

## By-laws

### Florida Society of Certified Public Managers – Suncoast Chapter

*These bylaws were approved by the State Board on 6/21/2007 by unanimous vote. Revised 10-07 revisions approved by State Board 12-20-07. Revised 10-27-08 revisions approved by State Board 11-28-08*

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#### Article I - Name and Registered Office

The name of this organization shall be the Suncoast Chapter of the Florida Society of Certified Public Managers, Inc. The registered office of the corporation is Florida Center for Public Management, Florida State University, Tallahassee, Florida, 32306, and at such other places as the Board of Directors may establish. The Suncoast Chapter may be referred to, herein after, in these by-laws as “SC” and the Florida Society of Certified Public Managers, Inc. as the “FSCPM”.

#### Article II - Vision, Mission, and Goals

##### Section 1. Vision:

Improved organizational and personal performance in Florida Government through the knowledge, commitment, and action of a society of Certified Public Managers.

##### Section 2. Mission:

To foster and maintain high professional and ethical standards in the practice of public management and to further the professional growth of the SC and FSCPM members.

##### Section 3. Goals:

- \* To support the purposes and objectives of the FSCPM and the American Academy of Certified Public Managers.
- \* To improve communication and cooperation of public managers in all sectors of Florida’s government.
- \* To provide opportunities for members to continually increase their knowledge in the field of public management.
- \* To seek a high level of certification and to promote growth and recognition of the SC and the FSCPM.

#### Article III - Membership

Section 1. Membership shall be held exclusively by individuals who are members of the SC and the FSCPM and who support the Vision, Mission and Goals of the SC.

Grades of Membership shall be:

- (a) Fellows- Any person who has obtained a valid certification as a Certified Public Manager (CPM) issued by a program accredited by the National Certified Public Manager Program Consortium shall be eligible

(b) Associate Members- Any person who has completed at least one CPM level and who shares the goals of the SC shall be eligible for associate membership in the SC. Associate Members may vote for all regional chapter offices but are not eligible to vote for FSCPM offices. Associate Members may be appointed to chair standing and special committees at chapter and state levels, but cannot hold elected offices.

(c) Consortium Members- SC Consortium members who are admitted under guidelines adopted by the Board of Directors.

(d) Honorary Fellows- A person may be elected to honorary membership by a two-thirds vote of the Board of Directors. Honorary Fellows will be entitled to all of the privileges of membership except they will not be entitled to vote or hold elective or appointed office. Honorary Fellows are not required to pay dues.

Section 2. Provisions may be made by the Board of Directors for other classes of membership within the SC.

Section 3.

(a) Only Fellows shall be eligible to hold elective office in the SC.

(b) All members of the SC shall be entitled to attend all meetings of the SC and speak on any issue before the assembly.

Section 4. A member is in good standing when all SC and FSCPM dues for the current year are paid to the SC

Treasurer. Members in good standing may request a transfer from one regional chapter to another. A regional chapter may not refuse to accept the transfer of a member in good standing.

Section 5. All members of the SC—in good standing shall be entitled to use the designation “Member of the Suncoast Chapter of Florida Society of Certified Public Managers.”

Section 6. The only criteria for membership shall be per Article III, Sections 1 (a,b,c,d), and the payment of appropriate dues as specified in the By-laws and in the Appendix.

#### **Article IV – Officers**

Section 1. The officers of the SC shall be a President, a Vice president, a Secretary and a Treasurer. Other officers may be elected as deemed necessary by the SC.

All officers must be Fellows in good standing of the SC.

Section 2. The officers shall be nominated and elected by the following process:

\* SC members may make Nominations for SC officers no sooner than September 1 and no later than October 15 for officers to be installed in the following January. Nominations may be made by direct electronic mail to members of the Nominations Committee or preferably on the Nominations Page of the SC web site.

- The Nominations Committee shall; promote the election season and member participation through available media such as a Newsletter, receive

nominations of candidates for available offices, ascertain the nominees' qualifications for candidacy, design a ballot form and distribute the ballot to the SC members by electronic mail no later than October 30 for officers to be installed in the following January.

The ballot form shall include the electronic address of the SC Liaison.

The Nominations Committee shall assume that the members and electronic addresses provided by the Treasurer of the SC are qualified voters and the electronic addresses are correct, unless otherwise directed by the President of the SC.

\* Members shall submit their vote by electronic mail in a format as directed by the Nominations Committee to the SC Liaison no later than November 15 for officers to be installed in the following January.

\* The SC Liaison will count the ballots, report the results of the election to the President no later than November 30, and retain a record of the election until the following March 30.

\* The President shall inform the newly elected officers of their impending installation

\* A SC meeting will be held in the following January. Installation of the new officers will be held during the meeting.

\* The election schedule may be revised in a particular year by the Board of Directors vote.

Section 3. A plurality of votes cast for a particular office shall constitute an election.

Section 4. All vacancies in elective offices, except the office of president, shall be filled by appointment of the president, with the approval of the remaining officers, for the unexpired part of the term. In the event of a vacancy in the office of the president, the vice president shall become president for the unexpired term.

