



Memorandum

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

From: Dawn Bauman, CAE | Senior Vice President, Government & Public Affairs
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Date: June 28, 2022

Subject: 2022 Legislative Action Committees (LACs) Delegate Appointments

It is time for the chapters and legislative action committees to make appointments to your state legislative action committee. *All nominations and completed forms should be sent by **September 16, 2022**, to the Government & Public Affairs Department via email to Lula Fekadu at lfekadu@caionline.org*

CAI LAC Nominations

Every other summer marks the beginning of CAI's legislative action committee nomination process. The goal of the appointment process is to provide CAI Legislative Action Committees with a diverse group of CAI members to carry out the public policy and advocacy interests of CAI membership for the community association housing model and to provide collaboration between the chapters, the headquarters office, and the membership. The organizational structure and appointment process is outlined in the CAI [LAC Operational Guidelines](#).

Appointment Process:

The current appointment process is for the term of service from October 1, 2022 – to September 30, 2024. Unless previously agreed upon, the appointment process is for every member of the legislative action committee, including new and returning committee members.

Appointment Process and Term Requirements:

There are two ways in which a CAI member may come to serve on a LAC:

1. **Chapter Delegate** - appointed and approved by a chapter as a chapter delegate. Each CAI chapter shall submit nominees to serve as the chapter delegate(s). If your state has only one chapter, the chapter shall appoint six members. If your state has more than one chapter, each chapter shall appoint two members to the LAC. **IMPORTANT NOTE TO CHAPTERS: Your chapter board must appoint delegates at their July or August board meeting. Your appointments must comply with the LAC Operational Guidelines.**
2. **At-Large Delegate** - appointed and approved by a majority vote of existing members of the LAC as an at-large delegate. At large delegates are appointed following chapter appointments.

3. **Term limits** - No LAC member may serve more than five (5) consecutive terms (10 years). LAC Chair and Vice-Chair are each limited to three terms of consecutive service in these two positions. The term limit clock began the year the requirement was adopted (2012). **NOTE: There are many individuals who have met this term limit and may not serve a voting delegate term. New delegates must be appointed. Delegates who have termed out may be appointed as an emeritus (non-voting member) of the committee. Emeritus members do not count as committee members and each LAC must have at least six committee members.**

Note: Delegates must be CAI members in good standing at the time of their appointment and must be current on all CAI financial obligations including payment of the Advocacy Support Fee.

As a reminder, in 2012 the LAC Guidelines were amended to require each LAC to appoint delegates every two years and the term limit clock begins then. With two years term of five consecutive terms for LAC Delegates and three terms of cumulative service for LAC Chairs and Vice-Chairs.

Please contact Lula Fekadu at lfekadu@caionline.org if you need assistance identifying delegates that have served since the guideline was adopted and terming out at the end of this session (September 2022).

Important Rules Governing the LAC Structure & Appointments Process:

- Each LAC will consist of a minimum of six (6) delegates and a maximum of 20 delegates. CAI chapter board of directors shall recruit and approve delegates to serve on the state legislative action committee.
- CAI's membership represents a diverse set of individuals who are homeowner volunteer leaders, community association managers, and business partners serving community associations. 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 any entity, partnership, corporation, or business association where there is a single ownership structure. States with multiple chapters will coordinate with headquarters to ensure the membership representation guidelines are met.
- To avoid apparent conflicts of interest, each Chapter and LAC delegates are required to disclose any organizations, associations, or businesses that conduct business or compete in any way, with CAI or LAC. [Legislative Action Committee Delegate Conflict of Interest Policy.](#)

All appointees 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 lfekadu@caionline.org with any questions you may have about the LAC nomination process or other support that you may need.

Attachments (web link):

[CAI Public Policies](#)

[LAC Operational Guidelines](#); includes the Nominee Information Form and Conflict of Interest Form

[LAC Resources](#)



CAI LEGISLATIVE ACTION COMMITTEES - Highlights of Primary Duties of Chapter and LAC

Additional duties may be found in the [CAI LAC Operational Guidelines](#)

Chapter Executive Director:

- Performs general administrative duties for LAC; including distributing meeting minutes; basic bookkeeping and submits a financial report to LACs at meetings and CAI national.
- Works collaboratively with the chapter board by seeking volunteers who will speak for the chapter and who will be actively engaged in working to ensure communication between the chapter, LAC, and CAI headquarters.
- Serves as the first point of contact for general LAC inquiries.
- Submit all appointments to the G&PA Department on schedule.

