

Town Clerk

FLORIDA LEAGUE OF CITIES, INC.

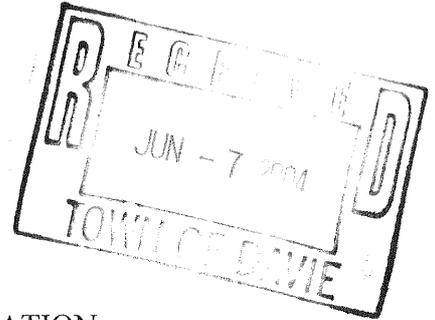
MEMORANDUM

TO: City Managers/City Clerks

FROM: Michael Sittig, Executive Director 

DATE: June 4, 2004

SUBJECT: 78th Annual Conference – Leading With Excellence!
VOTING DELEGATE AND RESOLUTION INFORMATION
August 19-21, 2004 Westin Diplomat Resort



As you know, the Florida League of Cities' Annual Conference will be held at the Westin Diplomat Resort in Hollywood, Florida on August 19-21. This year's theme, *Leading With Excellence* will provide valuable educational opportunities to help Florida's city officials serve their citizenry more effectively.

It is important that each city designate one person to be the voting delegate. Policy development, election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each city will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each city's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2003.

Registration materials have already been sent to each city. Call us if you need additional copies. We have attached the procedures your city should follow for presenting resolutions to the League membership. If you have any questions on voting delegates, please call Gail Dennard at the League at Suncom 278-5331 or (800) 616-1513, extension 256. If you have questions regarding resolutions, please call Allison Payne Suncom 278-5331 or (800) 616-1513, extension 116. **Resolutions and Voting delegate forms must be received by the League no later than July 20, 2004.**

Attachments: Form Designating Voting Delegate
Procedures for Submitting Conference Resolutions

**78th Annual Conference
Florida League of Cities, Inc.
August 19-21, 2004
Hollywood, Florida**

It is important that each member city sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each city select one person to serve as the city's voting delegate.

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

City of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Gail Dennard
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
or Fax to Gail Dennard at (850) 222-3806

Procedures for Submitting Resolutions
Florida League of Cities' 78th Annual Conference
Westin Diplomat Resort, Hollywood, Florida
August 19-21, 2004

In order to fairly systematize the method for presenting resolutions to the League membership, the following procedures have been instituted:

- (1) Proposed resolutions must be submitted in writing, to be received in the League office a minimum of 30 days prior to the first day of the annual conference.
- (2) Proposed resolutions will be rewritten for proper form, duplicated by the League office and distributed to members of the Resolutions Committee at least 15 days prior to the first day of the annual conference. (Whenever possible, multiple resolutions on a similar issue will be rewritten to encompass the essential subject matter in a single resolution with a listing of original proposers.)
- (3) Proposed resolutions may be submitted directly to the Resolutions Committee at the conference; however, a favorable two-thirds vote of the committee will be necessary to consider such resolutions.
- (4) Proposed resolutions may be submitted directly to the business session of the conference without prior committee approval by a vote of two-thirds of the members present. In addition, a favorable weighted vote of a majority of members present will be required for adoption.
- (5) Proposed resolutions relating to state legislation will be referred to the appropriate standing policy committee. Such proposals will not be considered by the Resolutions Committee at the conference; however, all state legislative issues will be considered by the standing policy committees and the Legislative Committee, prior to the membership, at the annual Legislative Conference each fall. At that time, a state Legislative Policy Statement will be adopted.

Cities unable to formally adopt a resolution 30 days prior to the first day of the conference may submit a letter to the League office indicating their city is considering the adoption of a resolution, outlining the subject thereof in as much detail as possible, and this letter will be forwarded to the Resolutions Committee for consideration in anticipation of receipt of the formal resolution.

Important Dates

June 15, 2004

Notice to Local and Regional League Presidents and Municipal Associations
regarding the Resolutions Committee

July 12

Appointment of Resolutions Committee Members

July 20

Deadline for Submitting Resolutions to the League office

August 19

League Standing Committee Meetings
Resolutions Committee Meeting
Voting Delegates Registration

August 21

Immediately Following Luncheon – Pick Up Voting Delegate Credentials
Followed by Annual Business Session