FLORIDA ASSOCIATION OF CITY CLERKS POLICIES

Table of Contents

Page

Attendance....1

Board Gift to President....1

Committees....1

Section 1: Awards/Scholarship Committee....2

Section 2: By-Laws/Manual Revision Committee....3

Section 3: Fall Academy Host Committee....4

Section 4: FCPC Advisory Committee....4

Section 5: Investment Committee....5

Section 6: Legislative Committee....5

Section 7: Membership Committee....6

Section 8: Mentoring Committee....6

Section 9: Nominating Committee....6

Section 10: Professional Education Committee (PEC)....7

Section 11: Resolutions Committee....7

Section 12: Silent Auction/50-50 Drawing Committee and Standard Operating Procedures....9

Silent Auction....9

50/50 Drawing....11

Section 13: Summer Conference and Academy Host Committee....12

Section 14: IIMC Region III Conference Host Committee....12

Section 15: Discussion Forum....13

Education Fund....13

Election of Officers and Candidate Campaigns....16

Executive Board Mentoring....18

Expressions of Sympathy....18

Honorary Membership....19

IIMC Region III Director....19

Member-Owned Businesses Guidelines....19

Membership....20

District Trainings....22

Athenian Leadership Society Dialogues....23

Outgoing President's Reception....25

President's Luncheon Guests....25

Conference Gifts for Attendees....25

Retired Past Presidents....25

Sponsorship Guidelines for FACC Conferences and Academies....26

Travel....27

Vendors Participation in Conference and Academies – Holding and Speaking During Sessions/Workshops....28

IIMC President/Region III Directors Participation in FACC Summer Conference and Academy....28

Website Policy....29

Attendance

The FACC Board of Directors meets:

- 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.
This policy amended by FACC Board of Directors June 7, 2026.

Board Gift to President

The Board of Directors shall provide a gift to the outgoing President as a token of appreciation for their service, with a total cost not to exceed $250, to be funded by FACC. Association staff shall coordinate the selection and purchase of the gift.

This policy adopted by FACC Board of Directors June 7, 2026.

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.

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 31st 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.

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.
This policy amended by FACC Board of Directors April 16, 2026.

Section 2: By-Laws/Manual Revisions Committee.

This Committee shall review the association's By-Laws, Policies, 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 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.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors June 7, 2026.

Section 3: Fall Academy Host Committee.

Appointed by the President and working closely with the FACC 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.

This policy amended by FACC Board of Directors April 16, 2026.

Section 4: FCPC Advisory Committee

The Florida Certified Professional Clerk (FCPC) Advisory Committee shall work collaboratively with the Institute of Government (IOG) to support program continuity, preserve institutional knowledge, and ensure uninterrupted certification offerings for Florida's municipal clerks.

Composition and Appointments

The Committee will consist of seven (7) members - including a Chair and Vice-Chair - appointed by the FACC President. Members shall serve renewable three (3) year terms.

To be eligible for appointments, members must:
• Maintain current FACC membership.
• Hold the Certified Municipal Clerk (CMC) designation.
• Have successfully earned the FCPC designation.

Appointments will also strive to reflect geographic diversity, varied jurisdiction sizes, and a mix of emerging and experienced professionals. Committee service is voluntary and unpaid, and all program content is treated as confidential.

Responsibilities

The FCPC Advisory Committee shall:
• Provide curriculum guidance and feedback to FSU IOG.
• Serve as a liaison between FACC leadership and FSU IOG regarding the FCPC Program.
• Promote the FCPC program at conferences and events.
• Coordinate graduation and recognition ceremonies.
• Track enrollment and program metrics for annual reporting to the FACC Board.
• Review this policy every three (3) to five (5) years to ensure it remains relevant, effective, and alignment with the FCPC program.

This policy adopted by FACC Board of Directors June 7, 2026.

Section 5: 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.

This policy amended by FACC Board of Directors April 16, 2026.

Section 6: 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 policy amended by FACC Board of Directors April 16, 2026.

Section 7: Membership Committee.

The Membership Committee shall be responsible for supporting membership growth and retention efforts for the association. The committee shall contact members who have not renewed their membership, as well as identify and outreach to cities not currently involved in FACC and promote the benefits of membership to encourage new participation. The Vice-President shall serve as an ex-officio member of the Membership Committee.

This policy amended by FACC Board of Directors June 7, 2026.

Section 8: 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 9: 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 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.

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.
This policy amended by FACC Board of Directors October 4, 2026.

Section 10: 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.

Per the FACC By-Laws, Article VII, Section 2, the FACC President-Elect serves as an ex-officio member of the committee.

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.

