

SPACE COAST LEAGUE OF CITIES INC.
A FLORIDA NOT FOR PROFIT CORPORATION

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POLICIES AND PROCEDURES

As Amended – September 12, 2016

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I. HISTORY

The Space Coast League of Cities Inc. (hereinafter referred to as the "League") was incorporated in February 1970 as a Florida not-for-profit corporation under the name of Brevard County League of Municipalities, Inc. The original Officers and Directors were John M. Candy (President) and Lee Ayres (Secretary) from Titusville, Percy L. Hedgecock (Vice President) from Satellite Beach, and Robert McKemy (Treasurer) from Melbourne. In May 1985, the name was changed to Brevard County League of Cities, Inc.; and in June 1990, the name was finally changed to Space Coast League of Cities, Inc.

II. PURPOSE

The purpose of the League is to bring Space Coast municipalities together for mutual assistance in:

- A. Improving municipal government;
- B. Studying and solving municipal problems;
- C. Promoting communication and the exchange of ideas and experiences in successful methods of administration;
- D. Fostering municipal education and a greater civic consciousness among the citizens of the Space Coast;
- E. Promoting the welfare of Space Coast communities and citizens

III. AUTHORIZED BUSINESS

League Bylaws require that all business considered by the League must be directly related to municipal issues. Any delegate(s) officially representing the views of the League before any person, organization, or legislative body must confine the representation to issues directly affecting municipalities. Any legislation sponsored or endorsed by the League must pertain solely to municipal issues.

IV. POLICIES AND PROCEDURES

This document and the Bylaws contained all the policies, which have been established by the League. Any policies not included in this document can be found in the Bylaws.

V. FLORIDA LEAGUE OF CITIES AFFILIATION

The League is an independent, self-governed affiliate of the Florida League of Cities, Incorporated (FLC), a Florida not-for-profit corporation, constituting FLC District Representatives. The FLC was founded in 1922 and is headquartered in Tallahassee. Throughout the year, the staff at FLC enthusiastically shares its extensive local government expertise with municipalities and provides numerous educational and networking opportunities to those involved in local government. Primary among these is FLC's annual conference, which is traditionally a highly informative and worthwhile event. Individuals from our League have the opportunity to serve on the various FLC committees, and each year the League appoints two individuals to serve as District representatives on the FLC Board of Directors. The mission of the FLC is to:

- A. Aggressively promote municipal independence and represent the interests of the municipal governments in Florida.
- B. Increase public knowledge of municipal services, issues, concerns, accomplishments and responsibilities.
- C. Provide professional, high-quality information, research, training; and technical assistance, as well as innovative forums, conferences, publications and on-line services to help municipal governments plan for the future and improve the quality of life for their citizens.
- D. Provide professional administrative leadership to ensure the continued availability of financially sound, innovative and cost-effective insurance/risk-management and financial services, programs and products to local governments.
- E. Provide responsible and honorable stewardship of the Florida League of Cities' resources, especially human and financial.

VI. COMMITTEES

The committees described below are either standing or commonly-appointed League committees. This is not an all-inclusive list, as the Bylaws permit the creation of any committee deemed appropriate to conduct League business. With the exception of the Intergovernmental, Nominating, and Scholarship Committees, any number of committee members may be appointed to any League committee. The Bylaws provide that active delegates (both voting and non-voting) of member municipalities are automatically eligible to serve and vote on all committees; and associate, government, and honorary members may serve and vote on committees (except the Intergovernmental, Nominating, and Scholarship Committees) if approved by the Board.

(NOTE: See Bylaws for further discussion of committees.)