Section 5. The term of office for the President shall be one (1) year following their election with a maximum concurrent term of an additional one (1) years or until their successor is elected. The terms of Vice President shall be (1) year, Secretary and the Treasurer shall be (2) calendar years following their election or until their successors are installed. The terms of the Secretary and the Treasurer shall overlap. The Secretary shall be elected each year ending with an even number. The Treasurer shall be elected in each year ending with an odd number.

Section 6. An officer can be removed for the following reasons:

- (a) Non - performance of duties
- (b) Actions contrary to the purposes of the FSCPM or are injurious to the FSCPM, SC or the members of the SC.
- (c) Conviction of or adjudication withheld for a felony or misdemeanor involving dishonesty or moral turpitude. To remove any officer(s) from office, a two - thirds (2/3) vote of the remaining Board Members shall be required. This vote shall be by written ballot

## **Article V - Duties of Officers**

Section 1. The duties of the officers shall be such as are implied by their respective titles and as are specified in these By-laws.

Section 2. The President shall be the principal officer of the SC and shall:

- (a) Preside at the meetings of the Board of Directors and the meetings of the SC.
- (b) Appoint a parliamentarian (generally the Past President), Standing Committee and Special Committee Chairs and Members to all committees as needed, subject to the approval of the majority of the Board of Directors present at a scheduled meeting.
- (c) Appoint a Nominations Chair and Committee by June 30 of each year, subject to the approval of the majority of the Board of Directors of SC present at a scheduled meeting.
- (d) Fill vacancies in elected or appointed offices, subject to the approval of the majority of the Board of Directors present at a scheduled meeting.
- (e) Be a member ex - officio, without a vote, on all committees.
- (f) Cause to be sent to each Board of Directors member the written call for all SC meetings at least thirty (30) days prior to the meeting. A written agenda for the meeting shall be included with the call to the meeting.
- (g) Approve all disbursements from funds of the SC before the Treasurer makes such disbursements. The President shall be authorized to countersign checks.
- (h) Subject to the direction of the incoming President, be responsible for

the completion of unfinished business through January 31 following their term of office, or one month following the installation of a new President.

- (i) Keep the Vice President informed on all SC activities.
- (j) Determine the location of the Board Meetings, with the approval of the majority of the Board Members. (See Article VII, Section 4, for additional information.)
- (k) Communicate with each regional chapter to determine how the SC may assist respective chapters.
- (l) Work to establish new regional chapters in cooperation with the Membership Committee Chair.
- (m) Serve as a communications liaison between the FSCPM and the American Academy of Certified Public Managers.
- (n) Deliver to the incoming President, all files, papers and other property belonging to the SC—immediately upon retiring from office.
- (o) Represent the SC at the annual FSCPM Conference as a delegate. The President is entitled to payment by the SC for conference travel expenses.
- (p) Determine a recipient for the Annual President's Award for service to the SC. The Award will be presented at an appropriate event near the end of the President's term.
- (q) Request the Director of the SC, or their designee, to appoint a liaison to the FSCPM.

Section 3. The Vice President shall:

- (a) Perform the duties of the President in the President's absence or inability to serve.
- (b) Serve as liaison to the Standing and Special Committees; serve as ex-officio without vote on all committees; and submit a quarterly report summarizing

the activities of each committee to the Board of Directors.

(c) Become President for the unexpired term in the event of death, resignation or removal of the President.

(d) Assist in such other capacities as the President or Board of Directors shall direct.

(e) Deliver all files, papers and other property belonging to the SC, immediately upon retiring from office.

**Section 4. The Secretary shall:**

(a) Keep the minutes of all meetings of the Officers, the Board of Directors, and the SC.

(b) Furnish the Officers and the Board of Directors with copies of the minutes of all their meetings within thirty (30) days of the meeting.

(c) Maintain official copy of all correspondence generated by or received by any member of the Executive committee.

(d) Deliver to their successor all files, papers and other property belonging to the SC immediately upon retiring from office.

**Section 5. The Treasurer shall:**

(a) Be responsible and account for all monies of the SC. All monies shall be deposited in depositories selected by the Officers with the agreement of the Board of Directors.

(b) Be capable of being bonded. Any bonding fee shall be paid by the SC.

(c) Keep complete and accurate account of all receipts and disbursements, which shall be subject at all times to examination by the officers and the chapters.

(d) Distribute written Treasurer's reports at all meetings of the SC, the Board of Directors, and the Officers.

(e) Prepare a budget report on June 30 and November 30 of each year for the officers.

(f) Disburse funds only upon receipt of original bills and properly executed vouchers that have been approved by the President.

(g) Shall be authorized to countersign checks.

(h) Have the books reviewed annually, no later than January 31st by a person or an auditing committee approved by the President. The audit expense is to be paid by the SC. The audit report shall be presented to the SC at the next meeting following completion of the audit for adoption and disseminated to each member of the Chapter.

