



An Association
for Professionals

FCCMA

.....
Florida City and County Management Association



Mission Statement

Advance excellence and encourage growth
in the professional management of
local government in the State of Florida
and advocate for the profession.



FCCMA Value Statements

- ▼ Promote the Council/Commission-Manager Plan as the premier plan for city and county management by supporting and defending this plan through education of the public, other governments, the media and other interested parties.
- ▼ Provide for a strong organization that encourages professional development, exchange of experiences and cooperation among members.
- ▼ Promote diversity within the Association and the profession providing opportunities for all individuals.
- ▼ Provide quality programs to educate members, build awareness, foster professional development and ensure competency through Florida.
- ▼ Provide services, support and information to assist members in their professional development and in the execution of their professional manager roles.
- ▼ Provide support for individuals desiring to be a local government manager.
- ▼ Support colleagues who are in transition, through information, networking and all means possible.
- ▼ Promote ethical behavior for city and county managers as expressed in the ICMA Code of Ethics.
- ▼ Recognize elected officials and local governments that support the purposes of the FCCMA, support the Council/Commission-Manager Plan and develop innovative technologies.
- ▼ Embrace and encourage the growth of the profession of local government managers.

- ▼ Promote local government management as a profession and enhance the public awareness of the professionalism of FCCMA's members.
- ▼ Serve as responsible financial stewards of the resources entrusted to the Association by its members and provide services in a cost effective and affordable manner to our constituents.
- ▼ Be aware of and inform members of critical issues affecting local governments throughout Florida.

Advantages

City and county managers, their assistants and department heads must unite in the face of common challenges to local government. All communities are touched by the same problems: property-tax reform, increasing cost of providing public services, the growing burden of state and federal mandated costs; diminishing natural and economic resources; and labor/management relations. No manager should have to confront these problems alone! The FCCMA exists to provide the education, networking and support so you don't have to.

Working Committees

Each year the president determines what committees are needed to fulfill his/her goals. There are between nine and 12 working committees each year. Opportunities to volunteer are posted on the website.

Member Programs

The Winter Institute is a fast-paced, day and a half conversation designed around current issues affecting governments or governance.

The Symposium is a one-day session for anyone in the field of public administration.

The FCCMA Annual Conference provides educational and networking opportunities for all attendees.

The Center for Florida Local Government Excellence serves to educate and assist current and future generations of Florida city and county managers through various regional training programs at a low cost. Free webinars are held eight times a year and are accessible to everyone in local government.

The Members-in-Transition Program assists full members who become unemployed and who are seeking re-employment in the profession.

When a challenge is made to professional management, the council-manager or commission-manager plan, the FCCMA can provide support of professional management with information, assistance and resources.

The Senior Advisor Program (formerly the Range Rider Program) is a group of retired members of the profession, who are available upon request to cities, counties and managers/administrators for guidance, assistance and counsel.

Member Publications

The FCCMA e-newsletter, *The Manager*, features news about members, training opportunities and other information relevant to local government.

The FCCMA Membership Directory provides an instant network of names and addresses of the membership and committee members, the by-laws and the FCCMA strategic plan.

The FCCMA website, www.fccma.org, provides information about the Association, trainings, job opportunities and member support.

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION Charter

Name

The name of this corporation shall be FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION, INC., a corporation, not for profit, which shall be entitled to and possessed of all of the privileges and powers of a non-profit corporation under Chapter 617, Florida Statutes.

Purpose

The general nature and purpose for which this corporation is organized shall be: (1) To provide a forum for the exchange of experiences, discussion and study of mutual problems; (2) To enhance the improvement of local government, the use of research and factual study shall be promoted; (3) To provide cooperation amongst members, to improve administrative techniques in local government; (4) To act as a force in the State of Florida to foster with improvement of ethical standards in local government; (5) To aid members in dealing with problems; (6) To receive and maintain funds and supply the same to promote the general objects, to acquire, hold and own land, building sites, furniture and equipment to be used in the furtherance of the objects aforesaid as a meeting house for the transaction of the business of said corporation in accordance with the By-Laws of the corporation, and to levy, assess, charge or collect dues from the membership and to do all things necessary, incidental to, or required to carry out the general nature and purpose for which this corporation is organized.