Chapter Board:

- Works collaboratively with the chapter executive director by seeking volunteers who will serve on the committee and who will be actively engaged in working to ensure communication between the chapter, LAC, and CAI headquarters.
- Ensure that all chapter delegates are reviewed and approved before transmitted to G&PA Department for consideration.
- Engage chapter appointed LAC delegates regularly for LAC reporting (every board meeting) and communication.

Chapter and At-Large Delegates: While chapter and at-large delegates have the same standing within the LAC and are equally responsible for staying active in the LAC and promoting CAI policies to elected officials,

Chapter delegates have additional obligations:

- Speaks for the interests of their chapter they represent and serves as the LAC communications link to the chapter.
- Ensure that CAI members and their chapters have opportunities to provide input into the development of state advocacy priorities.

LAC Officers: An authorized LAC shall elect officers from its appointed delegates. Such officers shall include:

- A LAC chair – who shall serve as a liaison to the G&PA Department and speak for the LAC and CAI.
- A vice-chair – who shall serve as a substitute for the chair in his/her absence.
- A secretary – who shall serve as record minutes for LAC meetings.
- A treasurer – who shall serve as the person maintains the LAC financial accounts. The treasurer must submit a budget and financial reports to the headquarters office as required by the LAC Operational Guidelines.
- A federal affairs liaison – who shall serve to coordinate federal affairs issues between the LAC and CAI headquarters.



LAC Delegate Appointment and Financial Timeline:

Please use the following schedule to ensure that the chapter/LAC has met the following deadline schedule and submitted the required documents to the Government & Public Affairs Department via email to Lula Fekadu at lfekadu@caionline.org

MONTH	WHEN	Email	ISSUE	DUE DATE
March			3 rd Quarter Financial Reports	March 30
June			4 th Quarter Financial Reports	June 30
June	3 rd week		First Notice - Chapter Delegate Appointments Kick-Off	September 16
June			Annual Budget	June 30
September	1 st week		The G&PA Department will begin reviewing appointments verify the eligibility of appointees.	September 16
September			Chapters/LACS submit delegate appointments to CAI headquarters	
September	3 rd week		Second Notice - Chapter Delegate Appointments Recommended appointees to CAI's President for consideration	September 16
September			1 st Quarter Financial Reports	September 30
October	1 st week		Approved delegates will receive notice of appointment	
November	3 rd week		Upcoming deadline Annual federal tax return or A letter stating not required to file (<i>Fiscal year taxpayer</i>)	December 1
December			2 nd Quarter Financial Reports	December 31



LAC Financial check list:

Please use the check list when preparing your annual budget, and annual federal tax 990 form, thereafter, submit the required documents to the Government & Public Affairs Department via email to Lula Fekadu at lfekadu@caionline.org

	(State) Legislative Action Committee						
	STATEMENTS OF FINANCIAL ACTIVITIES						
	Annual	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual	Year-to-date
	Budget	Financial	Financial	Financial	Financial	Federal Tax	Actual
		Reports	Reports	Reports	Reports	Return file	
	6/30	9/30	12/31	3/31	6/30		
Revenues:							
Advocacy Support Fees							
Chapter Contributions							
Individual/LAC Contributions							
Dollar per Door Campaign							
Sponsorships							
Fundraising							
Miscellaneous							
	-----	-----	-----	-----	-----	-----	-----
Total Revenues							
	=====	=====	=====	=====	=====	=====	=====
Expenses:							
Lobbyist							
Contract/Registration fees							
Legislative Tracking							
Web site							
Administrative Support							
Telephone							
Travel							
Postage							
Food & Beverage							
Printing/Copies/Action Alert							
Supplies/Stationery							
Miscellaneous							
	-----	-----	-----	-----	-----	-----	-----
Total Expenses							
	=====	=====	=====	=====	=====	=====	=====