(i) Deliver to their successor all funds, securities and records of the SC immediately after the close of the fiscal year.

**Article VI -Center for Public Management**

Section 1. The SC shall support the work of the FSCPM in conjunction with the Center for Public Management and their Vision, Mission and Goals of the FSCPM and assist where applicable.

**Article VII – Advisory Board**

Section 1. The Advisory Board shall consist exclusively of the current members who are also Past Presidents of the SC.

Section 2. The duties of the Advisory Board shall include advising the

incumbent president and the other SC officers.

Section 3. The President may appoint Advisory Board Members individually or as a body to participate in committees, act as a special committee, facilitate or officiate other SC activities.

### **Article VIII - Board of Directors**

Section 1. The Board of Directors shall consist of the following members:

- (a) Officers of the SC
- (b) Immediate Past President of the SC
- (c) The Regional Chapter Presidents or their designee.
- (d) Members-at-Large

(1) Two Members-at-Large will be elected at the same time the officers are elected. Only Fellows can serve as Member-at-Large of the Board of Directors. Other Members at Large may be authorized by a majority vote of the membership of the Chapter and shall be elected by a majority vote of the membership. Committee Chairs may serve in the capacity of a Member at Large. All officers must be members of the Chapter in good standing.

Section 2. The President of the SC shall serve as Chair of the Board of Directors.

Section 3. A quorum for the Board of Directors shall consist of the one-third of the members of the Board (must include at least one regional chapter president and at least one SC Officer) being personally in attendance, or in communication via teleconferencing. Members of the Board of Directors shall confirm in writing to the Secretary any vote given via teleconferencing. The

written confirmation of the vote shall be sent to the Secretary within ten (10) days. References to 'two-thirds' or 'majority' votes shall be of Board of Directors members present.

Section 4. The Board of Directors shall meet or teleconference at least quarterly. The location for any meeting shall be rotated throughout the state or situated in a central location.

Section 5. The Board of Directors shall have the power to act for the SC. A report of the actions taken by the Board of Directors shall be given at meetings of the SC. The members of the SC shall have the power to change Board of Directors action. A majority vote of the SC members present at a FSCPM meeting or voting via teleconferencing is needed to change any action of the Board of Directors. A written vote of the members of the SC may be taken at the request of the President. Such vote shall have the force and effect of a vote taken at a meeting. Each written response must be forwarded to the Secretary within ten (10) days. Fellows are entitled to one vote each. Voting by proxy shall not be allowed.

### **Article IX – Committees**

Section 1. The standing committees of the SC are: Nominations - Elections, Membership, Continuing Education, Legislative Liaison, ByLaws, Marketing, Communications, Level VIII Graduation, FSCPM Symposium, Askew, Scholarships, AACPM Conference, and Awards.

Section 2. Special Committees (Ad hoc Committees) may be appointed as deemed necessary.

Section 3. Committee Chairs and members will be appointed in accordance with the committee charter as found in Appendix 2. Members may be reappointed. No member shall serve more than two (2) consecutive terms as chair of the same committee. Only members in good standing shall be eligible to serve on Standing or Special Committees.

Section 4. The Board of Directors may remove a member from an appointed position for the same reasons it can remove an officer (See Article IV, Section 6, (a), (b), and (c). The procedure described in Article IV, Section 6, for removing an officer from office, shall be used to remove a member from an appointed position.

## **Article X - Regional Chapters**

Section 1. There shall be Regional Chapters of the FSCPM.

Section 2. A Region is eligible for admission to the FSCPM if:

- (a) It has Provisional Officers.
- (b) It submits regional By-laws that are in compliance with the By-laws of the FSCPM and the By-laws of the American Academy of Certified Public Managers.
- (c) It submits a completed new regional chapter information packet to the Membership Committee.
- (d) The new chapter is approved by majority vote of the Board of Directors.

Section 3. The purpose of the regional chapters is:

- (a) To promote the goals and objectives of the FSCPM.

- (b) To promote membership in the FSCPM.

- (c ) To provide leadership development training and networking opportunities for the members of the Regional Chapter.

- (d) To provide personal and professional development opportunities for Regional Chapter members.

Section 4. The Chapters shall meet at least quarterly, within the geographic area they represent.

Section 5. The Chapters shall establish annual goals, objectives and action plans. A copy of this information shall be sent to the President of the FSCPM for review by April 1st of each year.

Section 6. The Chapters shall have Officers elected from the membership of their region. Chapter Officers must be Certified Public Managers. Fellows and Associate Members in good standing are eligible to vote.

Officers of the Regional Chapters shall be:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Immediate Past Chapter President.

Other officers may be elected as deemed necessary by the members of the Regional Chapter.

Section 7. The duties of the officers shall be such as are implied by their respective titles and as specified in their Chapter By-laws.

Section 8. The SC president shall serve as a member of the FSCPM Board of

Directors. The SC President may not concurrently hold office as an Officer of the FSCPM.

Section 9. The SC President shall make Chapter reports at Board meetings.