Membership

The qualifications of the members and manner of their admission to membership in this corporation shall be as follows:

All persons that are employed as municipal or county administrators by local government within the boundaries of the State of Florida. Persons eligible for membership must be approved by a majority of the Board of Directors of the corporation and shall be eligible for membership in the International City Management

Association unless otherwise provided in the By-laws. Persons shall be admitted to membership in this corporation upon furnishing due proof, satisfactory to the Board of Directors, that they have the qualifications hereinbefore set forth or hereafter made by the Board of Directors. All persons accepted into membership of FCCMA are bound and agree to abide by the ICMA Code of Ethics.

Term of Existence

This corporation shall have perpetual existence.

Management

The affairs of this corporation shall be managed by a President, President-Elect, Secretary-Treasurer, along with a Board of Directors of not less than three (3) nor more than twelve (12) membership, which number may be changed the By-Laws of the corporation from time to time. Officers of this corporation shall be elected for one (1) year or until their successors are duly elected and qualified. District Directors and Director-At-Large of this corporation shall be elected according to the By-Laws of the corporation. Business address for mailing the annual report of this corporation is Florida City and County Management Association, Inc., P.O. Box 1757, Tallahassee, Florida 32302.

Officers

The names of these officers who are to manage the affairs of this corporation until the first election of officers under this charter shall be as follows:

- President - Douglas L. Holland
- President-Elect - Norman W. Hickey
- Secretary-Treasurer - Fred W. Maley

Board of Directors

The names and addresses of the first Board of Directors of this corporation who shall serve until the first election of a Board of Directors under this Charter are as follows:

- Douglas J. Holland - Pinellas Park
- Norman W. Hickey - Titusville
- Fred W. Maley - Bal Harbour Village
- Daniel A. Kleman - Tallahassee
- Thomas C. Kelly - DeLand (Volusia County)

George R. Frost – Palm Beach
D. Duane Zussy – Clearwater (Pasco County)
E.H. Parmer, Jr. – Kissimmee

By-Laws

The By-Laws of the Corporation shall be made, adopted, promulgated, altered, rescinded, by a majority vote of the members present at any regular meeting, provided the substance of a proposed amendment shall be submitted in writing 30 days before a regular meeting of the corporation.

Amendments

Amendments to the Articles of Incorporation may be proposed and adopted by a majority vote of the members present at a regular meeting provided the substance of any proposed amendment shall be submitted in writing and mailed to all the members of the corporation at least thirty (30) days before a vote thereon and the same shall not be voted upon until proof of the proposed amendment and compliance with the provisions of this Article have been filed with the Secretary of the corporation.

Annual Meetings

Annual meeting of this corporation shall be held as provided in the By-Laws hereof.

Special Meetings

The Board of Directors shall have authority to call a special meeting of this corporation provided written notice stating the time, place and purpose of such special meeting is given to each member hereof at least five (5) days prior to such meeting.

ICMA Code of Ethics with Guidelines

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in April 2015. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in June 2015.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

GUIDELINE

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

Tenet 3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

GUIDELINES

Public Confidence. Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.

Impression of Influence. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Appointment Commitment. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time, but once a bona fide offer of a position has been accepted, that commitment should be honored. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

Credentials. An application for employment or for ICMA's Voluntary Credentialing Program should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a management position should show professional respect for persons formerly holding the position or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity in order to be appointed to a position.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report the matter to ICMA. In reporting the matter, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members should not discuss or divulge information with anyone about pending or completed ethics cases, except as

specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated.

Tenet 4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

GUIDELINE

Length of Service. A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

Tenet 5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

GUIDELINE

Conflicting Roles. Members who serve multiple roles – working as both city attorney and city manager for the same community, for example – should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

Tenet 6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

GUIDELINES

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office.

