

FLORIDA ASSOCIATION OF COUNTIES, INC. POLICY

Subject: FAC Officer Candidate Requirements and Creation of the Elections Qualification Review Committee

Objective: To create a checklist to assist potential candidates to qualify for election to FAC office and to create an Elections Qualification Review Committee

The FAC Bylaws contain both qualifying and eligibility criteria for office. The qualifying requirements are those things that must be done by the candidate in order to be eligible to run for FAC office. The candidates who qualify for office must also be eligible candidates. By tradition but not by requirement, the qualifying period begins on or about April 1 of each year and, by operation of the Bylaws, closes on May 15, annually.

Qualification Requirements

Candidates desiring to qualify for election to FAC office must do the following:

- (1) Declare candidacy for office; and
- (2) Provide required information.

Requirement (1) and (2) must be in writing

Requirement (1) and (2) must be transmitted to the FAC Executive Director

Requirement (1) and (2) must be postmarked by May 15

Requirement (1) and (2) must be transmitted via U.S. Mail, certified and return receipt requested (or by other commercial express carrier requiring signature upon delivery)

Requirement (1) must include:

- The office being sought; and
- A declaration of candidacy

Requirement (2) must include:

- A letter from that commissioner's BoCC, supporting the candidacy;
- A copy of the commissioner's resume;
- An outline of the commissioner's prior activities and leadership roles within the Association; AND
- A statement regarding what assets the commissioner would bring to the Association by being an officer

Qualification for Office Checklist

The FAC Executive Director is hereby directed to share the following checklist with the entire membership, at the beginning of each year, no later than February 1 and to individual commissioners seeking guidance on the qualification process, at any time. For special elections, the Executive Committee shall establish the beginning and closing of the qualifying period for the special election.

- ✓ Written letter declaring candidacy
- ✓ Identify office (Pres Elect, 1st VP, 2nd VP)
- ✓ Postmark by May 15 (or other date as established for a special election)
- ✓ Sent by U.S. Mail, certified and return receipt requested OR other carrier requiring signature upon delivery
- ✓ Letter of support from BoCC
- ✓ Resume
- ✓ Outline of prior activities and leadership roles within FAC
- ✓ Statement on what assets the candidate would bring to FAC office

Eligibility Criteria

Commissioners must BOTH qualify and be eligible for election. An “eligible commissioner” is defined, in the Bylaws, section 5.4(B), and is a commissioner who:

- (1) Will have served a minimum of two consecutive years in county commission office on the date of the election; AND
- (2) Will have either:
 - (a) Served (or on May 15¹ be serving) on the FAC Board of Directors;
 - (b) Completed the CCC Program by May 15;²
 - (c) Served (or on May 15³ be serving) as a chair or vice chair of a FAC legislative policy committee or caucus; OR
 - (d) Served (or on May 15⁴ be serving) on any FAC standing or select committee, as created by the Board of Directors or the President.

¹ Unless specifically changed by the Executive Committee for a special election, the date of these eligibility criteria will remain at May 15 even for a special election.

² *Id.*

³ *Id.*

⁴ *Id.*

Qualification and Eligibility Determination and Review Committee

Within five business days of a declaration of intent to seek office being received by the Executive Director, the General Counsel will review the submission(s) and provide an opinion to the Executive Director as to each candidate's qualification and eligibility. The opinion will be shared with the candidate.

The opinion will become the final determination of eligibility and qualification, unless within five (5) business days of transmission to the candidate, a candidate asks the President in writing to have the Elections Qualifications Review Committee (comprised of all FAC Past Presidents who are Commissioners in Good Standing and chaired by the current President) review the General Counsel's recommendation for final determination.

The Elections Qualifications Review Committee shall meet as quickly as possible under the circumstances and reserves the right to conduct that review in any manner it deems reasonable under the circumstances. The Elections Qualifications Review Committee is authorized to reach different conclusions than those of the General Counsel. The decisions of the Elections Qualifications Review Committee will be final.

At the close of the qualifying period and finality on the determination of qualification and eligibility, the Executive Director will notify the FAC members of the qualified and eligible candidates.

The Executive Director can notify the President that a meeting of the Elections Qualification Review Committee is necessary or prudent in his/her sole discretion within five (5) business days of receiving a Commissioner's declaration of intent.

Reservation of Authority. The Executive Committee of the Association reserves the right to modify, amend or abolish this policy by majority vote at any regular meeting of the Committee or any special meeting of the Committee called for that purpose.


Barbara Sharief, President

As approved by the Executive Committee this 28th day of June, 2016.