

SPACE COAST LEAGUE OF CITIES INC.

POLICIES AND PROCEDURES

Amended – Jan. 13 2025

:

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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
SPACE COAST LEAGUE OF CITIES

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. The Bylaws provide 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. *Board Primary Directors will be asked first, if none then Alternate Directors, and last non-board municipal members can be considered. Only one individual from each municipality can serve on the same committee.*

(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 may assist 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 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 May 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 SCLOC issues in Tallahassee and Washington. Membership consists of no more than one representative per League municipality. Meetings are scheduled as needed. Issues pursued by this committee must have prior Board approval. This committee is responsible for issues relating to County, State, and Federal governmental entities. This committee will recommend to the Board the person(s) to advocate the SCLOC 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.
5. **September - November:** Contingent on the start of the upcoming Florida Legislative session, Address the Brevard Legislative Delegation with the SCLOC's and FLC's top Legislative issues. Begin working with staff to draft appropriate Bill language.
6. **November:** At the regular Board meeting, prepare a position paper (on League letterhead) for each issue we are advocating on.

- D. **ADVOCACY COMMITTEE:** shall be a subcommittee of the Intergovernmental Committee. The Advocacy Team shall be composed of one Primary member selected by each Brevard County Municipality. Each Brevard County Municipality may also submit one alternate member. 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, may travel to the Florida State Capital, Tallahassee, and to the Capitol of the United States, Washington D.C., to advocate for the League on selected issues pursuant to the Space Coast League of Cities Advocacy Team Travel Reimbursement Policy. The Advocacy Chair will have final authority concerning who travels, to which destinations, when, and budget expenditures and reimbursements as allocated to the Advocacy Committee. The League's Advocacy Committee Chair description duties on file with the Executive Director).
- E. **NOMINATING COMMITTEE:** This committee is appointed by the President in March. To ensure committee members have experience and knowledge of roles of the Executive Board Members, this committee shall consist of a majority of past presidents if possible and one member at large; no fewer than three (3) members. There shall be no municipality having more than one member. 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 the current year and will present a slate of candidates to the SCLOC Board of Directors to vote for the Florida League of Cities Board of Directors in June, and to elect the SCLOC Officers for the following year in November.
- . (NOTE: See "Committees" section in Bylaws for further requirements for this committee.)
- F. **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).
- G. **HOLIDAY PROGRAM COMMITTEE:** This committee is appointed by the President in

September to plan a special holiday program for the December regular membership meeting.

- H. **EDUCATION COMMITTEE:** This committee is appointed by the President in March with the focus to educate new Space Coast League of Cities board members on the organization, Bylaws, and the Policy and Procedures of the organization. This committee shall consist of at least (4) members and the majority of board members should have one year or more board experience. This committee will have a budget for materials and reviews, updates, and distribute booklets to the new Board of Directors Primary Delegates and Alternates.

VII. FLORIDA LEAGUE OF CITIES (FLC)

On an annual basis at the June meeting, nominations will not 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 if more than two names submitted with the voter signing their name legibly to the ballot. Each ballot will contain no more than one vote 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 League's suggested representatives presented to the FLC Board of Directors. If there is a tie, there will be a second vote following the same procedure for the individuals that had the tie vote. The person with the most votes will win. The FLC BOD selection requirements are in the League's official files and will be distributed in April to the BOD.

VIII. LEAGUE REPRESENTATION

- A. **Legislative Action Day (Tallahassee):** Each year, the FLC schedules a Legislative Action Day for intensive advocating in Tallahassee by FLC members. While the Intergovernmental 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 advocate 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. The SCLOC will cover the League President's expenses.
- 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 advocacy efforts for the various represented issues can be coordinated for maximum effectiveness.
- I. **Tips** for the FLC schedule of events, which advocates 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 the

advocates visit each member of the Brevard Legislative Delegation and those legislators who chair the committees, which control the issues being advocated. Appointments with the Brevard Legislative Delegation are not required, because they will be expecting Brevard advocates 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.

J. Advocacy Rules

1. League Advocates (i.e. those who advocate on behalf of the League): must be approved by the Board, following recommendation(s) by the Intergovernmental Committee and/or Advocacy Committee (The Board can appoint as many 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 advocate for all issues approved by the Board. May also advocate other issues (such as those which pertain to their individual municipalities), as long as they are not in conflict with Board-approved issues.

K. Allowable Expenses (for advocates 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 on file with the Executive Director.)