Section 10. The SC Officers shall conduct business in accord with ethical and legal standards. Actions must also comply with the Florida Society of Certified Public Managers By-laws and the American Academy of Certified Public Managers By-laws.

Section 11. The SC Treasurer shall manage the financial affairs of the chapter. A quarterly financial activity report shall be supplied to the SC President for inclusion in the report to the Board of Directors. The Treasurer for the SC shall be bondable. The SC shall be responsible for any bonding fee.

#### **Article XI - Special Called Meetings**

Section 1. SC Special Meetings may be called by using one of the following methods:

- (a) By the SC President
- (b) At the written request of at least four members of the Board of Directors

If the Special Meeting is called as specified in (b), the written request is to be sent to the President of the SC with a copy to all members of the Board of Directors. The President of the SC will send the official call to the special meeting to all members. Only the matters specified in the call shall be considered at a special meeting. The President shall include an Agenda for the meeting in the Call to the Special Meeting.

#### **Article XII – Dues**

The Board of Directors for the FSCPM shall determine the annual dues for the SC.

Dues shall be administered as in Appendix 1

#### **Article XIII - Fiscal Year**

Section 1. The fiscal year for the SC shall begin the first day of January and shall end on the thirty-first day of December each year.

#### **Article XIV - Parliamentary Procedure**

The rules of parliamentary procedure comprised in the current edition of Robert’s Rules of Order Newly Revised shall govern all procedures of the SC, subject to such special rules as have been or may be adopted.

#### **Article XV – Amendments**

Section 1. These By-laws may be amended, altered or repealed by a two-thirds vote of the members ballots received by mail or by two-thirds vote of members at an advertised SC meeting.

Section 2. All amendments to these By-laws, shall be in compliance with the By-laws for the FSCPM and the

American Academy of Certified Public Managers (AACPM). Any conflict shall be resolved in accordance with the AACPM policy and procedure.

#### **Article XVI – Elections**

**Determination of person elected.**--The person receiving the highest number of votes cast in a general or special election for an office shall be elected to the office. In case two or more persons receive an equal and highest number of votes for the same office, a special runoff election shall be held to determine who shall be elected to the office. In the case of a runoff election, the ballot shall be opened no later than November 17<sup>th</sup> and members shall submit their vote by electronic mail in a format as directed by the Nominations Committee to the Suncoast Liason no later than November 27<sup>th</sup> for officers to be installed in the following January. Should there be a tie in the runoff election then such persons shall be voted on by the Board of Directors no later than December 15<sup>th</sup> for officers to be installed in the following January.

#### **Article XVII – Dissolution**

Upon dissolution of the Suncoast Chapter of the Florida Society of Certified Public Managers, Inc., all of the organization's assets remaining after pay out of all costs and expenses of such dissolution shall be distributed to another State Society of Certified Public Managers, another Florida regional chapter, or other organization that qualifies under state tax regulations. None of the assets will be distributed to any member, officer or trustee of the dissolved organization.

## Appendix 1

### Dues:

Dues shall ordinarily be collected during an annual membership drive in the name of one of the regional chapters. By agreement, dues may be received by the FSCPM Treasurer or by an elected official of a regional chapter. No later than March 15 of each year, or no later than 30 days after receipt of dues outside the annual membership drive period, the FSCPM will be credited the sum of the dues designated by the FSCPM for their membership fees for each member of each regional chapter. No later than April 15 of each year, or no later than 60 days after receipt of dues outside the annual membership drive period, the AACPM will be credited the sum of the dues designated by the AACPM for their membership fees for each member of each regional chapter.

Until revised, and as of January 1, 2004 annual membership dues are as follows:

AACPM:	\$15.00
FSCPM:	\$10.00*
Regional Chapter:	\$10.00**

\*Until revised and as of January 1, 2004 FSCPM may elect to forego all or a portion of the FSCPM membership fees in cases such as for Honorary Members or other special cases. Members who become members or renew their membership during the annual membership drive may join for two years with a total fee of \$60.00 with the FSCPM being awarded only \$5.00 for each of the two years.

\*\*Until revised and as of January 1, 2004 regional chapters may elect to forego all or a portion of the regional chapter membership fees in cases such as for Honorary Members or members who become members after March 15 and other special cases.

The Dues Appendix is not a formal part of the By-laws and may be revised by the Board of Directors. Last revised 03/25/2004

## **Appendix 2 Committee Charters**

### **CHARTER OF THE NOMINATIONS/ELECTIONS COMMITTEE OF THE SUNCOAST CHAPTER OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS**

#### **1. PURPOSE OF THE COMMITTEE:**

The purpose of the Nominations/Elections Committee (NEC) shall be to facilitate an increase in the participation of the SC members in the SC and committee positions and to generate a slate of candidates for each SC election.

Activities should include:

- Solicit volunteers from chapter members and officers for SC board and committee vacancies.
- Produce a slate of candidates for each election.
- Distribution, per Article IV, SC By-laws, of the ballot form by electronic mail for collection and counting, by the SC Liaison.
- Assure that the SC Liaison, by November 30, counts and report the results of the elections to the President.