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

Tenet 8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

GUIDELINES

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

Tenet 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

GUIDELINE

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

Tenet 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

GUIDELINE

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

Tenet 12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

GUIDELINES

Gifts. Members shall not directly or indirectly solicit, accept or receive any gift if it could reasonably be perceived or inferred that the gift was intended to influence them in the performance of their official duties; or if the gift was intended to serve as a reward for any official action on their part.

The term "Gift" includes but is not limited to services, travel, meals, gift cards, tickets, or other entertainment or hospitality. Gifts of money or loans from persons other than the local government jurisdiction pursuant to normal employment practices are not acceptable.

Members should not accept any gift that could undermine public confidence. De minimus gifts may be accepted in circumstances that support the execution of the member's official duties or serve a legitimate public purpose. In those cases, the member should determine a modest maximum dollar value based on guidance from the governing body or any applicable state or local law.

The guideline is not intended to apply to normal social practices, not associated with the member's official duties, where gifts are exchanged among friends, associates and relatives.

Investments in Conflict with Official Duties. Members should refrain from any investment activity which would compromise the impartial and objective performance of their duties. Members should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict of interest, in fact or appearance, with their official duties.

In the case of real estate, the use of confidential information and knowledge to further a member's personal interest is not permitted. Purchases and sales which might be interpreted as speculation for quick profit should be avoided (see the guideline on "Confidential Information"). Because personal investments may appear to influence official actions and decisions, or create the appearance of impropriety, members should disclose or dispose of such investments prior to accepting a position in a local government. Should the conflict of interest arise during employment, the member should make full disclosure and/or recuse themselves prior to any official action by the governing body that may affect such investments.

This guideline is not intended to prohibit a member from having or acquiring an interest in, or deriving a benefit from any investment when the interest or benefit is due to ownership by the member or the member's family of a de minimus percentage of a corporation traded on a recognized stock exchange even though the corporation or its subsidiaries may do business with the local government.

Personal Relationships. Member should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members shall not disclose to others, or use to advance their personal interest, intellectual property, confidential information, or information that is not yet public knowledge, that has been acquired by them in the course of their official duties.

Information that may be in the public domain or accessible by means of an open records request, is not confidential.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, marketing materials, social media, or other documents, whether the member is compensated or not for the member's support. Members may, however, provide verbal professional references as part of the due diligence phase of competitive process or in response to a direct inquiry.

Members may agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.

Membership Categories

All membership categories (except corporate) must complete the online ethics course and get one endorsement by an FCCMA affiliate, full or life member or no endorsement if the applicant is an ICMA member. If the applicant is a student, the endorsement can be made by the program chair or dean or no endorsement if the student is an ICMA member.

Full Member

Eligibility: Any person who is the full-time, appointed chief administrative officer (or deputy, assistant, administrative assistant or equivalent, appointed by the chief administrator and having significant general administrative responsibilities) of a municipal or county government, and recognized by ICMA; or, any person meeting the above criteria employed in a city or county government not recognized by ICMA, but who is an active ICMA dues-paying full member.
Dues: \$3.00 per \$1,000 of base salary or \$200, whichever is greater

Affiliate Member

Eligibility: Any person who does not meet the criteria for a full member employed in local government or an individual employed by a not-for-profit agency, association, university, etc.
Dues: \$150 per year

Corporate Member

Eligibility: Any person seeking or engaged in a business relationship with a local government. Unlike other member categories, the Corporate Membership is in the company's name and remains with the company, not the individual.
Dues: \$250 per year

Life Member

Eligibility: Any former FCCMA member or ICMA member from another state who has retired from the profession and wishes to maintain an affiliation or begin an affiliation with the Association. This would include Senior Advisors.
Dues: \$25 per year

Student Member

Eligibility: Any person whose primary activity is being a student in public administration or public affairs that intends to follow a career in local government or any full-time intern or fellow working in local government and is not eligible, or more appropriately classified, in another membership category.

Dues: \$10 per year

Subscriber Member

Eligibility: Any person who is interested in receiving all the publications and keeping in contact with the Association but does not wish to be a participating member. A subscriber member of the Association cannot serve on the committees of the Association.

