its own costs, expenses, and legal fees, including attorney fees and costs.

### **Indemnification and Liability**

Each party hereby assumes any and all risks of personal injury and property damage attributable to the acts or omissions of that party and/or the officers, employees, or agents thereof. The parties acknowledge that the State of Florida, its agencies, and political subdivisions cannot be sued unless sovereign immunity is waived; that the power to waive sovereign immunity is vested exclusively in the Legislature, and that consent to be sued may only be effectuated by legislative act. Therefore, the parties agree that nothing contained in this Agreement shall be construed or interpreted as consent on the part of the State of Florida to be sued nor as a waiver of sovereign immunity beyond the waiver provided in Section 768.28, Florida Statutes, or as denying to either party any remedy or defense available to such party under the laws of Florida.

### **Consents, Approvals and Requests**

Except as specifically set forth in this Agreement, all consents, requests, and approvals to be given by either party under this Agreement shall be in writing and not unreasonably withheld. Each party shall make only reasonable requests under this Agreement.

### **Lobbying**

The INSTITUTE is prohibited from using compensation received under this Agreement for lobbying the Florida Legislature or any official, officer, commission, board, authority, council, committee, or department of the executive or judicial branch of state government.

*Remainder of page intentionally left blank*

Witness the Hands and Seals of the parties hereto:

FLORIDA STATE UNIVERSITY BOARD OF TRUSTEES, acting for an on behalf of the Florida Institute of Government at Florida State University

BY: \_\_\_\_\_  
Florida State University

BY: \_\_\_\_\_  
Allison Payne  
Executive Director  
Florida Association of City Clerks, Inc.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



**ITEM NUMBER 6C**  
**SUMMER CONFERENCE & ACADEMY GIFT**

**DISCUSSION:**

Executive Director Allison Payne will lead a discussion on a Summer Conference & Academy gift to be provided annually.

**REQUESTED ACTION:**

Approve a Summer Conference & Academy gift to be provided annually.

**ATTACHMENTS:**

None



**ITEM NUMBER 6D**  
**DISCUSSION: INCREASING FACC DUES**

**DISCUSSION:**

At the April 2024 FACC Board Meeting, the Board approved a permanent increase in FACC dues for Fiscal Year 2025-2026 to the amounts listed below. At the same meeting, the Board agreed in two years to discuss a potential additional dues increase.

Current FACC Dues:

**Full Membership**

City Population 20,000 & under \$100.00  
City Population 20,001 - 50,000 \$125.00  
City Population 50,001 - 100,000 \$150.00  
City Population 100,001 & over \$175.00

**Associate Membership**

\$100.00

**Student Membership**

\$25.00

**REQUESTED ACTION:**

None

**ATTACHMENTS:**

None