#### **2. COMPOSITION OF THE COMMITTEE:**

The Nominations/Elections Committee shall be comprised of a chairperson and co-chair, and members as deemed necessary by the Chair and approved by the SC Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If the chair needs assistance in recruiting volunteers, the chair can request assistance from the Nominations/Elections Committee members. If there is no chair and/or there are not enough members to assist in recruiting volunteers, the SC Board can request assistance from the SC Chapter Officers.

### **3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The Nominations/Elections Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the SC Secretary to be included as the committee report for the SC board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each SC board meeting.

### **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The Nominations/Elections Committee shall establish measurable goals at the beginning of every year. At least once a year or as frequently as required, the NEC shall perform a self-examination to ascertain if the established goals are being met. The NEC shall also seek feedback from the SC board and chapter members in order to determine the value that the members are deriving from the NEC.

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## **SUNCOAST CHAPTER (SC) CHARTER OF THE ASKEW AWARD COMMITTEE (ACC) OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

### **1. PURPOSE OF THE COMMITTEE:**

The purpose of the SC Florida Askew Award Committee (SCAAC) shall be to make known at the State Society level through the State Committee Chair efforts of an outstanding student or group who have demonstrated exemplary work in the completion of their CPM projects as part of the CPM Program.

Activities include:

- Setting up a SC Committee to review, evaluate, and submit Askew Award submissions through the SC Board.
- Developing a list of potential SC CPM graduates as identified by the Florida Center for Public Management.
- Communicating the Florida Askew Award criteria and submission instructions to potential CPM graduates within the SC region either directly or through the respective agencies of each participant (see attached)

- Providing potential CPM graduates from the SC region with the Florida Askew Award Brochure which includes the Application Form. This can be found at [www.fscpm.org](http://www.fscpm.org).
- Developing a project worksheet for the Committee to use to evaluate projects (see attached sample).
- Prior to the April 30 project submissions, setting up a timeline as to when to work with and assist in evaluation of submissions to ensure that the nominee can be considered for the award.
- Recognizing the individual(s) whose names were submitted for consideration for the award through the SC Newsletter.
- Presenting a Certificate of Recognition to all individuals being considered in the SC region for Florida Askew Award either in person or by mail (see attached sample).
- Submitting the winners name as Florida's nominee for the American Academy of Certified Public Managers' Askew Award to the SC Communications Chair for the SC newsletter.

## **2. COMPOSITION OF THE COMMITTEE:**

The SCAAC Board will select a Chairperson. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the SC Board. (See previous standardization note)

## **3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The SCAAC shall meet (conference call is considered a meeting) as often as necessary throughout the year as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the Chairperson. The Committee will take minutes during their meetings and the Committee Chair will submit them to the SC Board Secretary to be included as the committee report for the SC Board meeting following the committee meeting. The SC Committee Chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to a/or closest quarterly SC Board meeting (as noted on the SC Calendar of Events Web Schedule).

## **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The SC Florida Askew Award Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in soliciting participation from potential graduates in the Florida Askew Award. At least once a year or as frequently as required, the SCAAC shall perform a self-examination to ascertain if the established goals are being met. The SCAAC shall also seek feedback from the SC Board and chapter members in order to determine the value that the members are deriving from the SCAAC.

## ASKEW AWARD CRITERIA AND SUBMISSION INSTRUCTIONS

### Criteria

The submissions will be evaluated based on the following:

- Each project submitted will be reviewed based upon the project's objectives to determine the level of understanding of the principles and practices earned from the CPM Program.
- The project will be judged as to how it serves as an example for other public managers, how it offers unique insights and serves as a resource, and how it might be adaptable to benefit other public entities and individuals based on the findings of the project.
- The project will be reviewed for basic grammar, style, organization and format.

### Submission Instructions and Deadline

- Submit the project, in the same format requirements as submitted to the Center for Public Management.
- Include a completed Florida Askew Award application form.
- Send project and completed application form to the Florida Askew Award Nominating Committee at [floridacpm@hotmail.com](mailto:floridacpm@hotmail.com).
- Make sure the project and application package is postmarked by April 30 for consideration.

FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS

Project Worksheet for the Florida Askew Award

Project Name:

Person/Team:

A. Project Objectives

Using the project's objectives determine the level of understanding of the principles and practices learned from the CPM Program.

\_\_\_\_\_

(up to 50 points)

B. Resource for Others

Serves as an example for other public managers, offers unique sights, serves as a resource, and is adaptable to benefit other public entities and individuals based on project findings.

