

General Policies of the Junior Leagues of Florida
State Public Affairs Committee
Revised May 2006

I. Fiscal Policies

A. Both the Chair and the Secretary-Treasurer shall be authorized to sign checks. Only one signature will be required on the checks.

B. The following documented expenses shall be reimbursed for the members of the Executive Committee, as defined in the Guidelines of the Junior Leagues of Florida State Public Affairs Committee, hereinafter referred to as “the SPAC Guidelines”:

1. Telephone, mailing, and fax costs.
2. Travel, parking, and lodging while on SPAC business. Mileage will be reimbursed at the current IRS rate.
3. Restaurant meals will be reimbursed up to \$30 per day.
4. Registration fees for conferences and workshops.
5. A maximum of \$30.00 per day for childcare.
6. Printed materials and resources.

C. In addition, the Chair and Secretary-Treasurer shall be reimbursed for the following expenses:

1. Costs for correspondence and minutes
2. Clerical supplies
3. Printing/copying for Conferences/meetings.

D. Task Force Chairs may be reimbursed up to \$10 for copying/printing per Conference notebook.

E. All reimbursement requests must be made on the SPAC Expenditure Form with appropriate receipts and/or documentation attached. Requests must be made by the last day of March of the current fiscal year.

F. Any expenditure over \$500 must be approved by a 2/3 affirmative vote by the Executive Committee.

G. Dues statements shall be sent to Junior Leagues in the State of Florida no later than May 31. Those Junior Leagues that submit payment of their annually assessed dues shall be a “Member League.”

II. Task Force

A. There are the following 3 Task Forces in SPAC:

1. Education
2. Children & Families
3. Health, Environment & Criminal Justice

B. Each Task Force may receive up to \$500.00 per year at the discretion of the Executive Committee. Requests are to be sent to the Chair or the Secretary-Treasurer.

III. SPAC Conferences/Meetings/Locations

A. There shall be a minimum of two SPAC business meetings per year. These will be in conjunction with an annual Fall Conference and an annual Spring Conference, and held on the last day of the conferences. Additional summer business meetings may be held.

B. The location of the Fall Conference shall be selected by the Executive Committee. Interested Member Leagues must submit an application of interest to the Chair by June 15. Priority consideration will be granted to Member Leagues who are able to secure free or reduced cost meeting space. The Chair shall notify the selected Member League, hereinafter referred to as the “Hosting League”.

C. A Conference Chairman shall be appointed by the Hosting League to work under the direction of the Chair to plan the Fall Conference. The Junior League of Tallahassee, as long as it is a Member League, shall appoint a Chair to work under the direction of the Chair to plan the Spring Conference.

D. The Spring Conference will be in Tallahassee to facilitate a “Meet Your Legislators” conference, and will coincide with a legislative committee meeting week or the legislative session.

IV. General Voting Procedures

A. Each Member League, as defined in the *Guidelines*, will have one designated voting delegate, hereinafter referred to as the “Delegate”.

B. On issues demanding immediate attention and requiring a vote of the Delegates between meetings, Delegates may be polled by mail, telephone, fax, or email. This procedure may be followed to address issues, concepts, administrative changes, legislation, and initiatives which are compatible with the stated purpose of SPAC and the current SPAC position statements.

C. If a vote is taken by telephone, fax, or email, the Delegate must submit a written ballot indicating the previous vote to be received by the Secretary-Treasurer no later than 30 days from the previous telephone, fax, or email vote.

V. Expedited Endorsement for Public Action and Policy

A. Endorsement procedures would be used only when action is required within a time limit that precludes it being brought to the Delegates pursuant to the standard voting requirements in the SPAC Guidelines and these policies.

B. Endorsement procedures may be followed in order to support issues, concepts, legislation, etc., that relate directly to the welfare of or confirm the experience of a current or recent SPAC policy or position statement.

VI. Procedure for Expedited Endorsement for Public Action and Policy

A. Impetus for studying the issue may come from a Task Force, a Delegate or Non-voting delegate, a Member League, from a League member, or from the community.

B. The Executive Committee will review and study pro and con material thoroughly. This may include making contact with appropriate community resource people, including legal counsel, the chair of the Task Force committee affected, and the Member League affected, if applicable.

C. The extent of research and Delegate and Member League education, if applicable, already done on the issue, through the Task Force committee, should be ascertained. Before the Executive Committee proceeds, it should be clear that there is already substantial support in terms of Member League commitment by vote, of money and/or other resources in the proposed area of action and clear support within the experience of the project or issue itself for the proposed position, action or response.

D. When a project or issue requiring an action, response or endorsement which is consistent with existing SPAC position statements, the Executive Committee may act without Member League or Delegate approval. Each Member League shall be informed of the endorsement and provided supplemental information.

E. Any project or issue requiring an action, response or endorsement that has yet to be considered by SPAC, the Executive Committee may recommend that the affected Task Force Committee make a recommendation to the Executive Committee and present to the Executive Committee sufficient background material on which to base a decision. The

recommendation would require a majority (50%) affirmative vote of the Task Force Committee before presentation to the Executive Committee. This process shall be done expeditiously.

F. The Executive Committee will vote on the endorsement and action, with a 3/4 affirmative vote. No further approval is necessary for SPAC to take action.

G. Any requirement for research, discussion, notice and voting may be conducted by telephone, fax, mail, or email.

H. In the case of a new position statement in response to legislation, or other event, the Position Statement as approved by the procedures enunciated above shall be forwarded directly to the Member Leagues via its Delegate. A majority vote (50%) of the Member Leagues is required for approval of the new position statement.

VII. Procedures for Position Statements

A. Position Statements come from the Task Force.

B. At the Summer Meetings, each Task Force will review the Position Statements of its Task Force for relevancy. Those that do not appear relevant will be presented at a Business meeting. Those receiving a majority (50%) affirmative vote of the Delegates approving the removal will be sent to the Member Leagues for a vote with the recommendation they be withdrawn.

C. At the Summer Meetings, each Task Force shall develop a focus/issue, which shall be formulated after intensive education/research on the focus/issue. Task Force members will then vote on this focus/issue. Those which receive a majority (50%) affirmative vote by the Task Force committee will be presented to the Delegates for approval.

D. The Delegates shall be given the opportunity at the Summer Meeting or Business Meeting to discuss and make recommendations on the focus/issue/position statement to the Task Force members. Task Force members will then meet again and adopt any appropriate changes, if necessary. The revised Position Statement shall then be re-presented at the Business Meeting or Fall Conference. Only those receiving a majority (50%) affirmative vote of the Delegates shall be taken back to the Member Leagues by its Delegate for a final vote by the Member Leagues.

E. Voting by the Member Leagues is discussed in the Guidelines for SPAC.

VIII. The above are operating procedures for the SPAC. They may be amended by a majority vote of the SPAC Executive Committee.