



## CONSTRUCTION LICENSING OFFICIALS ASSOCIATION OF FLORIDA, INC. BY-LAWS

### ARTICLE I NAME AND PURPOSE

Section 1 The organization shall be known as CONSTRUCTION LICENSING OFFICIALS ASSOCIATION OF FLORIDA, INC. (CLOAF)

Section 2 The objectives of CLOAF shall be:

- a. To promote the protection, health, safety and welfare of the public by the development, maintenance and adoption of local construction licensing laws, including but not limited to testing, insurance requirements and financial responsibility, etc.
- b. To study, review and debate the principal fundamentals of licensing in state, county and municipal laws.
- c. To advise and assist in the initiation of codes and laws, to promote effective enforcement against unqualified persons and firms performing as contractors.
- d. To maintain documents and laws relating to contracting for research and advisory assistance to licensing officials contemplating new or revised ordinances.
- e. To periodically distribute to all active members of the association information on unlicensed activity and disciplinary actions imposed against qualified contractors.
- f. To provide a source of education and certification for Licensing Officials, Permit Clerks, Building Officials, Licensing Investigators and all other employees of Construction Licensing statewide.

### ARTICLE II MEMBERSHIP AND VOTING

Section 1 There shall be the following classifications of membership:

- a. Active Members are **those persons** who are governmental officials in charge of licensing, staff members, or appointed local licensing board members, field investigators, code compliance officers or other municipal, state or county employees engaged in the administration and/or enforcement of regulatory laws and ordinances directly related to construction licensing.
- b. Associate Members are **those persons** who **represent** contractor trade associations, contracting firms or construction material suppliers. Former governmental officials for licensing agencies and board members of such



agencies. Or **other such person not qualifying for active membership** whose business is related to the construction industry.

- c. Honorary Members are **those persons by board approval** who have shown dedication, service and loyalty to the organization. These persons will be exempt from membership fees and will not be able to vote in General Meetings.

Section 2 All active members shall be entitled to vote and serve on any committee.

Section 3 All Associate Members may participate in discussions, without a vote, and may serve on committees upon approval of the Board of Directors.

Section 4 Any Active Member that wishes to run for a position on the Board of Directors must serve a minimum of **ONE (1)** year as a member of a committee unless otherwise stated in Article VIII, Section 3. After that one-year period the Active Member may run for any office on the Board that is up for election at that time.

### ARTICLE III BOARD OF DIRECTORS

Section 1 The property, records, business affairs and policies of CLOAF shall be under the control of the Board of Directors. The Board of Directors shall consist of the President, Vice President, First Vice President, Second Vice President, Secretary, Treasurer, Sergeant at Arms and six (6) members, one (1) of which shall consist of the immediate past President, all of whom shall be active members at the time of their election to and during the term of office.

Section 2 The President shall preside at all meetings of CLOAF and at meetings of the Board of Directors. In the absence of the President, the Vice President shall preside. In the absence of both the President and the Vice President, the First Vice President shall preside. In the absence of the President, Vice President and First Vice President, the Second Vice President shall preside. In the absence of the President, Vice President, First Vice President and the Second Vice President, the immediate past President shall preside. In the absence of the President, Vice President, First Vice President, Second Vice President and immediate past President, the Sergeant at Arms shall preside.

Section 3 The Secretary shall maintain all records of the Association.

Section 4 The Treasurer shall act as custodian of funds.

Section 5 The Sergeant at Arms shall assist the President in the organization of the General and Board Meetings, keeping order during such meetings, and assist in the facilitation of the schedule of said meetings.

Section 6 TERMS OF OFFICE



- a. The normal terms of office shall be two (2) years.
- b. No officer shall be elected to more than two (2) terms except the Secretary and Treasurer who may be elected without limit on the number of terms.

#### ARTICLE IV MEETINGS

- Section 1 Meetings shall be held at least twice a year at a date, time and place designated by the Board of Directors.
- Section 2 The Fall or Winter meeting shall be designated as the Annual Meeting at which time Officers and Directors will be elected by the majority of active members present.

#### ARTICLE V ANNUAL DUES

- Section 1 Active Members \$100.00 (one hundred) dollars.
- Section 2 Associate Members \$100.00 (one hundred) dollars.
- Section 3 Dues are payable on or before December 1<sup>st</sup>.

ARTICLE VI The board of Directors **shall** audit the books, business affairs and records of CLOAF. The results of the audit **shall** be reported to the members at the Fall Meeting each year.

ARTICLE VII Amendments to the by-laws may be considered at any scheduled Board meeting. The proposed amendments may be discussed and amended if passed by a majority vote of Board members.

#### ARTICLE VIII QUALIFICATION TO HOLD OFFICE

- Section 1 Eligibility: Only active members may serve as officers of the association.
- Section 2 Unexpired Term: An Unexpired term of office may be filled by appointment by the Board of Directors and the appointee may serve until the next scheduled election at which time an election will be conducted by the membership for that or any vacant office.
- Section 3 Expiring Term/Vacant Office: Any vacant office may be appointed by the Board of Directors and be filled by any past or present Active Member.

#### ARTICLE IX LIAISON OFFICER

- Section 1 A Liaison Officer may be appointed by the Board of Directors to act on behalf of CLOAF.
- Section 2 All current active members shall be qualified to serve as Liaison Officer.



Section 3            Upon approval of the majority of the Board of Directors, funds may be set aside to reimburse the expenses of the Liaison Officer.

ARTICLE X        EXECUTIVE DIRECTOR

Section 1           The Executive Director is a position whose salary and contract is to be determined by the Board of Directors.

Section 2           The responsibilities of the Executive Director are to schedule, negotiate and coordinate the biannual meetings and board meetings. Included in these duties are to secure sponsors for events during these meetings and to present to the Board of Directors for approval, meeting dates and events for future meetings and such and other duties as may be directed by the Board.

ARTICLE XI       COMMITTEES

Section 1           a. The President shall whenever necessary or appropriate, appoint special ad hoc committees to perform limited and specific duties.

b. The terms of ad hoc committees shall be for the duration of the specific duty assigned to it, but shall not in any case exceed one (1) year.

c. Ad hoc committees may be re-established by the Board of Directors for an additional one (1) year term.

Section 2           a. There shall be standing committees with members appointed by the President for terms of one (1) year. Members may be re-appointed to successive terms.

b. The Membership Committee shall meet as necessary to encourage recruitment of new members and the retention of current members.

c. The Legislative Affairs Committee shall meet as necessary to review legislative, judicial and executive action affecting the regulatory community.

d. The Certification Committee shall meet as necessary to organize and maintain education courses provided by and for CLOAF members and construction licensing jurisdictions.

e. The Equipment Committee shall meet as necessary to organize and audit equipment purchased and owned by CLOAF. Also the committee will be responsible for setup and breakdown of such equipment before and after all meetings.

f. Disaster Response Committee shall meet as necessary to organize and respond to disasters around the State of Florida and provide personnel and equipment support to jurisdictions in affected disaster areas. The committee will activate when the Governor declares a State of Emergency.

g. Standing Committee Chairs may sit in and participate in the meetings of the Board of Directors at the invitation of the President.



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