\_\_\_\_\_

(up to 30 points)

C. Project Organization

Basic grammar, style, organization, format

\_\_\_\_\_

(up to 20 points)

TOTAL POINTS \_\_\_\_\_

\_\_\_ I recommend this project for the Florida Askew Award

\_\_\_ I do NOT recommend this project for the Florida Askew Award

Reviewer's Signature \_\_\_\_\_

Reviewer's Printed Name \_\_\_\_\_

# Florida Askew Award of Recognition

*The Florida Society of Certified Public Managers  
Recognizes*

NAME

*For his/her demonstration of the principles and  
practices learned from the CPM program, which may  
also contribute to the betterment of public service.*

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*President, FSCPM*

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*Chair, Askew Committee*

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**SUNCOAST CHAPTER (SC) CHARTER OF THE AWARDS COMMITTEE (AC)  
OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

**1. PURPOSE OF THE COMMITTEE:**

The purpose of the SC Awards Committee (SCAC) shall be to facilitate an increase in the participation of the Chapter's CPM members in the Chapter's and Society's awards and recognition program and to evaluate the nominations for the Chapter nomination(s) for CPM of the Year and the Henning Award.

Activities should include:

- Solicit nominations from chapter members and officers for Chapter and FSCPM awards and recognition.
- Produce a list of nominees for each award.
- Provide SC Board names and related information for CPM of the Year and the Henning Award.
- Acquire the plaques and certificates for each award recipient.
- Assure the awards are available for presenter's for all Chapter membership meetings or Chapter sponsored Symposiums.
- The Chairperson shall serve as a representative on the State Awards review committee as the SC representative.

**2. COMPOSITION OF THE COMMITTEE:**

The SCAC shall be comprised of a chairperson and co-chair, and members as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or SC Board can request assistance from the Nominations/Elections Committee chair.

**3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The SCAC shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the SC Board Secretary to be included as the committee report for the SC Board meeting following the committee meeting. The committee chair will submit a committee update/status report noting progress toward

goals and future activities one (1) week prior to a/or closest quarterly SC Board meeting (as noted on the SC Chapter Web Schedule).

#### **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The SCAC shall establish measurable goals at the beginning of every year. These goals represent improvements in the participation of chapters and members in the awards program. At least once a year or as frequently as required, the AC shall perform a self-examination to ascertain if the established goals are being met. The AC shall also seek feedback from the SC Board and chapter members in order to determine the value that the members are deriving from the AC.

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### **SUNCOAST CHAPTER (SC) CHARTER OF THE OF THE COMMUNICATIONS COMMITTEE (CC) OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

#### **1. PURPOSE OF THE COMMITTEE:**

The purpose of the SC Communications Committee (SCCC) shall be to facilitate the Chapter messages and information distribution through the FSCPM and SC Chapter Website and Chapter Newsletter.

Activities should include:

- Soliciting newsletter articles and information from SC Board and membership.
- Soliciting announcements and updates for the Website from the SC Board and membership.
- Coordinating updates to the FSCPM Website for the SC Chapter Link with the State Communications Committee chairperson.
- Writing and editing the SC Chapter Quarterly Newsletter.

#### **2. COMPOSITION OF THE COMMITTEE:**

The SCCC shall be comprised of a chairperson and (2) co-chairs for the newsletter and web-site along with additional members as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or SC Board can request assistance from the Nominations/Elections Committee chair.

### **3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The SCCC shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the Board Secretary to be included as the committee report for the SC Board meeting following the committee meeting. The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to a/or closest quarterly SC Board board meeting (as noted on the Chapter Web Schedule).

### **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The SCCC shall establish measurable goals at the beginning of every year. These goals represent improvements in the website and newsletters. At least once a year or as frequently as required, the CC shall perform a self-examination to ascertain if the established goals are being met. The CC shall also seek feedback from the SC Board and chapter members in order to determine the value that the members are deriving from the CC.

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## **SUNCOAST CHAPTER (SC) CHARTER OF THE CONTINUING EDUCATION (CEC) COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

### **1. PURPOSE OF THE COMMITTEE:**

The purpose of the SC Continuing Education Committee (SCCEC) shall be to encourage individual professional growth for CPM graduates and potential graduates. Participation is voluntary for members and required for Chapter Board members.

Activities should include:

- Preparing quarterly newsletter articles for the Chapter Newsletter to make members aware of the Continuing Education Program (see sample attached). Include the guidelines and form as an attachment to the newsletter articles.
  
- Soliciting Chapter members to serve on the Continuing Education Program.

- Work closely with the Mentoring Committee to insure consistent delivery of programs and training.
- Providing guidelines and form for the Continuing Education Program.
- Developing a master list to track those who have participated in the Continuing Education Program since 2007.
- Ensuring that all submissions that lead to qualification are received prior to December 31 of each year so that individuals can be recognized at the annual awards banquet.
- Range for a Certificate of Achievement from the Awards Committee Chair for each person who qualifies each year (see attached).
- After the annual awards banquet, prepare an article for the Chapter Newsletter that recognizes those who have qualified.
- Sending out reminders after three years to those individuals who are eligible to re-qualify.

## **2. COMPOSITION OF THE COMMITTEE:**

The SC shall be comprised of a Chairperson and Co-Chair, and other members as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the Committee Chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or SC Board can request assistance from the Nominations/Elections Committee Chair.

