

**Guidelines of the State Public Affairs Committee  
of the Junior Leagues of Florida  
(Revised May 2006)**

Section 1: Name

The name of this organization shall be the Junior Leagues of Florida State Public Affairs Committee, hereafter referred to as "SPAC." SPAC shall represent itself as "The Junior Leagues of Florida."

Section 2: Purpose

The purpose of SPAC is to coordinate public affairs activities of the Junior Leagues of Florida, to assist the Member Leagues in their public affairs programs and to represent the Junior Leagues in Florida at the regional, state and federal level on public affairs issues.

Section 3: Members

Upon payment of the annually assessed dues, a Junior League in the state of Florida shall be a full voting member of SPAC, hereinafter referred to as "Member League".

3.1 Delegates

Each Member League shall have one voting delegate, hereinafter referred to as "Delegate," preferably the Public Affairs Chair. Additional non-voting delegates may be designated by each Member League. Non-Member Leagues may attend and participate at SPAC meetings, but shall not have voting privileges on any SPAC matters.

3.2 Duties

The Delegate shall serve as a liaison between SPAC and the Delegate's League.

Section 4: Fiscal Policies

4.1 Fiscal Year

The fiscal year shall be from May 1 through April 30, hereinafter referred to as "Fiscal Year."

4.2 Accounting Practices

The books and accounts of SPAC shall be kept in accordance with sound accounting practices, should conform to relevant Internal Revenue Code regulations and guidelines, and shall be reviewed annually by a certified public accountant.

#### 4.3 Annual Dues

Dues shall be assessed annually. The dues structure shall be determined by the Executive Committee and ratified by the Member Leagues at the Spring Conference.

### Section 5: Officers and Executive Committee

#### 5.1 Personnel

A. The officers of SPAC shall consist of the Chair, Chair-Elect and Secretary-Treasurer, hereinafter referred to as “Officers.”

B. The executive committee of SPAC shall consist of Officers, Task Force Chairs and the Legislative Analyst, hereinafter referred to as the “Executive Committee.”

#### 5.2 Term

The Executive Committee shall serve for a term of one year. They shall assume duties on the first day of the Fiscal Year.

#### 5.3 Duties

##### A. Chair

The Chair serves a one-year term beginning May 1. The Chair shall be the official representative of SPAC and shall preside at all meetings of SPAC, the Officers and/or the Executive Committee.

##### B. Chair-Elect

The Chair-Elect shall perform all the duties of the Chair in her absence or disability and shall succeed to the office of Chair.

##### C. Secretary- Treasurer

The Secretary-Treasurer shall be appointed by the Chair. She shall keep the minutes of the meetings of SPAC, Officers and Executive Committee, and a record of attendance at SPAC Meetings.

The Secretary-Treasurer shall be the custodian of the funds of SPAC and shall be responsible for the receipt and distribution of all monies in accordance with the budget.

#### D. Legislative Analyst

The Legislative Analyst shall be appointed by the Chair. She shall monitor the Florida and federal legislative bodies for issues in accordance with SPAC's Position Statements. She shall report on these issues at SPAC meetings and through appropriate correspondences as necessary. The Legislative Analyst should be in a position to regularly monitor the activities of the Florida and federal legislative bodies.

#### E. Executive Committee

The Executive Committee shall have general charge and control of all affairs and funds.

### 5.4 Nomination Process for the Selection of the Chair

A. Member Leagues shall submit to the current Chair the names and resumes of potential nominees for Chair by December 15. Nominations may come from any Member League.

B. Nominees must have at least 2 years of SPAC experience as a Delegate, or have served for one year on the Executive Committee.

C. After the nominees' names have been submitted, the Chair shall distribute a ballot and the resumes of the nominees to each Member League. Each Member League, through its Delegate, must return their ballot to the Chair within 45 days of the date of the ballot.

