ManaSota League of Cities, Inc.

Anna Maria • Bradenton • Bradenton Beach • Holmes Beach
Longboat Key • North Port • Palmetto • Sarasota • Venice

Agenda Item 4. Florida League of Cities' Nominating Committee appointment recommendation

Each year in mid-January the Florida League of Cities (FLC) calls for each regional league to submit a recommendation for appointment to the FLC Nominating Committee. There is a narrow amount of time from the date recommendations are accepted until the deadline to submit a name to the FLC – usually one month.

The next scheduled meeting for the ManaSota League of Cities is March 9, 2017, which would be after a February deadline.

Information received from the FLC for the 2016 is attached for your information and details the appointment process. Information for 2017 has not yet been received.

c/o Town of Longboat Key, 501 Bay Isles Road, Longboat Key, FL 34228
Telephone: (941) 316-1999 Fax: (941) 316-1656

Agenda Item No. 4
(2016 - for information only)

301 South Bronough Street • Suite 300 • P.O. Box 1757 • Tallahassee, FL 32302-1757 • (850) 222-9684 • Fax (850) 222-3906 • www.floridaleagueofcities.com

TO: Presidents, Local/Regional Leagues
FROM: Matthew Surrency, President; Mayor, City of Hawthorne MS
DATE: January 11, 2016
SUBJECT: **RECOMMENDATIONS FOR FLC NOMINATING COMMITTEE**

The FLC By-Laws (as amended August 2012) provide the current President and all Past Presidents who are duly elected officials of members in good standing of the League to serve as members of the FLC Nominating Committee. The By-Laws also limit the size of the Nominating Committee to no less than 15 and no more than 25 members (including the current President; plus two alternates). Current active Past Presidents include:

Randall Wise, Mayor, Niceville
Samuel J. Ferreri, Mayor, Greenacres
Scott Maddox, Commissioner, Tallahassee
Scott Black, Commissioner, Dade City
Frank C. Ortis, Mayor, Pembroke Pines
Joy Cooper, Mayor, Hallandale Beach
Pat Bates, Mayor, Altamonte Springs
P. C. Wu, Councilman, Pensacola

The FLC Board of Directors has adopted the attached "FLC Election Process" outline. We will follow this process in appointing the Committee and conducting the elections during the annual conference.

Accordingly, I have the authority to appoint up to 17 additional members (plus two alternate members) to serve on the Nominating Committee and the purpose of this letter is to solicit your recommendations of city officials for consideration. This process guarantees I will have more names for consideration than slots to be filled, so the person you recommend should be notified this appointment <u>would not</u> be automatic. However, the person you recommend should be available to attend the Nominating Committee meeting to be held August 19, 2016 during the FLC Annual Conference in Hollywood. Keep in mind that I will also take into strong consideration the diversity of the membership when considering the appointment of this committee. We also try to limit the number of current FLC Board members on the committee; therefore, request you try to submit the name of someone who is NOT currently on the FLC Board of Directors.

The by-laws require the Committee be appointed no later than 6 months prior to the annual meeting. To make this deadline, your recommendation must be received in the League office no later than Friday, February 12, 2016. Submit your recommendations to Linda Bridges in the League office via the attached form. If you have any questions, please contact Linda, Mike Sittig or myself.

c: Board of Directors, Florida League of Cities -- For Information Only
Executive Directors, Local/Regional Leagues

President **Matthew D. Surrency**, Mayor, Hawthorne
First Vice President **Susan Haynie**, Mayor, Boca Raton • Second Vice President **Gil Ziffer**, Commissioner, Tallahassee
Executive Director **Michael Sittig** • General Counsel **Harry Morrison, Jr.**

FLC Election Process

The League's by-laws provide the League's officers and Board of Directors shall be elected by majority vote at the annual meeting by the League's members. They provide a Nominating Committee, numbering no less than 15 and no more than 25 members, will meet at the annual meeting to recommend persons to serve as the League's officers and directors. The by-laws state the current President and all active Past Presidents may serve on the Nominating Committee and the President appoints the remaining members. The Committee's recommendations are then taken up by the full membership at its annual meeting. Under the by-laws, nominations of candidates for office from the floor at the annual meeting require a two-thirds vote of the members present for consideration.