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.
This policy amended by FACC Board of Directors October 4, 2026.

Section 11: Resolutions Committee.

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.

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.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors April 16, 2026.

Section 12: 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.

The committee shall be responsible for identifying a charitable organization each year to receive the designated portion of proceeds. The committee shall submit its recommendation to the Board of Directors for consideration and final approval.

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, 50% is placed into the Florida Education Fund (FEF) 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; collection of money and delivery of items following auction; completion of reconciliation report with FACC staff (or his/her designee) following auction and before Summer Conference and Academy ends. 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.

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.

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

2) Prepare bidding sheets for every item promised/received, bidding sheets are in numerical order

3) Prepare a "Special Thanks" list to everyone who makes a donation, also indicate their municipality

4) Prepare a Welcome Bag insert

5) Prepare Description Sheets for each gift card bundle

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 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 staff to discuss the money once the amount of money collected is reconciled with the bid sheets

4) Explain all transactions to the FACC staff 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.

<u>50/50 Drawing:</u>

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 Auction and 50/50 Committee Chairperson will be responsible for the 50/50 drawing and will work with the FACC staff to maintain the reconciliation reports.
- The tickets to be sold must be numbered sequentially.
- 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.
- As tickets are sold and cash returned to the President's designee and the FACC 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 staff and made available to the audit team along with the reconciliation report for the drawing.

- Following each drawing, the FACC 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 staff and 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 $2,000 or more, a 1099 form issued by the FLC Accounting Department would be necessary. If the amount awarded is $2,000 or more, the winner's social security number will also be required for reporting purposes.

- It is the recommendation of staff, if more than $2,000 is collected in total from a drawing, two winners will be selected instead of one.

This policy was amended by the FACC Board of Directors May 29, 2025.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors June 7, 2026.

Section 13: Summer Conference and Academy Host Committee.

Appointed by the President and working closely with the FACC 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.
This policy amended by FACC Board of Directors April 16, 2026.

Section 14: 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 April 16, 2026.*

Section 15: Discussion Forum.

The Florida Association of City Clerks (FACC) Online Discussion Forum is established as a dedicated communication platform for FACC 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.

This policy adopted by FACC *Board of Directors April 16, 2026.*

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

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
- 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
- Annually list contributors in the Summer Conference and Academy Program

Section 8: Distribution.

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.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors June 7, 2026.

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.

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 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 1st year clerks;
The current President-Elect is assigned to the 2nd year clerks; and
The current President is assigned to the 3rd year clerks.

Thereafter, the Vice-President shall be assigned to 1st 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.

Expressions of Sympathy

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.

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.
This policy amended by FACC Board of Directors April 16, 2026.

Honorary Membership

Persons granted honorary membership in the Florida Association of City Clerks will not be required to pay a membership fee. 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.
This policy amended by FACC Board of Directors April 16, 2026.

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. 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.

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 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.
This policy amended by FACC Board of Directors April 16, 2026.

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.

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

Population
20,000 and under
20,001 to 50,000
50,001 to 100,000
100,001 and over

First time members joining within the last six months of the fiscal year 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 October 1 of each year. Former FACC members who transition to an associate membership after January 31 shall be allowed to pay half-year dues. New associate members joining throughout the year will be required to pay the annual dues.

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 “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 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.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors October 4, 2026.

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 staff to advertise the district training notice to all FACC members.

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.
This policy amended by FACC Board of Directors April 16, 2026.

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:

- 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 Vice 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-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.
This policy amended by FACC Board of Directors June 7, 2026.

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.

President's Luncheon Guests

The President of the Florida Association of City Clerks shall be provided up to five (5) complimentary tickets to the FACC Annual Business Meeting Luncheon held during the FACC Summer Conference & Academy for their guests. Any additional guests beyond the five (5) allotted tickets shall be required to pay the applicable registration fee.

This policy adopted by FACC Board of Directors June 7, 2026.

Conference Gift for Attendees

The Board of Directors authorizes the provision of a conference gift for attendees of the Summer Conference & Academy on an ongoing basis as a token of appreciation for participation. Association staff shall coordinate the selection and purchase of the gift to align with budget parameters and event planning needs.

This policy adopted by FACC Board of Directors June 7, 2026.

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.

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 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, 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 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.

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.
This policy amended by FACC Board of Directors April 16, 2026.

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 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 their 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.

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.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors June 7, 2026.

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, 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 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.
This policy amended by FACC Board of Directors April 16, 2026.

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 website, and email communications.

The FACC website is provided by FACC staff. The website shall be kept up to date and remain useful to the membership.

This policy adopted by FACC Board of Directors June 19, 2005.
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors April 16, 2026.

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