Dues: \$25 per year

Florida City and County Management Association

Membership Application

Post Office Box 1757

Tallahassee, FL 32302-1757

(850) 222-9684

Fax: (850) 222-3806

Email: crussell@fllcities.com

Home Page: www.fccma.org

There is an application online at www.fccma.org for corporate members and student members. All applicants are now required to take the FCCMA Online Ethics Review before being approved for membership. Go to www.fccma.org to begin.

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
Membership Application

P.O. Box 1757 • Tallahassee, FL 32302-1757 • www.fccma.org
(850) 222-9684 • Fax (850) 222-3806 • Email: crussell@flcities.com

PERSONAL DATA

Name _____ Work Phone _____

Title _____ Work Fax _____

Organization _____ Cell Phone _____

Address _____ County _____

City/State/Zip Code _____

*Annual Base Salary _____ *Required for Full Members

Email Address _____

Alternate Email Address _____ Partner _____

ICMA Recognized Government ICMA Member

ICMA Membership Category _____ Previous FCCMA member

Have you ever been convicted of a felony or misdemeanor?

Yes No If yes, please attach an explanation.

Have you ever been denied membership or had your membership revoked in ICMA or any other state association? Yes No

EDUCATION (UNDERGRADUATE AND GRADUATE)

Degree	Institution	State	Year Earned
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_____	_____	_____	_____
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_____	_____	_____	_____
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WORK EXPERIENCE (PLEASE BEGIN WITH YOUR MOST RECENT POSITION.)

Years Served	Position Title	Employer	State
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MEMBERSHIP CATEGORIES (SEE WEBSITE FOR CATEGORY DESCRIPTIONS)

Full (Annual dues are \$3 for each \$1,000 base salary) Affiliate (Annual dues are \$150) Life (Annual dues are \$25) Subscriber (Annual dues are \$25)

ENDORSEMENTS

The FCCMA membership policy requires that each applicant receive 1 (one) endorsement from an affiliate, full or life FCCMA member or no endorsement if the applicant is an ICMA member. Please indicate below your reference. If you are unable to obtain the endorsement’s signature, the endorser may send an email to Carol Russell at *crussell@flcities.com* stating that he/she endorses you for membership.

1. Name _____ Title _____

Organization _____ Signature _____

We may contact these persons to verify their endorsement of you.

EMPLOYER’S SIGNATURE (ONLY IF NOT THE CAO AND APPLYING FOR FULL MEMBERSHIP)

As chief administrative officer for the municipality or county of _____, I hereby certify that the above-named individual is qualified for full membership status as outlined in the FCCMA By-laws.

Signature _____ Date _____

APPLICANT’S SIGNATURE

By my signature below, I certify that the information supplied above is true to the best of my knowledge. I have read and agree to comply with the ICMA Code of Ethics and understand that completion of the online ethics review is required. Additionally I understand that four (4) hours of annual ethics training is required to maintain membership.

Signature _____ Date _____

Send Completed Application To:

FCCMA
Post Office Box 1757
Tallahassee, FL 32302-1757
Phone: (850) 222-9684; Fax: (850) 222-3806
Email: *crussell@flcities.com*; Home Page: *www.fccma.org*

Where did you hear about FCCMA? _____

What are you looking for in the Association? _____

DO NOT SEND PAYMENT WITH YOUR APPLICATION. YOU WILL BE INVOICED UPON APPROVAL OF MEMBERSHIP.

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
By-Laws

Revised May 2015

ARTICLE I

The Board of Directors shall supervise and control the affairs of the Association, when the association is not in regular or special session. The Board of Directors shall have the power and authority to enter into contractual agreements for association/secretariat services. The duties of the officers of this Association shall be such that, by general usage, are as the title indicates.

ARTICLE II

Section 1. “The Profession of City and County Management” shall be construed to mean the exercise of the chief administrative power of the municipality or county under the policy-forming direction of a legislative body by a person appointed by the legislative body for this purpose, as well as the work of those persons who assist directly in the exercise of that administrative power and in the general administrative oversight and implementation of municipal or county operations.

