

C.F.C.E.A.

Central Florida Code Enforcement Association

By-Laws

(Updated October 2021)

Article I. Organization

- Section 1.** *NAME:* The name of this organization is the Central Florida Code Enforcement Association. In this document, the Central Florida Code Enforcement Association is referred to as “CFCEA” or as the “Association”. This shall be a non-profit organization and shall be self-supporting.
- Section 2.** *TERRITORY:* The geographical area that CFCEA represents shall be all particular municipal, county, and state agencies within the boundaries of Brevard, Lake, Orange, Osceola, and, Seminole Counties.
- Section 3.** *PURPOSE:* The purpose of CFCEA shall be:
- A. To increase Central Florida networking and coordination efforts among fellow professionals.
 - B. To aggressively attack problem cases, ordinances, and personnel issues that we deal with daily.
 - C. To create standard educational tools that would be beneficial to Central Florida citizens.
 - D. To assist the Florida Association of Code Enforcement (FACE) with their goals; commit to publishing an article in the Interface newsletters.
 - E. To be a working organization creating solutions.
 - F. To improve the service and quality of life for citizens within Central Florida.
 - G. To improve the prestige of Code Enforcement Officials by the promotion of higher standards of education and efficiency in the administration and application of environmental laws.
 - H. To provide professional assistance and technical advise to governmental agencies in the promulgation and administration of environmental laws.
 - I. To provide the public with general interpretation of codes and code enforcement procedures.

Article II. Membership

- Section 1.** *ACTIVE MEMBERS:* A person actively involved in the regulation of health and safety in the environment, both natural and man-made, or who is otherwise responsible for the enforcement of municipal, county state or federal codes, or is an Active Member in good standing of FACE, and who resides or is employed in the territory of CFCEA shall be eligible for regular membership and upon payment of established dues shall be known as an “Active Member”.

- Section 2.** *ASSOCIATE MEMBERS:* A student, non-resident, individual, or group interested in the objectives of CFCEA. Upon payment of dues established by CFCEA, shall be recognized as an “Associate Member”.
- Section 3.** *VOTING DELEGATES:* Each participating agency shall have one vote and shall designate one Active Member to be the voting delegate together with one Active Member to serve as an alternate who may vote only in the absence or incapacity of the primary voting delegate. Such designation shall be in writing and signed by the appropriate representative of the participating agency. This will eliminate a large agency from having a majority voting power.
- Section 4.** *HONORARY MEMBERS:* The Board of Directors may, by majority vote, designate Honorary Members of the Association. These Members will be exempt from dues.
- Section 5.** *TERMINATION OF MEMBERSHIP:* Membership status shall automatically be terminated or changed under the following conditions:
- A. Any Member leaving the code enforcement profession for a period in excess of six months will cease to be an Active Member and will be considered an Associate Member. If the member is a member of the Board of Director, such member will be permitted to finish out their term of office.
 - B. Any Member in default of his/her financial responsibilities to CFCEA for a period of six months shall no longer be entitled to the benefits of membership in CFCEA. This section does not preclude reinstatement upon payment of dues.
 - C. Any Member may be suspended from membership upon a finding by the Board of Directors, and may be removed from membership upon such finding and with a concurring vote of the majority of the voting delegates taken by a secret ballot, that said Member has acted in such a manner as to bring discredit upon CFCEA.

Article III. Fiscal Administration

- Section 1.** *FISCAL YEAR:* The CFCEA fiscal year shall be from October 1 through September 30 of each succeeding year.
- Section 2.** *DUES:* The Annual Fee of \$20 per member is due by October 31 and must be paid by December 31st to avoid a late fee. A late payment fee of \$5.00 per member will apply if payment is received after December 31st
- Section 3.** *VOUCHERS:* All approved claims owed for payment by CFCEA shall be submitted to the Treasurer in the form of a written and signed statement. All expenditures from CFCEA funds shall be subject to review by the Board of Directors. Administrative/Operational expenses not exceeding \$300.00 may be approved by 2 of 3 designated Board Member signatures. The establishing of the CFCEA bank account shall be the responsibility of the Board of Directors and the account shall be placed within Brevard, Lake, Orange, Osceola, Seminole Counties.