- A. **FINANCIAL BUDGET COMMITTEE:** This committee is appointed by the President in March and is Chaired/Headed by the Treasurer. This committee generates the upcoming Budget and assists the Treasurer in reviewing the monthly financials and ongoing budgetary issues.
- B. **GOVERNANCE COMMITTEE:** This committee is appointed by the President in March and is Chaired/Headed by the 1st Vice President. The committee's purpose is to provide guidance to the Board and handle changes to the League's Bylaws and Policy and Procedures as the Board makes decisions during its course of business that requires changes to such documents.
- C. **INTERGOVERNMENTAL COMMITTEE:** This committee is appointed by the President in January to serve for one year. Its purpose is to maintain ongoing dialogue regarding concerns between the League and relevant entities such as the County, State and Federal Governments. This committee will recommend to the Board legislative issues for the League to endorse and to produce a list of legislative priority issues to be presented to the Brevard Legislative Delegation. The committee will draft proposed legislation for Board approved issues and work with the Florida League of Cities in conjunction with the FLC Advocacy Committee and Federal Action Strike Team for support of the SCLC issues in Tallahassee and Washington. Membership consists of no more than one representative per League municipality. Meetings are scheduled as needed. The meetings will be noticed, open to the public with public comment invited, and minutes will be taken. Issues pursued by this committee must have prior Board

approval. This committee is also responsible to bring attention to matters and issue the County, State House and Senate, and Federal House and Senate members have proposed and need local Government support for passage. This committee will recommend to the Board the person(s) to lobby the SCLC issues in Tallahassee and Washington D.C. To accomplish this, the following schedule of activities applies:

1. **September 15:** Deadline for municipalities to submit their priority legislative issues.
2. **September 30:** Deadline for committee to send compiled list of all submitted issues to each municipality for its selection of the 10 issues it considers most important.
3. **October 31:** Deadline for municipalities to return their top 10 legislative issues from the compiled list.
4. **November:** At the November regular Board meeting, present a summary of the number of votes received for each issue on the compiled list, and recommend issue(s) for Board approval. The Board will then approve one or two issues for League support during the upcoming regular session of the Florida Legislature. Before the end of November, inform the Brevard Legislative Delegation of the League's top legislative issue(s), and provide a copy of FLC's legislative priorities.
5. **December:** At their December public meeting, address the Brevard Legislative Delegation regarding the League's top issue(s). Begin working with appropriate staff to draft legislation.
6. **January - April:** Monitor the legislation's progress (tortured journey) through the Legislature, and continue working with staff as needed.
7. **March:** At the March regular Board meeting, recommend for Board approval the person(s) to lobby our issue(s) in Tallahassee. Prepare a position paper (on League letterhead) for each issue.

ADVOCACY Team shall be a subcommittee of the Intergovernmental Committee. The Advocacy Team shall be composed of one member selected by each Brevard County Municipality. The purpose of the Advocacy Team shall be to develop and maintain a positive working relationship with the members of the Brevard County Board of County Commissioners, State Legislators, and members of Congress. Individual members of the Advocacy Team shall regularly meet with those in a position to support the Legislative Priorities of the Space Coast League of Cities and the Florida League of Cities. Members, pursuant to approval of the Board of Directors, may travel to the Florida State Capital, Tallahassee, and to the Capitol of the United States, Washington D.C., to lobby for support on selected issues.

- D. **NOMINATING COMMITTEE:** This committee is appointed by the President in March. This seven (7) member committee consists of a majority of past presidents if possible. The remaining members will be members-at-large with no municipality having more than one member. Past Presidents will have the privilege of first serving on this committee over a member-at-large. A minimum of one past president must serve on this committee, however if no past president wishes to serve then the current president will serve on this committee. The committee members will be appointed to serve for one year, and will present a slate of candidates in October for the November election of officers.

(NOTE: See "Committees" section in Bylaws for further requirements for this committee.)

- E. **SCHOLARSHIP COMMITTEE:** This committee is appointed by the President in March. This five (5) member committee recommends both the scholarship recipient(s) and alternate(s) for the Board's approval.
(NOTE: See "Scholarship" section in this document for further requirements for this committee).
- F. **HOLIDAY PROGRAM COMMITTEE:** This committee is appointed by the President in September to plan a special holiday program for the December regular membership meeting.
- G. **SCIENCE AND ENVIRONMENTAL COMMITTEE:** This committee was formed to increase public awareness of conservation issues and activities specifically related to Indian River Lagoon Restoration; to support and conduct non-partisan research, educational and informational activities, to increase public awareness of issues in environmental protection and restoration; to sponsor reports, meetings and workshops for non-profit and public environmental; and to educate the public about the protection and restoration of the environment.