Section 2. Membership categories shall be in accordance with requirements of the International City/County Management Association unless otherwise provided by the Board of Directors.

Section 3. The annual dues for membership shall be payable in advance in such amounts and according to such categories as shall be fixed and determined by the Board of Directors. Dues shall be considered delinquent thirty (30) days after billing; however, members shall remain in good standing until dues are delinquent for a period of three (3) months from time of billing. Members delinquent for more than three (3) months will not be considered in good standing and shall be purged from the membership roster.

Section 4. The fiscal year for conduct of all business of the corporation shall be from October 1 to September 30 inclusive. The Program Year is defined as the period from the conclusion of the annual conference to the conclusion of the following annual conference. The Board of Directors shall designate a Certified Public Accountant to make a bi-annual audit, with an opinion on the financial condition of the corporation to be shared with the membership. The audit period shall not exceed two fiscal years. The Secretary-Treasurer shall oversee all the necessary financial business of the Association.

ARTICLE III

Section 1. There shall be at least one Annual Business Meeting of the membership. The dates, program and registration fees shall be determined by the Board of Directors. At the Annual Business Meeting of the Association, the order of business shall be as follows, but may be suspended by a majority vote of the Voting members present:

1. Roll Call
2. Approval of the Minutes
3. Financial Report
4. Communications
5. Unfinished Business
6. Election of Officers and At-Large Directors
7. New Business
8. Adjournment

Section 2. Prior to or during the Annual Business Meeting, a Review of the State of the Association shall be provided to all members.

Section 3. Prior to or during the Annual Business Meeting, a request for Committee Volunteers shall be made to all members. Committees and Committee members shall be appointed by the President pursuant to Article VI of these bylaws.

ARTICLE IV

Voting by proxy shall not be allowed by the Board of Directors, committees or membership.

ARTICLE V

Section 1. Elections: Full and Life members will have the right to vote on Association business.

Section 2. Officers: To be elected as an FCCMA Officer, the member must be a dues-paying, full member who: is currently employed as a manager or an assistant/ deputy manager, or an assistant to the manager or equivalent, is serving in a municipal or county government recognized by ICMA; shall have served at least 24 months on the Board of Directors and be serving full-time in a municipal or county government at the time he/she takes office; and shall be elected by a majority of those voting. A member otherwise eligible to serve as an officer who is appointed to an interim or acting capacity within the organization would be eligible. Officers shall consist of:

President
President-Elect
Secretary-Treasurer

Section 3: Board of Directors: The Board of Directors shall consist of the three (3) officers, the past president, one (1) Director from each of the eight (8) Districts and three (3) Directors-at-Large, totaling fifteen (15) voting members. In addition, the President may, in his/her discretion, appoint ex-officio, non-voting members such as affiliate and/or student members to serve on the Board. The District Directors shall be elected by the Members in the District on an even-odd stagger based on District numbers, and the Directors-at-Large shall be elected on an even-odd stagger based on set numbers. Upon the absence, inability to complete his/her term or resignation of the President, the President-Elect shall immediately become the President until his/her normal term commences as President. If both positions are vacant, the Board of Directors shall appoint persons to fill the vacancies. If the position of Secretary-Treasurer becomes vacant, the Board shall appoint a person to fill the vacancy to finish the term, and then the person may stand for a confirmation vote from the membership for the office of President-Elect. If the Secretary-Treasurer does not wish to move up to President-Elect, a self-nominated President-Elect would be recommended for election by the nominating committee. District Directors and Directors-at-Large shall serve one (1) full two-year (2) -year term except that an additional one (1) year shall be allowed to provide for the even-odd stagger as needed. Any vacancy for District Directors shall be filled by the Board of Directors to complete the program year. Any vacancy for a Director-at-Large shall be filled by the Board of Directors for the remainder of the term.

Section 4: Elections:

(A) Officers of this corporation shall be elected for one (1) year or until their successors are duly elected and qualified. The President-Elect shall assume the office of President at the close of the Annual Business Meeting.