Article IV. Board of Directors

- Section 1.** *OFFICERS:* The Board of Directors of CFCEA shall be (6) six in number and shall be a President, Vice-President, Secretary, Treasurer, Sergeant at Arms, and Immediate Past President.
- Section 2.** *ELIGIBILITY FOR OFFICE:* Any Active Member of CFCEA in good standing shall be eligible for any office. A “Member in good standing” is defined as a Member meeting all requirements for membership as defined herein.

Section 3. *TERMS IN OFFICE:* The normal term in office shall be two (2) years coinciding with CFCEA fiscal year. No Officer shall be elected to more than two (2) consecutive full terms, with the exception of Secretary and Treasurer who may serve up to four (4) consecutive terms.

Section 4. *DUTY OF OFFICERS:* The individual duties of each officer shall be as follows:

- A. *President:* The President executes the Association's agendas or goals and shall be directly responsible for the supervision and guidance of the affairs of this association and shall preside over all meetings of CFCEA. All official CFCEA letters, certificates or other association documents shall be reviewed, approved and signed by the President. The President shall enforce the by-laws of this association and perform other duties that would be recognized as being part of this office. The headquarters of this association shall be the office of the President. The President's activities shall be archived electronically, utilizing available technology to preserve the record history.
- B. *Vice President:* The Vice President will preside over all meetings in the absence of the President. He/she will also serve as training coordinator. As training coordinator, the Vice President shall manage the location, topic, instructor(s), signed certificates, and be the custodian of all records pertaining to training. This includes the Institute of Government's (IOG) approval of hours and ensuring the IOG obtains the sign-in sheet for all members attending training with the CFCEA. The Vice President will ensure that the membership receives training information as soon as scheduled and not less than two weeks prior to the class date. The Vice- President's activities, shall be archived electronically, utilizing available technology to preserve the record history.
- C. *Secretary:* The Secretary shall keep and maintain an accurate record of the proceedings of all official meetings and the names of all appointed committees and their functions. The written record shall be archived electronically, utilizing available technology to preserve the record history.
- D. *Treasurer:* The Treasurer shall be the custodian of all financial matters of this Association. He/She will be responsible for collecting the dues from each Member and reporting to the President members who have not paid dues by December of each year. Itemized records of all collections and expenditures from the CFCEA shall be reviewed and signed by the President and the Treasurer. The financial books and records shall be audited and signed by the CFCEA Officers during August of each year. The Treasurer shall present a financial statement to all Members at each meeting. The Treasurer shall maintain and provide, at each meeting, a current active membership and email distribution list for the board's review. The Treasurer shall sign all membership cards and shall investigate all tax laws and procedures and establish this association in its rightful and correct position as so stated in Article I., Section 1-A. The treasurer's activities and all records shall be archived electronically, utilizing available technology to preserve the record history.
- E. *Sergeant- at- Arms:* The Sergeant-at-Arms shall maintain order during all meetings and functions of this Association. This office will be responsible for maintaining an accurate record of primary voting delegates and alternates and shall coordinate the elections. The Sergeant-at-Arms shall be responsible for coordination and maintaining voting delegate forms and all records that pertain to voting established under Article V and Article VII. The Sergeant-at-Arms shall keep, maintain and be the custodian of the association's By-Laws. During all meetings, the Sergeant-at-Arms shall provide for the board an updated copy of the By-Laws. The Sergeant-at-Arms activities, By-Laws and delegate voting record shall be archived electronically, utilizing available technology to preserve the record history.

- F. *Immediate Past-President:* The Immediate Past-President will assist the Board of Directors, as needed. The Immediate Past President will be responsible for membership recruitment and a vendor contacts list pertaining to any CFCEA purchasing. The Immediate Past-President's activities, to include membership recruitment information and vendor contact information shall be archived electronically, utilizing available technology to preserve the record history.