L. 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 proration of membership dues.
11. Decide time and **host** 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 advocates.
16. Approve airfare for League's advocates for special circumstances if Budget allows.
17. Authorize paying meal providers more than \$35 per League dinner.
18. Approve Treasurer's Reports subject to financial review by CPA.
19. Approve scholarship recipients.

B. Matters Which Board Can Decide Alone:

1. Create committees.
2. Call special membership meetings. Call regular and special Board meetings.
3. Endorsements for the Florida League of Cities positions. The League does not do endorsements for candidates running for an elected office. Members of the League can submit a request to the League President for the Executive Board to review and make a recommendation to the board of directors for a vote.

C. 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 documents 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 Director sends invoices for annual dues in September, with full payment due by October 1.

- A. Regular Members: Member municipalities are charged dues according to their population count allocated to them in the Bylaws. The amounts of dues are \$30 x population count allocated.
(Note: See y-Laws section XVI – Article 10 Section 5B).
- 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 Past Presidents and any other members the Board approves.

XII. EXECUTIVE DIRECTOR

- A. **DUTIES**: The Executive Director performs those duties, which are permitted by the Bylaws. The Executive-Director 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 Director 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 Director receives a copy of the signed document for filing and maintaining with the League's official records.

(NOTE: Executive Director list of responsibilities located in the League's official files.

- B. **PAYMENT:** The Executive Director 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 January by the CPA, must consider this report.
- B. **FISCAL YEAR:** The League's fiscal year runs from January 1 through December 31.
- 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.
- D. **TREASURER ADMINISTRATIVE ASSISTANT:** The Treasurer Administrative Assistant performs those duties which are permitted by the By-Laws, and assigned by the League Treasurer at each monthly dinner of the League. S/he participates with the host municipality in checking members and guests in at each League meeting, records each attendee method of payment, issue receipts, reconcile all payments (cash, checks and Credit Cards received) at the end of each meeting, and record all individuals that need to be billed. The Treasurer Administrative Assistant is a self-employed provider of administrative support services. The annual amount paid for these services is shown in each year's budget.

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. All Alternates will be sent their Oath of Office form to their Municipality Clerk to be sign before a notary public and returned to the Executive Director. The following oath is administered:

I do solemnly swear (or affirm) that I will support and defend the Constitutions and Government of the United States and the State of Florida; that I am duly qualified am entitled to hold office under the Bylaws of the Space Coast League of Cities; and that I will well and faithfully perform the duties of Director 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. 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 Director 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 Director 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 and Others without Charge:** The following persons are invited to attend our dinner meetings without charge: League Attorney, League CPA, League Executive Director, *League President's two guests*, program speakers (and a guest), Treasurer Assistant, and reservation desk helper from the host cities.
 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 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 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 Director) 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. Executive Director will work with the Host City in advance of the meeting. This includes the number of seats at the head table, as well as who, specifically, will fill them.
 - 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 ahead 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 Executive Director when requested for the agenda.

XVII. SECURITY

Two Security officers will be present for 4 hours at every Space Coast League of Cities dinner meeting. Officers will be present beginning at 5:30 and ending at 9:30. They will be present at the Board of Directors meeting, Registration desk, and Regular Membership meeting. The League will pay up to \$65.00 per hour per officer to include all administrative fees. The actual rate is determined by the host city/town. Each hosting municipality will supply the security by using their police staff or the County Sheriff staff. Police Officers are on duty and should not be sitting and eating. If food is available, at the discretion of the host cities, security officers may be invited to eat. The league does not cover the expense.

XVIII. SCHOLARSHIP

The Space Coast League of Cities annually co-sponsors with corporate donors, and presents a scholarship for students with a permanent residence in Brevard County, Florida. *The Scholarship Application title should have the Space Coast League of Cities and the names of the donating partners.* The amount of the scholarship to each student is determined by the committee according to the amounts of the funds/sponsors for that fiscal year. It is not renewable or transferable. *No awards will be published, until the partner's donations are confirmed.* Awards are paid to the student. The Scholarship Committee sets the criteria **approved by the board**, presents the applicants, and recommends candidates to receive the scholarship to the Board **for final approval**.

(NOTE:- www.SCLOC.org League website will be updated with current Scholarship Application and information every year.

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 51-0580775.

The League's Registered Agent is the Executive 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 City Hall, where a "Space Coast League of Cities" sign is posted. City of Rockledge staff members generously assist the Executive Secretary/Director 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 Director.

XX. FORMS

Copies of all SCLOC forms mentioned and or described in this document are available by request to the Executive Director.

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

- Calendar of Events
- Executive Director 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 applicable forms