## **3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The SCCEC shall meet (conference call is considered a meeting) as often as necessary throughout the year as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the SC Board Secretary to be included as the committee report for the SC Board meeting following the committee meeting. The SC Committee Chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to a/or closest quarterly SC Board meeting (as noted on the Chapter Calendar of Events on the Web).

## **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The SCCEC shall establish measurable goals at the beginning of every year. These goals represent improvements in the participation of chapters and members in the continuing education program. At least once a year or as frequently as required, the CEC shall perform a self-examination to ascertain if the established goals are being met. The CEC

shall also seek feedback from the Board and chapter members in order to determine the value that the members are deriving from the CEC.

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## **SUNCOAST CHAPTER (SC) CHARTER OF THE LEGISLATIVE COMMITTEE (LC) OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

### **1.PURPOSE OF THE COMMITTEE:**

The purpose of the SC Legislative Committee (SCLC) shall be to identify and track legislative bills pertinent to the Chapter and the FSCPM.

Activities should include:

- Beginning in November of each year, reviewing proposed legislative bills that are being recommended by the House of Representatives and Senate that are of interest to state, city and county employees.
- Continue reviewing legislative bills as they are filed by legislators and legislative committees (November-May).
- Tracking the status of these legislative bills through the Florida Legislature.
- After the legislative session, preparing a report on legislative bills that have passed.
- Writing an article for the Second Quarter Chapter newsletter updating the membership on any pertinent issues of general interest.
- Completing other activities as identified by the Board of Directors that bring the SC Chapter and FSCPM to the attention of the Governmental representatives within service area of the Chapter.

### **2.COMPOSITION OF THE COMMITTEE:**

The SCLC shall be comprised of a Chairperson and other members as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the Committee Chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or SC Board can request assistance from the Nominations/Elections Committee Chair.

### **3.MEETINGS & PROCEDURES OF THE COMMITTEE:**

The SCLC shall meet (conference call is considered a meeting) as often as necessary throughout the year as requested by the Chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the SC Board Secretary to be included as the committee report for the SC Board meeting following the committee meeting. The Committee Chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to a/or closest quarterly SC Board meeting (as noted on the SC Chapter Calendar of Events on the Web).

#### **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The SCLC shall establish measurable goals at the beginning of every year. These goals represent improvements in the activities and visibility of the Committee. At least once a year or as frequently as required, the LC shall perform a self-examination to ascertain if the established goals are being met. The LC shall also seek feedback from the SC Board and chapter members in order to determine the value that the members are deriving from the LC.

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### **SUNCOAST CHAPTER (SC) CHARTER OF THE LEVEL VIII GRADUATION COMMITTEE (LGC) OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

#### **1. PURPOSE OF THE COMMITTEE:**

"The purpose of the SC Level VIII Graduation Committee (SCLGC) shall be to encourage and supply support from the SC Chapter for all Level VIII CPM sales and the Level VIII graduation receptions as requested from the FSCPM Level VIII Committee.

#### **2. COMPOSITION OF THE COMMITTEE:**

The SCLGC shall be comprised of a chairperson and three (3) or more chapter members. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or SC Board can request assistance from the Nominations/Elections Committee chair.

### **3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The SCLGC shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the SC Board Secretary to be included as the committee report for the SC Board meeting following the committee meeting. The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to a/or closest quarterly Board meeting (as noted on the SC Chapter Web Schedule).

### **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The SCLGC shall establish measurable goals at the beginning of every year. These goals represent improvements in Level VIII graduation receptions, graduate new memberships, and graduation merchandise sales. At least once a year or as frequently as required, the LGC shall perform a self-examination to ascertain if the established goals are being met. The LGC shall also seek feedback from the SC Board and chapter members in order to determine the value that the members are deriving from the LGC.

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## **CHARTER OF THE MARKETING COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

### **1. PURPOSE OF THE COMMITTEE:**

The purpose of the Marketing Committee (MKC) shall be to facilitate increases to the Society's revenue through activities that are associated with the on-going selection and sale of CPM related items.

Activities should include:

- Assure all sales receipts collected from the CPM members in the State are forwarded to the FSCPM Treasurer within 2 weeks of receipt.
- Secure and promote the use of internet capabilities (including but not limited to PayPal, Amazon.com, or sponsored links on the FSCPM web page) for revenue producing purposes for the sale of CPM items.

- Explore and recommend “tangible” incentives to FSCPM Membership (such as Quarterly CPM Magazine mailings, or other discounts).
- Derive an annual line-item budget to assure a minimal, available inventory of FSCPM merchandise for sale.
- Conduct, through reasonable and cost effective means (E-mail, mailings, etc.), notifications of CPM merchandise and purchasing options and opportunities.
- Manage and track the use of and return of the Receipt Book, Credit Card Machine, updated price list, and Instructions for Merchandise Sales for Level VIII Graduation, Symposiums and other sales opportunities.
- Assure staffing of merchandise sales at the Level VIII Graduation table in coordination with the Level VIII Graduation Committee chair.
- Facilitate fundraising activities at the state and chapter levels. Encourage chapters to have fundraising events with the profit going to the State Society.