VII. FLORIDA LEAGUE OF CITIES (FLC)

On an annual basis at the June meeting nominations will be taken from the floor for candidates to be elected to represent the League on the FLC Board of Directors. Each Board member is granted one vote. The votes will be done by ballot, with the voter signing their name legibly to the ballot. Each ballot will contain no more than one vote for each of two candidates and only the votes for the candidates will be counted. The CPA and Attorney will tally the votes and ratify the count. The two individuals with the most votes will be the Leagues suggested representatives to the FLC Board of Directors. If there is a tie, there will be second vote following the same procedure for the individuals that had the tie vote. The person with the most votes will win.

VIII. LEAGUE REPRESENTATION

- A. **Legislative Action Day (Tallahassee):** Each year, the FLC schedules a Legislative Action Day for intensive lobbying in Tallahassee by FLC members. While the Intergovernmental Committee continues to work on League priorities as needed throughout the legislative session, to a large extent, this special day is the culmination of their work. The League and individual Brevard municipalities send representatives to lobby for the priorities of the FLC, the League, and the represented municipalities. The staff at FLC maximizes each participant's efforts by arranging accommodations and facilitating contacts with legislators. Included is a special breakfast or luncheon for members and invited legislators, for which the Executive Secretary sends invitations in March to the entire Brevard Legislative Delegation and provides to the FLC staff the names of those who accept.
- B. **Legislative Coordination Meeting:** It is recommended that those participating in Legislative Action Day meet before their trip to discuss strategies to make that day as productive as possible. It can be especially helpful for first-timers to be briefed on what to expect by those who have previously participated, and it can provide an opportunity to see if lobbying efforts for the various represented issues can be coordinated for maximum effectiveness.

- C. **Tips** for the FLC schedule of events, which lobbyists receive when they register at the designated location, will include a block of time reserved for office visits with individual senators and representatives. For maximum effectiveness, it is recommended that lobbyists visit each member of the Brevard Legislative Delegation and those legislators who chair the committees, which control the issues being lobbied. Appointments with the Brevard Legislative Delegation are not required, because they will be expecting Brevard lobbyists to stop by. Appointments are, however, recommended for other legislators. At each office visit, be courteous, be brief, and leave a position paper(s) with the legislators.
- D. **Lobbying Rules**
1. League Lobbyists (i.e. those who lobby on behalf of the League): must be approved by the Board, following recommendation(s) by the Intergovernmental Committee (The Board can appoint as many lobbyists as it deems appropriate).
 2. Must be selected from voting/non-voting delegates/members who volunteer to serve in this capacity.
 3. Must agree to lobby all issues approved by the Board. May also lobby other issues (such as those which pertain to their individual municipalities), as long as they are not in conflict with Board-approved issues.
- E. **Allowable Expenses** (for non-local lobbying as appointed by SCLOC):
1. Government rates for hotel, *per diem* (meals), and mileage. Include airfare if approved for special circumstances by the Board.
 2. Paid by the League, unless member municipalities wish to pay the expenses of their delegates.
(NOTE: See the League's Travel Reimbursement Policy attached as **Addendum A**)
- F. **FLC's Action Alerts:** Throughout the entire session of the Florida Legislature, the FLC faxes or e-mails many short-fuse requests to municipalities and affiliated leagues, asking them to contact specific legislators (usually the local delegation) about pending legislation. To ensure that the League supports FLC's tireless efforts to secure laws which best serve municipalities, the President (or the President's designee) should do the following:
1. Call or write (as requested) the identified legislators, stating the League's position on the subject legislation. To ensure the League's timely response, use a simple format containing language provided by the FLC staff. (Don't take time to reinvent the wheel!)
 2. Fax or e-mail a copy of these letters to each municipality as a sample for them to use if they want to individually add their prompt support to FLC's positions.

IX. DECISION MAKING RESPONSIBILITIES

The following summarizes the entities responsible for League decisions, as assigned by the Bylaws or this document. Note that some duties may be performed by more than one entity.

(NOTE: See Section 5 of the BYLAWS defining voting members.)