The following provides guidance to League members and others on the process the League will follow for the election of the League's officers and directors. Please remain mindful the President's powers are governed by the League's charter and by-laws. Each President will make every effort to follow the guidelines described below; however, each President has the right to make adjustments to the guidelines (i.e. to address unforeseen circumstances that may arise in the election process.) Also, please remain mindful the League's charter/by-laws will prevail to the extent there's any conflict between the charter/by-laws and the guidelines. The League's staff is available to point out provisions in the charter and the by-laws that govern the League's election process.

Appointments to the Nominating Committee

The League's by-laws provide the Nominating Committee may number no less than 15 and no more than 25. They provide the current League President and all active Past Presidents may serve on the Committee and the remaining members are appointed by the President.

Members of the Nominating Committee will be appointed no less than six months prior to the annual meeting. The President will make every effort to assure interested parties are notified of the makeup of the Committee. The President will appoint two alternates to serve in the event there is an unexpected vacancy on the Committee.

In making his or her appointments, the President will take into consideration the diversity of the membership and will give due consideration to the recommendations of the local/regional leagues so long as the recommendations are prompt and don't interfere with efforts to meet the above deadlines. If the President appoints two members to the Nominating Committee from the same city,

he/she will explain his/her reasons for the appointments when the appointments are announced (published).

Nominating Committee Deliberations

The Nominating Committee may meet at other times to consider candidates for office; however, the League's by-laws provide the Nominating Committee must meet at the annual meeting to recommend persons to serve as the League's officers and Board members.

It is the responsibility of a candidate for League office to assure a member of the Nominating Committee nominates the candidate and a member of the Nominating Committee seconds the nomination. Following the close of nominations, candidates for President, First Vice President and Second Vice President will be given an opportunity to briefly address the Committee. Immediately following, the members of the Committee will vote by secret ballot.

The President will appoint a canvassing committee, numbering no less than 3 and no more than 5, to assure all votes are properly counted. Members of the canvassing committee will be impartial observers and will have no other role in the election process (i.e., they will not serve on the Nominating Committee or serve as a voting delegate at annual meeting).

League staff will collect and tally the ballots. Once the votes are tabulated, the results will be reported to the Chair of the Nominating Committee, who in turn will announce the recommended candidate to the Committee.

The results will be announced only upon a majority vote of the committee.

Voting Delegate Deliberations

Under the League's by-laws, each member designates a voting delegate. At the annual meeting, voting delegates will be segregated from non-voting delegates and will be seated close to the front of the room. Each voting delegate will have one or more votes that may be cast at the annual meeting for the election of officers. The number of votes a member has is based on population and no member is allocated more than 5 votes or less than 1 vote. When each voting delegate presents his or her credentials, the voting delegate will receive voting cards that reflect the delegate's number of votes (i.e., 1-5). Under the by-laws, nominations of candidates for office from the floor at the annual meeting requires a two-thirds vote of the members present for consideration.* However, if a nomination receives a requisite two-thirds vote, a majority vote of the voting delegates present is required for the election of the officer.

Should a candidate that fails to secure the recommendation of the Nominating Committee elect to seek nomination to an office from the floor, League staff, upon the candidate's request, will brief the candidate on the procedures that will be followed during the annual meeting. In addition, upon the candidate's request, League staff will brief the candidate recommended by the Nominating Committee on the procedures that will be followed at the annual meeting.