## **2. COMPOSITION OF THE COMMITTEE:**

The Marketing Committee shall be comprised of a chairperson and co-chair, and members as deemed necessary by the Chair and approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee chair.

## **3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The Marketing Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Web Schedule).

#### **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The Marketing Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in revenues due to the sale of CPM merchandise. At least once a year or as frequently as required, the MKC shall perform a self-examination to ascertain if the established goals are being met. The MKC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the MKC.

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### **CHARTER OF THE MEMBERSHIP COMMITTEE OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

#### **1. PURPOSE OF THE COMMITTEE:**

The purpose of the Membership Committee (MC) shall be to facilitate improvements to the membership and the on-going maintenance of the Society's membership contact information, communications data and to keep the membership of FSCPM local chapters updated on CPM membership activities.

Activities should include:

- Assure all dues and membership forms collected from the CPM members in the State are forwarded to the FSCPM Treasurer within 2 weeks of receipt.
- In the second month of each quarter, provide each state CPM Chapter's FSCPM Membership Committee Representative with an updated chapter membership roster.
- Before the 15<sup>th</sup> of January, April, July, and October, direct the FSCPM Treasurer to send to the American Academy of Certified Public Managers (AACPM) Treasurer, the updated State Chapter membership names and appropriate dues.
- Prior to each Board meeting, provide an updated membership list to the FSCPM Communications Committee Chair.

- Through Interstate CPM networking, or otherwise, explore any, and all means of promoting FSCPM visibility and membership through appropriate venues (newsletter, forums, speaking engagements, etc.)
- Conduct, through reasonable and cost effective means (E-mail, mailings, etc.), annual Membership Drives and, solicit, at level VIII Graduations further FSCPM Memberships.
- Assure staffing of membership drive at the Level VIII Graduation table in coordination with the Level VIII Graduation Committee chair.

## **2. COMPOSITION OF THE COMMITTEE:**

The Membership Committee shall be comprised of a chairperson and one representative from each of the FSCPM chapters appointed by the chapters and approved by the FSCPM Board.

Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the committee chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or FSCPM Board can request assistance from the Nominations/Elections Committee chair.

## **3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The Membership Committee shall meet (conference call is considered a meeting) at least two (2) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson.

The committee will take minutes during their meetings and the committee chair will submit them to the FSCPM Secretary to be included as the committee report for the FSCPM board meeting following the committee meeting.

The committee chair will submit a committee update/status report noting progress toward goals and future activities one (1) week prior to each FSCPM board meeting (as noted on the FSCPM Web Schedule).

## **4. EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

The Membership Committee shall establish measurable goals at the beginning of every year. These goals represent improvements in membership, improvements in membership contact information, and improvements in membership communications. At least once a year or as frequently as required, the MC shall perform a self-examination to ascertain if the established goals are being met. The MC shall also seek feedback from the FSCPM and chapter members in order to determine the value that the members are deriving from the MC.

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**CHARTER OF BYLAWS COMMITTEE  
OF THE FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS (FSCPM)**

**1. PURPOSE OF THE COMMITTEE:**

The purpose of the SC ByLaws Committee shall be to propose changes as needed within the existing bylaws.

This committee shall:

- A. Consist of three active members of the Chapter appointed by the chairperson.
- B. Accept any proposed changes, in writing, from the membership and submit the proposed changes to the Board of Directors who will review at the next Board Meeting.
- C. Ensure that any recommended changes approved by the Chapter are forwarded to FSCPM and approved before final amendment.

**2. COMPOSITION OF THE COMMITTEE:**

The SC ByLaws Committee shall be comprised of a Chairperson and three active members of the Chapter as deemed necessary by the Chair. Members shall be appointed to serve a period of one calendar year, and may be reappointed during subsequent years. Members may be appointed to this committee at any time during the year as deemed appropriate by the President and Board. It is the responsibility of the Committee Chair to recruit volunteers for the committee. If there is no chair or if the chair needs assistance in recruiting volunteers, the chair or SC Board can request assistance from the Nominations/Elections Committee Chair.

**3. MEETINGS & PROCEDURES OF THE COMMITTEE:**

The SC ByLaws Committee shall meet (conference call is considered a meeting) as often as necessary throughout the year as requested by the Chairperson. Meeting times and sites/mode will be announced to the committee members by the chairperson. The committee will take minutes during their meetings and the committee chair will submit them to the SC Board Secretary to be included as the committee report for the SC Board meeting following the committee meeting.

#### **4,EVALUATION OF EFFECTIVENESS OF THE COMMITTEE:**

At least once a year or as frequently as required, the ByLaws Committee Chair shall perform a self-examination to ascertain if the established bylaws are up-to-date and in place. The ByLaws Committee Chair shall also seek feedback from the SC Board and chapter members in order to determine needed changes to ByLaws.