(B) Elections for Officers and At-Large Directors shall be held at the Annual Business Meeting. The office of President-Elect shall be filled by the Secretary-Treasurer, with a confirming vote of those present. The elections shall be based upon a slate prepared by the Nominating Committee, which shall be circulated among the membership prior to the election.

(C) Nominating Committee: This committee shall consist of: the President, President-Elect, Secretary/Treasurer and eight (8) Full members representing each of the Districts. Each District member shall be recommended by the appropriate District Director, and may not be a current Board of Directors' member or a candidate for any executive officer or Director seat. The President will serve as chair of this Committee. The Nominating Committee shall be confirmed by the Board of Directors no later than the second quarterly meeting of the program year. The Committee will canvass the membership no later than 120 days prior to the annual conference, to solicit candidates for the positions of Secretary-Treasurer and the open Director-at-Large seats from the membership. Self-nomination is required. Once nominations are received, the Committee shall meet, no less than 45 days prior to the annual conference, to prepare a slate of candidates and a confirming vote of the President and President-Elect. The Committee shall consider all qualified persons and shall conduct in-person or remote, live interviews of the candidates. In its review of candidates, the Committee shall consider the diversity and balance of the Board, including, without limitation, such factors as type of organization served, position, and geographic distribution, Questions regarding a person's qualifications or eligibility to serve shall be decided by the Board of Directors prior to confirmation of the slate of candidates. Nominations may be made from the floor during the election portion of the Business Meeting. A majority of the votes cast at the business meeting shall determine the winners.

Section 5: Qualifications for District Directors: To be elected as an FCCMA District Director, the member must be a dues-paying, full member with a minimum of three (3) years' experience as a full member who is currently employed as a manager or an assistant/deputy manager, or an assistant to the manager or equivalent serving in a municipal or county government recognized by ICMA and nominated by the Board of Directors' approved district election process. The nominee must be employed within the district's boundaries. A member otherwise eligible to serve as a director who is appointed to an interim or acting capacity within the organization may serve as a director provided that the member continues to be eligible to serve under all other applicable requirements of this article. Elections for District Director shall be completed no later than February 15 of the calendar year in which the District Director would take office. District Directors shall serve a term of two (2) years or until a successor is duly elected.

The state shall be divided into districts according to counties as follows:

District I: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington.

District II: Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union, Volusia.

District III: Brevard, Orange, Osceola, Seminole.

District IV: Indian River, Martin, Palm Beach, St. Lucie.

District V: Broward, Dade.

District VI: Charlotte, Collier, De Soto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Monroe, Okeechobee, Sarasota.

District VII: Alachua, Citrus, Hernando, Hillsborough, Levy, Marion, Pasco, Pinellas.

District VIII: Lake, Polk, Sumter.

The Board of Directors will review the Districts as part of the strategic planning process to achieve a balance among the number of members, community of interest, and geographical relationships. In any change of district, the Board of Directors shall determine the appropriate method of transition.

Section 6: To be elected as a Director-at-Large, the member must be a Full, dues-paying member, with a minimum of three (3) years' experience as a full member, who is currently employed as a manager or an assistant/deputy manager, or an assistant to the manager or equivalent. Directors-at-Large shall serve a two (2) year term or until successors are duly elected.

Section 7: The Board of Directors shall meet at least quarterly during the program year. Special meetings may be called by the President or a minimum of eight (8) of the members of Board of Directors. A quorum shall be required for official Board action and shall consist of a majority of the members of the Board of Directors. Officers and Directors shall make every effort to attend all meetings. Any Officer or Board member missing three (3) meetings in a program year (from end of May conference to beginning of May conference) or any three (3) consecutive meetings shall automatically be removed from the Board and the vacancy filled consistent with the By-laws procedure in Article V.