- A. **Matters Which Board Must Decide Alone:**
1. Manage the business and property of the League.
 2. Decide all matters not specifically assigned to the regular membership or President.
 3. Determine which matters, other than those required to be assigned otherwise, can be decided by the regular membership following Board approval.
 4. Approve League resolutions.
 5. Amend/rescind Bylaws.
 6. Amend/rescind Policy and Procedure documents and all governing documents.

7. Authorize associate, government, and honorary members to serve and vote on committees (except the Nominating Committee).
8. Authorize committees to obligate the League or create financial liabilities for the League.
9. Ratify all committee-member appointments.
10. Approve pro-ration of membership dues.
11. Decide time and place of regular membership meetings.
12. Call election meetings (to be held during regular membership meetings).
13. Determine whether to grant additional time for public comment at Board meetings.
14. Approve League's legislative issues and issues to be pursued by the Intergovernmental Committee.
15. Approve League's lobbyist(s).
16. Approve airfare for League's lobbyist(s) for special circumstances if Budget allows.
17. Authorize paying meal providers more than \$27 per League dinner.
18. Approve Treasurer's Reports subject to financial review by CPA.
19. Approve scholarship recipient and alternate.

B. Matters Which Board Can Decide Alone:

1. Create committees.

C. Call special membership meetings. Call regular and special Board meetings.

Board Decisions, Which Regular Membership Must Approve:

1. Approve League resolutions.
2. Award lifetime honorary memberships to outstanding League delegates (voting or non-voting).
3. Decide all matters, which the Board assigns to the regular membership for final consideration.

D. Matters Which Regular Membership Must Decide Alone:

1. Nominate individuals for a life time honorary membership.
2. Elect officers.
3. Remove officers.
4. Decide emergency agenda items (i.e. those presented directly to the regular membership by the President because their urgency did not allow time for prior Board approval).

E. Matters Which President Must Decide Alone:

1. Appoint all necessary liaisons with other organizations.
2. Appoint all committee members (subject to Board ratification).
3. Appoint all committee chairs unless otherwise specified in document.
4. Excuse a Director absence from Board meetings.
5. Determine method of voting if not previously specified in document. (unless someone eligible to vote requests a roll-call vote).
6. Determine whether to grant additional time for public comment at membership meetings.
7. Determine whether to place emergency items on the agenda for membership meetings.

F. Matters Which President Can Decide Alone:

1. Create Committees.
2. Call special membership meetings.
3. Call regular and special Board meetings.

X. COPIES

Persons or organizations, except for League members, who request copies of League document's will be charged 15-cents per one-sided page, 20-cents per two-sided page, \$1 per certified copy, and the actual mailing or delivery costs incurred. Applicable charges must be paid before copies are provided.

If the nature or volume of the records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both. Where provision of another room or place is necessary to photograph records, the expense of providing the same shall be paid by the person desiring photographic copies of the records.

XI. DUES

Annual membership dues are assessed for each category of membership as shown below. The Executive Secretary sends invoices for annual dues in September, with full payment due by October 1.

- A. Regular Members: Member municipalities are charged dues according to the number of votes allocated to them in the Bylaws. The amount of dues for each vote is \$30.
(Note: See "Votes Allocated Per Municipality" - section XVI)
- B. Associate Members: Dues for Associate Members are prorated quarterly during the calendar year. Their dues are shown below.
 1. Individual: Annual \$40. (Prorated monthly)
 2. Corporate: Annual \$65. (Prorated monthly)
- C. Government Members: No dues (per Bylaws).
- D. Honorary Members: No dues (per Bylaws). An Honorary membership card is given to these members.

XII. EXECUTIVE SECRETARY

- A. **DUTIES**: The Executive Secretary performs those duties, which are permitted by the Bylaws. The Executive Secretary serves as the custodian of all official records retained by the League and purges these files as permissible. S/he maintains League files both hard and electronic copies and ensures their completeness. S/he also maintains the corporate seal, prepares required reports for appropriate signatures and correspondence as required or as requested by the President. The Executive Secretary ensures that all billing and other administrative matters are completed in a timely manner, and assists the League officers in their duties as requested. Those who prepare official League correspondence or reports of any kind are responsible for ensuring that the Executive Secretary receives a copy of the signed document for filing and maintaining with the League's official records.

