FLA-PAC Executive Board

Candidate Nomination for the Office of

Candidate’s Name

Candidate’s Agency

The Executive Board is responsible for managing the business of the Florida Police Accreditation Coalition (FLA-PAC). The Executive Board is an elected body consisting of President, First Vice President, Second Vice President, Public Relations Director, Secretary, Treasurer, and immediate Past President. Each term of office is three years.

I understand serving as an Officer on the Executive Board requires commitment to active participation in Board responsibilities to include conference attendance, conference calls, hotel site visits, preparation for conferences, etc. (Attached is a description of the Officers of FLA-PAC.)

I am committed to fulfilling the responsibilities of an officer of the Executive Board. I have read and agree to abide by the attached campaign guidelines.

Candidate’s Signature Date

Candidate  has my full support to serve as a FLA-PAC Officer for the three year term.

Candidate’s CEO’s Signature Date

Candidate’s CEO’s Title

Candidates who meet eligibility requirements may submit a bio and photo to be published in the PAC Chat. The deadline for submission is January 18, 2019. Candidates are not required to submit a bio and photo for the PAC Chat.

Campaign Guidelines

1. Mass e-mails through the PAC Request: Candidates shall not send election requests or advertisements through the PAC Request. Use of the PAC Request for any campaign materials is strictly prohibited.
2. Handing out material at conferences: Candidates may hand out promotional literature during breaks in general congregation areas. Items may not be placed on tables or displays. Campaign items and information may be distributed during Information Sharing sessions.
3. Posters: Nothing will be attached or affixed to the walls of the hotel. No posters or signs are allowed to be placed leaning against tables. Campaign banners of any kind are prohibited.
4. Stuffing Registration Kits: Interested candidates must submit a proposal to the Nominating Committee for approval to place in registration kits. It may be a one-page flyer, or an item which is appropriate for conference attendees containing promotional information. Candidate must supply the items to the host committee for inclusion in the registration kit.
5. Bios and photos: Candidates may submit a brief biography/resume for the Nominating Committee to distribute once the candidate has been approved to run.
6. Vehicles: Candidates may not place advertising information on a vehicle that is prominently displayed at an entrance to the conference facility.
7. Balloons: No campaign balloons shall be displayed inside the facility.

Responsibilities and Duties of the FLA-PAC Executive Board

All of the responsibilities and duties of FLA-PAC existing under the Florida Statutes, Articles of Incorporation, and these By-laws shall be exercised exclusively by the FLA-PAC Executive Board, its agents, contractors, or employees subject only to approval by agency members where such approval is specifically required by these Bylaws.

All Officers of FLA-PAC owe the highest standard of care in their dealings on behalf of the organization.

PRESIDENT – The President shall be the Chief Executive Officer of the FLA-PAC. The President shall have all the responsibilities and duties that are vested in the President of a corporation, including, but not limited to, the responsibility to appoint a Standing Ad Hoc Committee Chair, except the Nominating Committee, and to assist in conducting the affairs of the FLA-PAC. The President will serve as liaison with other accrediting bodies.

FIRST VICE PRESIDENT – The First Vice President shall assist the President, exercise such responsibilities, and perform such other duties as shall be prescribed by the Articles of Incorporation and these By-laws. In the absence or disability of the President, the First Vice President shall exercise and perform the duties of the President.

SECOND VICE PRESIDENT – The Second Vice President shall assist the President and First Vice President, exercise such responsibilities, and perform such other duties as shall be prescribed by the Articles of Incorporation and these By-laws. In the absence or disability of the President and First Vice President, the Second Vice President shall exercise and perform the duties of the President.

PUBLIC RELATIONS DIRECTOR – The Public Relations Director shall have custody of the seal of the corporation and affix it to the instruments requiring a seal duly signed. The Public Relations Director shall be responsible for all correspondence of FLA-PAC, organization of conferences, and serve as archivist. The Public Relations Director shall attend to the giving and serving of all notices to the members and officers and other notices required by law. The Public Relations Director shall keep the records of FLA-PAC and shall perform all duties incident to the office as may be required.

SECRETARY – The Secretary shall take minutes of all meetings and retain all minutes for no less than seven years. Minutes shall be available for inspection by members or their authorized representatives at reasonable times. The Secretary shall review the roster of members attending and ensure that a quorum is present. The Secretary shall review the roster of members attending and ensure that a quorum is present. The Secretary is responsible for verifying a quorum of current registered agencies when a formal voting procedure is conducted. The finding of a quorum will be reported to the President who shall report it to the membership present.

TREASURER - The Treasurer shall have custody of all financial property of the FLA-PAC, including funds, securities, and evidences of indebtedness. The Treasurer shall receive and give receipts for money due and paid to FLA-PAC. The Treasurer shall deposit all monies paid to FLA-PAC in such banks or other depositories and shall be selected in accordance with these By-laws. The Treasurer shall keep the books of the FLA-PAC in accordance with good accounting practices, and shall perform all other duties incidental to the office.