D. The nominee receiving a majority of the Member League votes will be the Chair-Elect.

E. If only one name is presented for nomination, the nominee may be declared Chair-Elect by the Executive Committee. This declaration must be ratified by the Delegates at the Spring Conference.

F. For those Member Leagues that do not timely submit a ballot, the SPAC Chair shall subtract such Member League from the total number of Member Leagues when determining whether a nominee has received a majority vote.

## Section 6: Task Force

## 6.1 Task Force Structure

Task Forces of SPAC shall be comprised of Delegates and non-voting delegates from at least three Leagues. A Task Force will study an issue, educate Delegates and non-voting delegates, and recommend action. The Chair may rename and reorganize Task Forces. There shall be no more than four Task Forces.

## 6.2 Task Force Chair

A Task Force Chair is appointed by the incoming Chair. She performs or supervises the performance of all functions assigned to her Task Force as directed by the Chair.

## 6.3 Task Force Members

Delegates shall be appointed to and participate on a Task Force. Task Force assignments shall be made by the SPAC Chair by July 31 and shall be in effect through the Fiscal Year. The SPAC Chair has the authority to make additional appointments to Task Forces after July 31, if necessary.

## Section 7: Meetings of SPAC

7.1 There shall be a minimum of two SPAC business meetings per year, held in conjunction with an annual Fall and Spring Conference. The Spring Conference shall be held in Tallahassee.

7.2 Additional business meetings may be called by the SPAC Chair or at the written request of a majority of the Member Leagues.

7.3 There may be a minimum of two ½ days of summer business meetings for training of Delegates, for development of voting items, and for background meetings for the Task Force committees.

7.4 All meetings, business meetings, and Task Force committee meetings will have recorded minutes.

## Section 8: Voting Procedures

8.1 Action requiring a vote by a Delegate during a SPAC meeting must be received by the Member League prior to the meeting. However, this requirement may be waived by a majority vote of those Delegates attending the meeting. Such votes include: ballot for Chair-Elect, request for endorsement or action, or Position Statements.

8.2 A majority (50% + 1) of Delegates from Member Leagues shall constitute a quorum. A majority (50% + 1) affirmative vote of Member Leagues that are present at the meeting is required for passage on any issue brought during the meeting.

8.3 Voting may take place at any SPAC meeting.

8.4 If a quorum does not exist at a business meeting, voting may take place by polling the Delegates by mail, telephone, fax, or email. The Secretary/Treasurer shall be responsible for recording the email, telephone, mail, or fax votes.

8.5 On issues demanding immediate attention and requiring a vote of the delegates between meetings, voting 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.

8.6 A Position Statement is a principal or proposition posited that has been approved by the Delegates and two-thirds (2/3) of the Member Leagues.

8.7 Each Member League shall submit its vote on a proposed Public Stand or Position Statement on any ballot derived during a SPAC conference no later than 90 days after the close of the Conference. Any ballot postmarked on the 90th day will be valid. A lack of ballot response by the 90th day will be counted as an abstention. Any ballot postmarked after that day will be counted as an abstention.

8.8 Only those Position Statements receiving a two-third (2/3) affirmative vote will be endorsed by SPAC.

8.9 All Position Statements endorsed by SPAC shall read “The Junior Leagues of Florida....”

8.10 Follow-up on Expedited Endorsement for Public Action and Policy

The Member Leagues and their Delegates must be informed of the quick endorsement of a policy and provided with background information as quickly as possible, if approved pursuant to the SPAC Policies.

## Section 9: Parliamentary Authority

A parliamentarian shall be appointed by the Chair to advise Delegates regarding proper parliamentary procedures according to Robert’s Rules of Order, Newly Revised.

## Section 10: Amendments

These Guidelines may be amended by a majority (50% + 1) affirmative vote of the Member Leagues. Notice of proposed amendments shall be given in writing to each Member League in advance of a business meeting.

Section 11: Formerly Approved Public Stands

All Public Stands previously approved by the Member Leagues shall hereinafter be known as *Position Statements of the Junior Leagues of Florida*.