(NOTE: See "Executive Secretary Responsibilities" form located on the SCLOC website at www.SCLOC.org)

- B. **PAYMENT**: The Executive Secretary is a self-employed provider of secretarial and administrative support services. The annual amount paid for these services is shown in each year's budget.

XIII. FINANCIAL MATTERS

- A. **FINANCIAL REPORTS:** The League Treasurer provides a monthly Treasurer's Report to the Board. -The Board, subject to financial review at the end of November by the CPA, must consider this report.
- B. **FISCAL YEAR:** The League's fiscal year runs from October 1 through September 30.
- C. **FLC FUNDS:** The FLC has placed no restrictions on the use of funds it contributes to local leagues. The League is free to allocate the funds as they see fit.

XIV. INSTALLATION OF OFFICERS AND DIRECTORS

Officers and Directors are installed during the January regular membership meeting.

- A. **Oath of Office:** For both Officers and Directors, the oath of office (which is first spoken and then signed in writing) is administered by the League Attorney if s/he is a notary public. (If the League Attorney is not thus qualified, another person who is a notary public must be selected.) Any Officer or Director absent from the formal swearing-in ceremony must sign the oath before a notary public at his/her earliest opportunity. The following oath is administered:

I do solemnly swear (or affirm) that I will support and defend the Constitutions of the United States and the State of Florida against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I am entitled to hold office under the Bylaws of the Space Coast League of Cities; and that I will faithfully perform all the duties of the office of _____ of the Space Coast League of Cities, on which I am about to enter, (so help me God).

- B. **Presentations to Officers:**

1. Following their swearing-in, the newly installed officers receive the following from the outgoing President: each receives a League nametag (showing the new office held), and the incoming President receives the League gavel.
2. The League has traditionally presented the outgoing officers with plaques to recognize their service to the League. The Immediate Past President is responsible for planning and presenting any such tributes to the outgoing officers.
3. The outgoing President presents an Honorary Membership Card to the Immediate Past President.

XV. NO-SMOKING POLICY

***** Smoking is not permitted at any League meeting. *****

XVI. VOTES ALLOCATED PER MUNICIPALITY

The number of votes allocated to member municipalities is dependent upon population and is specified in the table of Section 5 of the Bylaws.

XVII. MEETINGS

- A. **Regular Meetings - Board of Directors:** The regular monthly Board meeting begins at a time set by the Board immediately prior to the regular membership meeting. With at least ten days' notice to the members, the President may change the time for a Board meeting if the agenda dictates more or less time would be required.
- B. **Regular Meetings – Membership:** The regular monthly membership meetings are usually dinner meetings, which are held on the second Monday of each month at 7 p.m., unless that date conflicts with national or religious holidays. If such a case occurs, the Board of Directors will determine whether the meeting will be moved to another day or skipped for that month. Absent special circumstances, dinner meetings should adjourn by 9 p.m. The hosting of dinner meetings rotates among member municipalities according to a schedule shown in the Calendar of Events.
(NOTE: In the event of a state of emergency the President has the authority to cancel both the Board of Directors and Members meetings.)
- C. **Dinner Meetings:** The following provisions apply to dinner meetings:
1. **Cost:** The maximum amount authorized for the League to pay any provider for any meal shall be set by the Board of Directors and may be adjusted from time to time as required for cost increases. Any amount exceeding the provider's cost shall be retained by the League. Because the League must promptly pay for all meals ordered, all dinner charges must be paid before or at the meeting. Member municipalities - and not the League Treasurer- are responsible for ensuring timely payment for all guests attending from their municipality. All other members are likewise responsible for ensuring timely payment for themselves and their guests.
 2. **Reservations:** The Executive Secretary accepts membership and guest dinner reservations until the prior Wednesday, when s/he reports the total number to the host municipality. (Those seeking reservations after that time must contact the host municipality directly to see if their reservations can still be accommodated.) Prior to the dinner meeting, the Executive Secretary provides the Treasurer with a record of dinner reservations, which the Treasurer uses to monitor payment for all dinner charges (after including any late reservations reported by the host municipality).
 3. **Guests without Charge:** The following persons are invited to attend our dinner meetings without charge: League Attorney, League CPA, League Executive Secretary, program speakers, Florida State Senators, Florida State Representatives, U.S. Senators, and U.S. Representatives.
 4. **Guest Introductions:** Candidates for any elective office are not to be identified as such if introduced to the entire gathering. At the SCLOC discretion, candidates may set up a table outside of the dinner room with their literature.
 5. **Program:** The League 2nd Vice President is responsible for planning and scheduling the program/speaker for each dinner meeting, and providing assistance as needed. Therefore, any host municipality desiring to plan the program must coordinate this with the 2nd Vice President.
 6. **Host Responsibilities:** The host municipality is responsible for the following:
 - a. **Location.** Select the location for the dinner. In order to properly conduct League business and present the program, it is necessary to have a facility with a large, private area which accommodates a sound system, lectern, flag, and space for the President to conduct the meeting, without interruptions by the facility's noise, music, customers, etc. It is for these reasons that restaurants are seldom-good locations for our business meetings.
 - b. **Room for Board Meeting.** Ensure that an adequate, separate area is available for the Board of Directors' meeting, preferably away from the noise of guests socializing during the time of Attitude Adjustment.