Section 5. *OTHER RESPONSIBILITIES:* Other Board of Directors responsibilities shall include:

- A. Except as otherwise provided by these By-Laws, the Board of Directors may transact CFCEA business in the interim between the regular quarterly meetings; shall determine when committee reports are to be issued; shall effectuate motions voted by the CFCEA; and may adopt rules for the regulation of its proceedings.
- B. Official findings, policies, decisions not covered within the By-Laws, and recommendations of the Board of Directors shall be determined by a majority. Each member of the Board of Directors shall have one vote.
- C. The Board of Directors will be responsible for ensuring members receive up-to-date information on all CFCEA activities, meetings, and training.
- D. Conflicts of Interest: The purpose of this Conflicts of Interest policy is to ensure that the deliberations and decisions of the CFCEA board are not in conflict with the interests of the CFCEA membership community as a whole and to protect the integrity of the Association. Any board member that has a conflict of interest or an appearance of a conflict of interest shall disclose the conflict to the board and abstain from voting regarding the issue that is to be voted on. Conflicts of interest are defined as, but not limited to, business, professional or personal relationships and affiliations (including nonprofit or charitable organizations) that are or appear to be unfair as a result of the influence the personal relationship or affiliation may have on the voting issue whether for personal or other benefit.
- E. Board Member's Appeal of A Conflict of Interest: If determined by a majority of the board that a conflict of interest is at issue, the affected board member may appeal the decision to the association membership at the next scheduled association meeting. Members shall hear the facts concerning the conflict of interest and vote on its merits. Each participating organization shall get one vote; with a majority vote ruling.

Article V: Elections and Voting

Section 1. *PROVISIONS:* The following provisions for elections and voting shall apply:

- A. Regular elections shall be held at the October meeting as terms expire.
- B. The President will appoint a nominating committee consisting of three or more persons who are Active Members in good standing of the association. This appointment shall be done at least 60 days prior to the scheduled election.
- C. The nominating committee shall prepare a slate of nominees for the offices of the President, Vice President, Secretary, Treasurer, and Sergeant at Arms.
- D. The nominating committee may select and recommend more than one person for all offices, not to exceed three persons per office.
- E. In the event there is only one nominee for any particular office, the membership assembled may instruct the Secretary by proper action to cast a ballot for the full number of qualified voters at the meeting for the said nominee whereupon the President shall declare him/her elected by the association.
- F. The President will ask the floor for any late nominations.
- G. Only voting delegates or alternates may cast ballots for election of Officers.

- H. There shall be no proxy ballots.
 - I. The President shall announce the results of all balloting and shall declare all elections. In order to be elected, a candidate must receive the most votes cast.
 - J. Voting will be by written secret ballot under such rules and at such times as may be established by the Board of Directors.
 - K. Formal notification of the election results shall be prepared by the Secretary and provided to each CFCEA Member.
 - L. Officers shall be installed immediately following their election.
- Section 2.** *VACANCIES:* In the event there is a vacancy in the office of President, the Vice-President shall immediately vacate his/her office and assume the office of President. The President shall have the power to fill any vacated office until a regular election is held.
- Section 3.** *REMOVAL FROM OFFICE:* Failure of a Board Member to attend at least 2/3s of scheduled Board meetings for at least 2/3s of the duration of such meetings shall be deemed abandonment of office which shall result in a vacancy to be filled as set forth above.

Article VI: Meetings

- Section 1.** *MEETING SCHEDULE:* There shall be a regular quarterly meeting held every third month (October, January, April and July) coinciding with the CFCEA fiscal year. The meeting time and place shall be designated at the previous meeting. The primary purpose of the meeting will be to discuss all activities of CFCEA.
- Section 2.** *SPECIAL MEETINGS:* Other meetings may be called as specified below:
- A. The President may call a special meeting at such time, date, and place, as he/she may consider appropriate.
 - B. At the written request of a minimum of 10% of the organization, the President shall call a special meeting.
 - C. A special meeting shall be called at the request of a majority of the Board of Directors.
- Section 3.** *NOTICE OF MEETING:* A notice of the quarterly meetings and agenda shall be provided to all Members at least two (2) weeks prior to the next meeting.
- Section 4.** *PROGRAMS:* The Vice President shall serve as the training coordinator to insure that each program provided for the membership shall be the highest quality and consistent with the established purpose and goals of this association.
- Section 5.** *MINUTES OF BUSINESS MEETINGS:* Complete minutes shall be recorded of each business meeting by either the Secretary or some other qualified Member of CFCEA designated by the Secretary to serve in his/her absence. All minutes, once read and approved by the appropriate body as to accuracy, shall be accepted and recorded.

