

# By-Laws & Manual Revisions Committee

## Committee Responsibilities

- Review the FACC By-Laws and make recommendations for changes at the annual Summer Conference & Academy every two years.
  
- Submitting amendments to the By-Laws
  - Amendments to the By-Laws shall be given to the membership in written form at least 45 days prior to the annual Summer Conference & Academy.
  - Amendments are submitted via publication in Friday Emails or other means of notification.
  - Amendments and/or changes may be proposed if presented in written form to all members present at the annual Summer Conference & Academy.
  - Technical corrections may be accepted by the presiding officer during discussion.
  
- Other reviews
  - Review and recommend updates to the Florida City Clerks Manual (annually, with a comprehensive review every five years), Policies, Goals, and the Board of Directors' and Committees' Duties and Responsibilities.
  - Review annually (after Florida's Legislative Session) the new member informational video produced as the 2023 Class Three Project. If changes 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.

- Work with all committees to monitor and recommend changes in procedures (the committee is not responsible for reviewing/updating the membership directory).