- c. Meal Arrangements. Make all meal arrangements, including menu selection, Report the total number of reservations (as submitted by the Executive Secretary) to the meal provider. Receive all calls for late reservations and determine if they can be accommodated. Notify the meal provider and the Treasurer of any added reservations.
- d. Head Table. Make all decisions regarding the head table. This includes the number of seats at the head table, as well as who, specifically, will fill them. (Please do not arrange for a head table and then wait until the beginning of the dinner meeting to ask the President whom s/he wants seated there.)
- e. Equipment. Ensure that a lectern, working sound system, and American flag are available at the meeting. A table lectern located at the center of a head table works well, as does a floor lectern located beside a head table.
- f. Spokespersons. Decide ahead of time who will lead the Pledge of Allegiance and give the invocation and welcoming remarks. Provide these names to the President before the meeting.

XVIII. SCHOLARSHIP

The Space Coast League of Cities annually co-sponsors, with corporate donors, and co-presents a scholarship for students with a permanent residence in Brevard County, Florida. The amount of the scholarship to each student is determined according to the amounts of the funds/sponsors for that fiscal year. It is renewable, but not transferable. Proceeds are paid jointly to the designated college/university or the student. The Scholarship Committee sets the criteria, maintains the policies and procedures, presents the applicants, and recommends candidates to receive the scholarship to the Board.

(NOTE: Eligibility and selection criteria can be found on the SCLOC website under the Scholarship Policies and Procedures at www.SCLOC.org)

XIX. CORPORATE INFORMATION

The Space Coast League of Cities Inc. is a Florida not-for-profit corporation, but it is not tax-exempt. Accordingly, the League is subject to both Federal income tax and State of Florida sales tax. The Treasurer, working with the CPA, is responsible for timely preparation and filing applicable tax returns.

The League's Federal Employer Identification Number is 59-2921880.

The League's Registered Agent is the Executive Secretary/Director. The address for the Registered Agent is 1600 Huntington Lane, Rockledge, FL 32956 (Rockledge City Hall).

The League's primary place of business and post-office-box business address are located at the Rockledge City Hall, where a "Space Coast League of Cities" sign is posted. City of Rockledge staff members generously assist the Executive Secretary with administrative support as needed.

To enable the League's daily business to be conducted as conveniently as possible, the League's phone, fax, and files are maintained at the residence of the Executive Secretary.

XX. FORMS

Copies of all SCLOC forms mentioned and or described in this document are available by request from the Executive Secretary or can be found on the SCLOC website at www.SCLOC.org.

This is not a comprehensive list and forms and policies will change over time.

- Calendar of Events
- Executive Secretary Duties
- Template - Board of Directors Regular Meeting Agenda
- Template - Membership Meeting Agenda
- Oath of Office – Officers
- Oath of Office – Board of Directors
- Template - Membership List
- Template – Board of Directors Contact List
- Template – Board Roll-Call Vote List
- Template – Record of Attendance for Meetings
- Treasurer’s Report form and applicable templates and forms
- Travel Policy and Travel Reimbursement Request form
- Scholarship Policies and Procedures and applicable forms