Memorandum

To: Legislative Action Committee (LAC) Chairs
    Chapter Presidents
    Chapter Executive Directors

From: Dawn Bauman, CAE | Senior Vice President, Government Affairs
      Lula Fekadu | Manager, Legislative Programs

Date: May 16, 2016

Subject: Legislative Action Committees (LACs) Chapter Delegate Nominations Kick-Off

Summer marks the beginning of the nomination process for your state’s legislative action committee for the October 1, 2016 – September 30, 2018 term.

CAI Legislative Action Committees are a true collaboration between the chapters and the national organization. While the legislative action committees are committees of the national organization, core delegates are appointed by chapters and ratified by the national office. The organizational structure and appointment process is outlined in the CAI LAC Operational Guidelines.

The following portion of this memorandum provides excerpts from the CAI LAC Operational Guidelines specifically related to the delegate appointment process:

1. **LAC Structure & Membership Requirements**

   - Each LAC will consist of a minimum of six (6) delegates and maximum of 20 delegates. CAI chapter board of directors shall recruit and approve delegates to serve on the state legislative action committee (no later than the August board meeting).
     
     - In states with one chapter, the chapter shall appoint six delegates.
     - In states with two chapters, each chapter shall appoint three delegates.
     - In states with three or more chapters, each chapter shall appoint two delegates.

   - In addition to chapter appointments, the LAC may appoint at-large delegates.
   
   - Delegates must be CAI members in good standing at the time of their nomination and must be current on all CAI financial obligations including payment of the Advocacy Support Fee.
   - CAI’s membership represents a diverse set of individuals who are community association board members, community association managers and business partners serving community associations. In an effort to ensure a balanced voice, there is a rule whereby **one membership category shall not have a majority on any LAC.**
   - No more than one person, per company, per membership category may serve on any one state LAC, a company is considered to be any entity, partnership, corporation, or business association where there is a single ownership structure.
2. **LAC Nominations & Role of Delegates**
   Each CAI chapter will be contacted during the appointment process and asked to submit nominees to serve as the chapter delegate(s). The Chapter should seek volunteers who will speak for the chapter and who will be actively engaged in working to ensure communication between the chapter and the LAC.
   - Chapter delegates shall be appointed by CAI Chapter Board of Directors.
   - At-large delegates should be appointed by members of the existing LAC.
   - Prior to final approval, each appointee shall review and complete the following forms:
     - The LAC Nominee Information forms (attached)
     - LAC Delegate Annual Conflict of Interest Policy and Disclosure form (attached)

3. **LAC Member & Officer Term Requirements**
   Each LAC will be reauthorized by the CAI President on a two-year terms. No LAC member may serve more than five (5) consecutive terms. The term limit clock began the year the requirement was adopted (2012).
   - The term for a LAC officer is from the date of election until a successor is elected the following term. With the exception of the Chair and Vice Chair, there is no limit on the number of terms an officer may serve. The Chair and Vice Chair are each limited to 3 terms of cumulative service in these two positions.
   - An officer who will not be reappointed as a LAC delegate for the following term will continue to serve until elections are held, at which time his or her term as both an officer and a delegate expires.
   - LACs may request a modified term schedule for delegates in an effort to create staggered terms.

All nominations and completed forms should be sent **by September 15, 2016** to the Government & Public Affairs Department via email to Lula Fekadu at lfkadu@caionline.org

All nominees will be notified of their status by early October or within a reasonable amount of time after their nomination is submitted to the Government & Public Affairs Department.

Please contact Lula Fekadu at 703.970.9251 via email at lfkadu@caionline.org with any questions you may have about the LAC nomination process or other support that you may need.

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For additional information on LAC or CAI legislative activities at the state or federal level, please contact the Government & Public Affairs Department:

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