At the annual meeting, the Chairman of the Nominating Committee will place into nomination the officer recommended by the Nominating Committee. A candidate seeking to be nominated from the floor must make arrangements for voting delegates to nominate and second his/her nomination. The nomination and the second to the nomination must be brief. Following the nomination, the candidate nominated from the floor will be given an opportunity to briefly address the voting delegates. The Chairman of the Nominating Committee will then be given an opportunity to briefly address the voting delegates. The candidate nominated by the Nominating Committee will then be given an opportunity to briefly address the voting delegates.

Immediately thereafter, the President will ask for a vote on whether to take up the nomination. The President will first ask for a voice vote on the nomination. If he/she is doubtful whether the candidate secured the requisite two-thirds vote, the President will then ask for a show of hands. If the President is still in doubt as to the outcome, he/she will ask each voting delegate to write "yes" or "no" on the delegate's voting card and turn the card into the League's staff.

League staff will then tabulate the votes and report the results to the President. The canvassing committee will oversee the vote count to assure all votes are properly counted and reported to the President.

The President will announce to the voting delegates the total number of votes cast, the number of "yes" votes required to satisfy the two-thirds requirement for nomination, and the number of "yes" and "no" votes cast.

Should the candidate running from the floor receive the requisite two-thirds vote, his or her name will be deemed to have been placed in nomination. At that time, the candidate running from the floor will again be given the opportunity to briefly address the voting delegates. Immediately thereafter, the candidate recommended by the Nominating Committee will also be given an opportunity to briefly address the voting delegates.

Immediately thereafter, the President will ask for a vote of delegates. The President will first ask for a voice vote. If he or she is doubtful whether a candidate secured a majority vote, the President will then ask for a show of hands. If the President is still in doubt as to the outcome, he or she will ask each voting delegate to write a candidate's name on the delegate's voting card and the same process used to determine whether the candidate running from the floor received the requisite two-thirds vote will be used to determine which candidate received a majority of the votes.

The President will declare a candidate elected and the newly elected officer will then be given the opportunity to briefly address those attending the annual meeting.

* The two-thirds vote requirement acknowledges the makeup of the Nominating Committee and the candidates it has yielded have mirrored the League's diverse membership. Committee members and recommended candidates have included city officials from the northern, central, and southern regions of Florida; city officials from small cities and large cities; city officials from cities located in rural areas and urban areas; mayors and commissioners; males and females; and city officials with varied religious and ethnic backgrounds. The two-thirds vote requirement also furthers a number of worthy goals: it provides a measure of respect for and credibility to the Nominating Committee's recommendations; it relieves city officials from attending the business session if they are satisfied with the Nominating Committee's make-up and recommendations; it promotes unity and minimizes the chances the election of officers will be divisive and it minimizes the chance the election process will pit, for example, cities from the north against cities from the south, or big cities against little cities, or urban cities against rural cities. On the other hand, in the unlikely event the nominating process yields nominations that are unsatisfactory, the two-thirds vote requirement provides the members at the annual meeting with a "relief valve" to address the situation.

Revised 06/19/13

TO: President Matthew Surrency, Florida League of Cities
VIA: Linda Bridges, Director, Board Relations
FAX # (850) 222-3806 or lbridges@flcities.com

FROM: Name: _____

Title: _____

Local/Regional League: _____

DATE: __/__/16

SUBJECT: **LOCAL/REGIONAL LEAGUE RECOMMENDATION: FLORIDA LEAGUE OF CITIES' NOMINATING COMMITTEE**

The _____ League recommends the following individual to serve on the Florida League of Cities' Nominating Committee for 2016. We understand this is only a recommendation and all nominees will not be appointed; but the individual recommended should be available to attend the Nominating Committee meeting scheduled for Friday, August 19, 2016 (time to be determined). We also understand that it is suggested current members of the FLC Board of Directors not be recommended for consideration.

Our recommendation is:

Name: _____

Title: _____

City: _____

Please return this form to:

Linda Bridges
Florida League of Cities
Fax # (850) 222-3806
lbridges@flcities.com

Before February 12, 2016

****ONLY ONE RECOMMENDATION PER LEAGUE, PLEASE.****