

## Lehigh Acres Community Council Policy and Procedure Manual

This policy and procedure manual for the Lehigh Acres Community Council is a document designed to guide and inform council members of various council functions and responsibilities that occur daily, monthly or annually. The adoption of this manual as a separate document from the Community Council bylaws is intended to provide a more flexible vehicle for adopting Community Council policies and procedures and as such should be viewed as a supplement to the council bylaws. Adoption of new policies or procedures by the council can be at any “legal” regular or special meeting where due notice (10 days) has been provided to the council membership. A majority vote by those members present is sufficient to adopt a new policy or procedure. Likewise, to resend an adopted policy or procedure will have the same requirements of notice and voting.

### Fiscal Policies and Procedures:

#### TREASURER:

1. In February, after the new Council Officers have been sworn in the Treasurer shall be responsible to update the check signature card for the council business accounts. The President, Treasurer, 1<sup>st</sup> Vice President and Recording Secretary shall be the designated check signers. A copy of the January minutes stating the new officers will be provided to the bank as prove of need for changing of signers.
2. All checks are required to have two (2) signatures.
3. All invoices to be paid must be reviewed by the President for validity and have approval by the executive committee or full council prior to obtaining signatures.
4. A Treasurers Report must be submitted to the Recording Secretary each meeting for inclusion into the meeting minutes.
5. All purchases in excess of two hundred fifty dollars (\$250) or more by the Council shall require at least three bids for goods or services. The bids will be reviewed by the Council membership and will determine the winning bidder.

### Complaints and Conflict of Interest:

When a complaint or other requests for action has been filed with the Council and deemed properly submitted the President shall assign the matter to the appropriate committee for action and a report of such action shall be sent to the individual presenting the complaint or request as expeditiously as possible with a full written report being made at the next Council meeting.

## **The Election and Balloting Process:**

The election process is comprised of two (2) phases. The application phase and the election phase.

### The Application Phase:

To be considered a candidate for Community Council election a person must meet the follow qualifications and provide sufficient proof of validity.

1. A Lehigh Acres resident for at least 1 year.
2. A registered voter in Lehigh Acres.
3. The application for candidacy must be accompanied by a petition of no less than twenty (20) registered voters of Lee County, Florida residing in Lehigh Acres.
  - a. A notice soliciting applications to the Council will be posted in the local newspapers and internet media in prior to the application season which starts in September and ends mid October. Cutoff dates will be posted in the solicitation notices.
4. Candidates seeking reelection to the Council are not required to provide the petition but must meet all other qualifications.

### The Election Process:

1. Valid nominees shall appear on the ballot for election. The ballots shall be printed in a widely circulated newspaper at least on two occasions no earlier than November 1 and before November 15 and may be available on our website during the month of November.
2. Blank ballots may be duplicated.
3. Ballots may be cast in the following ways:
  - 1 Mailed and postmarked no later than November 30.
  - 2 Sent via secure method to our website by midnight, November 30.
  - 3 Deposited in a secure box placed at a designated area(s) as mentioned in the newspaper and on the website. Boxes will be picked up at the close of business day on November 30.
4. Ballots will be retained by the election committee for tabulation during the first week of December at the Executive Board meeting.

5. The format for the ballots to be printed in the newspaper and on the website is as diagramed below:

<b>COMMUNITY COUNCIL OF LEHIGH ACRES, INC OFFICIAL 2008 BALLOT</b>		
<input type="checkbox"/> I certify that I am a registered voter of Lee County Florida and a resident of Lehigh Acres.		
My Voter Registration ID Number: _____		
My District for: Congress # _____ St. Senate # _____ St. House # _____		
<b><u>Vote for a Maximum of seven (7) candidates:</u></b>		
<input type="checkbox"/> John Doe	<input type="checkbox"/> Jane Jenkins	<input type="checkbox"/> Clark Kent
<input type="checkbox"/> Joe Smith	<input type="checkbox"/> Debbie Hall	<input type="checkbox"/> Charlie Rose
<input type="checkbox"/> Vickie Brown	<input type="checkbox"/> Jake Plummer	
Only one ballot may be cast per voter.		
<b>Ballots must be postmarked or deposited at secured sites by November 30.</b>		
<b>Blank Ballots Only May Be Reproduced</b>		
Mail To:	Community Council of Lehigh Acres P.O. Box 725 Lehigh Acres, FL 33970	
<b>Any Duplicated Filled-Out Ballots Will Be Null and Void</b>		

6. The election and Bylaws committee will tabulate the ballots at the end of the election cycle and report the results to the Council Executive board at the December Executive Board meeting. The candidates will be notified at that time.