

Resolutions Committee

Committee Responsibilities

The Resolutions Committee prepares resolutions. 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.

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 and requests 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.