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

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

**Date:** June 16, 2020

**Subject:** 2020 Legislative Action Committees (LACs) Chapter Delegate Appointments

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*All nominations and completed forms should be sent **by September 14, 2020**, to the Government & Public Affairs Department via email to Lula Fekadu at [lfekadu@caionline.org](mailto:lfekadu@caionline.org)*

## CAI LAC Nominations

Every other year, delegates are appointed to the CAI Legislative Action Committees. 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 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, 2020 – September 30, 2022. Unless previously agreed upon, the appointment process is for every member of the legislative action committee; returning and new members. Some LACs have modified terms with delegates serving two-year staggered terms. If you are unsure if you have staggered terms, please consult with the chapter executive directors and legislative action committee chairpersons.

## 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.
2. **At-Large Delegate** - appointed and approved by a majority vote of existing members of the LAC as an at-large delegate.
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: 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.**

### **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](mailto: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](#)

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## 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 inquires.
- 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, speak for the LAC and CAI.
- A vice-chair – who shall serve as substitutes 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 as 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](mailto:lfekadu@caionline.org)

<b>MONTH</b>	<b>WHEN</b>	<b>Email</b>	<b>ISSUE</b>	<b>DUE DATE</b>
March		3 <sup>rd</sup> Quarter Financial Reports		March 30
June		4 <sup>th</sup> Quarter Financial Reports		June 30
June	3 <sup>rd</sup> week	First Notice - Chapter Delegate Appointments Kick-Off		September 14
June		Annual Budget		June 30
September	1 <sup>st</sup> week	The G&PA Department will begin reviewing appointments verify the eligibility of appointees.		September 14
September		Chapters/LACS submit delegate appointments to CAI headquarters		
September	3 <sup>rd</sup> week	Second Notice - Chapter Delegate Appointments		September 14
		Recommended appointees to CAI's President for consideration		
September		1 <sup>st</sup> Quarter Financial Reports		September 30
October	1 <sup>st</sup> week	Approved delegates will receive notice of appointment		
November	3 <sup>rd</sup> week	Upcoming deadline	Annual federal tax return or A letter stating not required to file ( <i>Fiscal year taxpayer</i> )	December 1
December		2 <sup>nd</sup> Quarter Financial Reports		December 31