Article VII: AMENDMENTS & PROPOSALS

- Section 1.** *AMENDMENTS:* Upon petition from the Board of Directors, from a committee, or at least one fourth (1/4) of the active membership of CFCEA, any proposed change or amendment to these by laws shall, after full discussion by the Board of Directors and the membership, be voted on by the voting delegates so qualified as eligible and shall require a majority vote pursuant to Article II, Section 3 of these By-Laws.
- Section 2.** *PROPOSALS:*
- A. Upon petition from the Board of Directors, from a committee, or from any CFCEA Member any proposal (*not amending the By-Laws*), after full discussion by the Board of Directors or the membership, shall be voted on by a majority vote of the board pursuant to Article IV Section 5.

- B. Membership Appeal of Board Decisions: When a member wishes to appeal a majority decision of the board, the affected member may appeal to the membership upon a motion by two other members. Members shall hear the facts concerning the appeal. Each participating agency shall get one vote with a 75% majority vote ruling.

Section 3. ANNUAL FACE CONFERENCE SCHOLARSHIP:

- A. The purpose is to encourage CFCEA membership and participation by rewarding the membership for being a part of the organization.
- B. One or more full scholarship(s) to the annual FACE Conference may be awarded to an active member(s) of the CFCEA. An active member is defined in the Association By-Laws Article II Section 1.
- C. A “Full Scholarship” shall mean and include the FACE Conference registration fee and hotel accommodations for three nights. Late fees and other misc. fees will not be covered.
- D. The number of scholarships awarded will be determined by the Board and the Association’s ability to cover the cost balance after an annual “scholarship raffle”.
- E. Scholarship Rules:
 - 1. The winner(s) will be determined by a random drawing of raffle ticket(s) purchased or earned starting July of each year and ending the following April.
 - 2. Each CFCEA member may “earn” one ticket for each CFCEA quarterly meeting attended at no cost.
 - 3. All other tickets must be bought at a cost to be determined annually by the Board. These tickets may be purchased throughout the raffle period and up to the date of the drawing.
 - 4. The annual drawing will be at the quarterly CFCEA meeting prior to the scheduled FACE Conference, or another date predetermined by the Board.
 - 5. The scholarship can not be transferred. In the event that the winner is unable to attend the Conference, another name will be drawn.
 - 6. By accepting an annual scholarship, conference attendee(s) will be expected to attend sufficient courses to attain 16 CE hours and provide the Board of Directors with a copy of their conference certification.
- F. The Board Treasurer will earmark all monies received for purchase of scholarship tickets in a separate line item from the Association’s general fund.
- G. FACE Conference Attendance for Board Members: For the purpose of representation at the annual FACE Conference, no more than one CFCEA Board Member maybe chosen to attend the yearly FACE Conference at association expense; provided the Association has the ability to cover the cost balance. The selected board member will be expected to represent and promote the CFCEA, attend sufficient courses to attain 16 CE hours, and provide the Board of Directors with a copy of their conference certificate.

ARTICLE VIII: ORDER OF BUSINESS

Section 1. ORDER: The order of business of this association shall be as follows:

- A. Call to order
- B. Pledge to the flag
- C. Announcements
- D. Report of Officers and minutes
- E. Program
- F. Unfinished business
- G. New business
- H. Adjournment

ARTICLE IX: SEVERABILITY

Section 1. *PROVISIONS:* If any part of these by-laws shall be declared unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

Adopted 2002 – Amended: January 2004, October 2005, April 2007, October 2007, January 2008

April 2011 – Article I Section 2 – adding of Lake County to territory and arranging the Counties alphabetically
Article II Section 5: allowing a BOD member to finish out term of office if job description changes and is no longer meets the definition of Active membership.

Article III, Section 3 adding of Lake County to territory and arranging the Counties alphabetically

Article IV Section 4 A.-F. Clarification of duties of different Board of Director positions

Article IV Section 5 B – Clarification of Other responsibilities of the BOD, expanding on Subsection C and adding subsections D and E

October 2013 –Article VI Section 1 - removal of date specific (2nd Friday of each month)

October 2018 – Article I Section 2 - removal of Volusia and Flagler Counties from territory

Article III, Section 3 - removal of Volusia and Flagler Counties from territory

July 2020 Article III Section 2 - remove the fee schedule and to add a late fee.

October 2021_ Article IV Section 4 A removal of “The President shall be the custodian of the CFCEA website” and Section 4E “The Sergeant-at-Arms shall assist the President in updating the website with current CFCEA activities and upcoming events.”