



**COUNCIL of FORT LAUDERDALE
CIVIC ASSOCIATIONS**

NOTICE OF SPECIAL ELECTION

Please take notice that a Special Election for **CFLCA President and First Vice President** will be held on **February 8, 2022** at the CFLCA General Meeting occurring at 6:30pm via Zoom. Interested candidates should use the "Contact Us" feature on the Council's website at www.cflca.org by Friday, February 4, 2022. Please specify for which position the candidate is interested in filling. CFLCA Immediate Past President, Colleen Lockwood, will be managing the candidates and the election.

**OFFICER POSITIONS: CFLCA Special Election
President and First Vice President**

QUALIFICATIONS: To run for office, candidates must be the appointed representative or alternate from a member association in good standing. All officers must be from member associations in good standing. All Officers and Directors must also be current residents of the City of Fort Lauderdale. All officers shall attend and provide report at 1 board meeting per month and 1 general membership meeting per month.

TERM: Balance of existing term ending March 2023

OFFICER POSITION DESCRIPTIONS:

President: The President shall chair all meetings of The Council and Board of Directors. He/She shall be an ex-officio member of all committees. He/She shall sign all formal contracts, documents, and instruments of a formal nature entered into by the Council, when authorized by the membership of the Council. Unless otherwise designated by the Board of Directors, only the President shall be authorized to speak for The Council and represent the Council in its dealings with the public, the press and governmental bodies. He/She chairs all General Membership and CFLCA Board meetings. The President sets General Membership Meeting Agendas and arranges for guests.

First Vice President. The First Vice President shall act as President in all functions when the President is absent or is unable to act. Responsibilities include oversight of all Council membership functions and First Vice President will be chair of the Membership Committee and, at general meetings, call the roll and confirm presence of a quorum.

The Membership Committee is chaired by the First Vice President. The Membership Committee shall monitor all aspects of membership, including retention and recruitment. The Membership Committee shall conduct its business and report on its efforts to both the Board of Directors and General Membership. The membership committee shall consist of the chair, the Corresponding Secretary, and Directors at large. The Membership Committee shall review for approval the application/renewal form which accompanies dues and will be provided to the Committee chair from the Treasurer as received.

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