Section 8: Conditions for In-Transition and Vacancies: Officers and Directors-at-Large who become a member-in-transition, and who continue to meet eligibility requirements, will not be removed from office, but shall continue to serve until the Annual Business Meeting at which the Officers and Directors are elected immediately following the date upon which the Officer or Director-at-Large becomes a member-in-transition, thus completing the current program year. A District Director who becomes a member-in-transition but is reemployed within the District in a municipality, county or council of government, and meets eligibility requirements, shall remain a District Director until the end of the term. A District Director who becomes a member-in-transition but is not reemployed within the District yet otherwise continues to meet eligibility requirements will not be removed from office but shall continue to serve until the Annual Business Meeting at which the

Officers and Directors are elected immediately following the date upon which the District Director becomes a member-in-transition, thus completing the current program year.

ARTICLE VI

The President shall annually appoint such committees as may be deemed necessary for the proper conduct of the work of the corporation.

No committee or individual shall be vested with power to enter into any agreement or contract to obligate this corporation, or create any financial liabilities for the corporation except upon the authority of the Board of Directors.

The Ethics Committee, as created in the Charter, shall be comprised of the chairperson and six (6) other members who will serve a four (4) year term that is staggered. Members of the Committee must have a minimum of five (5) years in the Association. The members will select their own chair from among themselves, and the chairperson must have served as an executive officer and should be a past president of the Association. Vacancies on the committee shall be filled by the current President. An appointment to fill an unexpired term will not count against a member serving a full term. Members may serve multiple terms; however, not consecutively. Any member of the committee may be removed from the committee by the President with the concurrence of the majority of the Board of Directors.

ARTICLE VII

Section 1: The Board of Directors shall have the ultimate authority to decide whether to grant or deny any applications for membership. The Board of Directors shall have the authority to take appropriate disciplinary action against any current, former or pending member which, in its judgment, may be appropriate in order to maintain the professional standards of the Association. A complaint against a person who was an FCCMA member at the time of the alleged violation will still be processed even if the person is no longer an Association member. A pending member who has been convicted of any misdemeanor or felony in any location, may be admitted as a member of the Association, following a thorough investigation by a committee appointed by the President and approval by a majority of the Board of

Directors. If the pending member does not consent to an investigation within thirty (30) calendar days of a request to do so, he/she is declared ineligible for admittance or re-admittance to the Association.

Section 2: If at some future date, any former member wishes to seek re-admittance to the Association, then he/she must appeal in writing to the full Board of Directors, consent to a completion of the investigation or give the committee a compelling written justification as to why he/she chose not to have the original investigation completed.

Section 3: In November, 2013, the Board of Directors voted to require each member to complete four hours of annual ethics training. Tracking of the training will commence at the start of the next fiscal year (10/1/14), and annual accountability will conclude at the end of each fiscal year. Non-compliance will result in suspension of membership. A suspended member may submit a report of the required training hours for consideration of reinstatement. Re-admittance to the Association is subject to the approval of the majority of the Board of Directors.

Section 4: Any FCCMA member who has been expelled from ICMA due to an ethics matter is subject to a review of his/her status as a FCCMA member.

ARTICLE VIII

Any person who has been an active full member of this Association in good standing and who has resigned or been removed from his/her position, may retain his/her status as an active member for a period of three (3) fiscal years, beginning with the fiscal year following that in which the person last paid applicable membership dues, on a complimentary dues basis if authorized by a majority vote of the Board of Directors.

Article IX

These By-laws may be amended or repealed as provided in the Article of Incorporation.

got ethics?

CHECK OUT THE NEW MEMBERSHIP REQUIREMENT

As an example of good governance, beginning October 1, 2014, all FCCMA members will be required to complete four (4) hours of ethics training to maintain his/her membership with FCCMA.

- » Training is complementary to any required city/county training – it is **NOT** in addition to any currently-required training.
- » Training must be completed every year between October 1 and September 30. (First deadline 9/30/15)
- » All members except Corporate (business) members are required to complete the training. Exceptions will be allowed by a majority vote of the board of directors. Requests must be submitted in writing to staff.
- » Failure to complete the required training will result in suspension of membership.
- » **Training Opportunities:** conference sessions, Winter Institute, webinars (free), On-Site trainings, magazine articles, newsletter articles, books, symposiums offered by FCCMA and its affiliates.



**Professional Management –
Grounded by Ethics**

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