



Memorandum

To: Legislative Action Committee Chairs
Chapter Presidents
Chapter Executive Directors

From: Phoebe Neseth, Esq., Vice President, Government Relations, Public Affairs & Legal

Date: June 24, 2026

Subject: 2026 Legislative Action Committees Delegate Nominations

CAI LAC Nominations

As we approach the next cycle of legislative action committee nominations, it is time to initiate the delegate appointment process. Please review this memo thoroughly as a number of changes to the LAC Operational Guidelines are under final review by CAI's Government & Public Affairs Committee and the CAI Board of Trustees. If approved, these final recommended changes will impact the delegate appointment process this year.

Key Changes to LAC Operational Guidelines and Delegate Appointments Subject to Approval Late Summer 2026

1. Moving forward, all LAC delegates will be appointed by chapter boards of directors, in consultation and collaboration with your state legislative action committee. This change is intended to create a more collaborative process between CAI chapters and LACs regarding the public policy and advocacy work of CAI. Chapters and LACs are encouraged to collaborate on a call for LAC volunteers. LACs are encouraged to communicate with chapter boards in your state regarding suggested delegate appointments. Chapter boards should give due consideration to recommendations from the LAC regarding delegate appointments.
2. The number of delegates permitted on a state LAC will now be a minimum of 6 and a maximum of 30. Chapters and LACs are encouraged to collaborate on determining the appropriate number of delegates for your state LAC, between 6 and 30

delegates. In multi-chapter states, all chapters should consult together with the LAC to make this determination.

3. In multi-chapter states, each chapter board will appoint an equal number of LAC delegates between six and 30. Chapters of various sizes are encouraged to work together to achieve an equitable distribution of delegates.
4. All delegate terms will now be staggered to help manage turnover on a LAC. To stagger the terms of all LAC delegates, half of the allowable LAC delegates will be appointed to a two-year term and half of the LAC delegates will be appointed to a one-year term commencing with the term that begins October 1, 2026. Delegates appointed to a one-year term will be eligible for a full, two-year term commencing with the term that begins on October 1, 2027. Chapters and LACs will make the determination as to which delegates will be appointed to a one year vs. a two-year term this year. If a state LAC is already utilizing staggered terms, this change should not impact your appointment process.
5. As noted, these changes are being finalized over the summer. Clarifying instructions and new forms pertaining to the delegate appointment process will be provided near the end of August. The delegate appointment process should proceed in July and August with chapter boards making delegate appointments. Questions about the changes to the appointment process should be directed to Phoebe Neseth and Tony Campisi for clarification. Once the changes are approved, the G&PA team will be in touch with next steps.

Key Points in the Delegate Appointment Process:

- **Nomination Deadline:** All nominations and completed forms must be submitted by September 15, 2026.
- **Recipient:** Please send your nominations via email to Ben Price at bprice@caionline.org.
- **Purpose:** The goal of this appointment process is to assemble a diverse group of CAI members who will actively engage in advancing our collective public policy and advocacy interests.
- **Collaboration:** We emphasize collaboration between chapters, the headquarters office, and the membership.
- **Guidelines:** For detailed information on the organizational structure and appointment process, please reach out to the CAI G&PA Staff.

Appointment Process: The current appointment process is for the term from October 1, 2026, to September 30, 2028. Unless agreed upon, the appointment process applies to all legislative action committee members, including new and returning committee members.

Appointment Process and Term Requirements:

1. Each CAI chapter must submit nominees to serve as LAC delegate(s). If your state has only one chapter, that chapter shall appoint a minimum of six and no more than 30 delegates to the LAC. If your state has more than one chapter, each chapter shall appoint an equal number of delegates to the LAC following the guidelines above.

IMPORTANT NOTE TO CHAPTERS: Your chapter board should appoint delegates at its July or August meeting at the very latest. Once the updated guidelines are finalized, new forms will be provided to confirm delegate appointments at the end of August.

2. **Term limits** - No LAC member may serve more than five (5) consecutive terms (equivalent to 10 years). The LAC chair and vice chair are limited to three (3) consecutive terms in these two leadership positions (equivalent to six years). Delegates who have reached their term limit may be appointed as emeritus to the committee. Emeritus members do not count as full voting 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.

If you are unsure which delegates on your LAC are up for renomination and/or who should appoint the nominees (chapter or LAC), or to clarify term limits, please reach out to Ben Price via email at bprice@caionline.org, copying your LAC's dedicated G&PA staff members.

Important Rules Governing the LAC Structure and Appointments Process:

- Each LAC should consist of a minimum of **6** delegates and a maximum of **30** delegates.
- CAI chapter board of directors in collaboration with your state LAC shall recruit and approve delegates to serve on the state legislative action committee.
- CAI's membership includes a diverse group of individuals such as homeowner volunteer leaders, community association managers, and business partners who serve community associations.
- To maintain a balanced voice, a rule exists stating that no single membership category shall hold a majority on any LAC.
- **No more than one person** per community or company, per membership category, may serve on any single state LAC.

- States with multiple chapters will work with each other and CAI headquarters G&PA staff to ensure the guidelines for membership representation are met.
- **Conflicts of Interest Disclosure:** To prevent potential conflicts of interest, each chapter and LAC delegate are required to disclose any organizations, associations, or businesses that conduct business or compete in any way with CAI or LAC.
- Delegates must be considered and approved by CAI HQ.
- As required by the current and updated LAC Operational Guidelines, each LAC is required to submit a copy of the LAC annual budget to the CAI G&PA department. Budgets for 2026 and 2027 should be submitted along with the LAC delegate appointments by September 15, 2026.

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 Ben Price at 703.970.9282 or via email at bprice@caionline.org with any questions you may have about the LAC nomination process or other support that you may need.

Relevant Links:

[CAI Public Policies](#)

[LAC Operational Guidelines](#)

[LAC Resources](#)