



CONSTRUCTION LICENSING OFFICIALS ASSOCIATION OF FLORIDA, INC. BY-LAWS

ARTICLE I NAME AND PURPOSE

Section 1 The organization shall be known as CONSTRUCTION LICENSING OFFICIALS ASSOCIATION OF FLORIDA, INC. (CLOAF)

Section 2 The objectives of CLOAF shall be:

- a. To promote the protection, health, safety and welfare of the public by the development, maintenance and adoption of local construction licensing laws, including but not limited to testing, insurance requirements and financial responsibility, etc.
- b. To study, review and debate the principal fundamentals of licensing in state, county and municipal laws.
- c. To advise and assist in the initiation of codes and laws, to promote effective enforcement against unqualified persons and firms performing as contractors.
- d. To maintain documents and laws relating to contracting for research and advisory assistance to licensing officials contemplating new or revised ordinances.
- e. To periodically distribute to all active members of the association information on unlicensed activity and disciplinary actions imposed against qualified contractors.
- f. To provide a source of education and certification for Licensing Officials, Permit Clerks, Building Officials, Licensing Investigators and all other employees of Construction Licensing statewide.

ARTICLE II MEMBERSHIP AND VOTING

Section 1 There shall be the following classifications of membership:

- a. Active Members are those persons who pay membership dues; Are governmental officials in charge of licensing; staff members; or appointed local licensing board members; field investigators, code compliance officers; Building Departments or other municipal, state or county employees engaged in the administration and/or enforcement of regulatory laws and ordinances; related to construction licensing.
- b. Associate Members are those persons who represent contractor trade associations, contracting firms or construction material suppliers. Former governmental officials for licensing agencies and board members of such agencies. Or other such person not qualifying for active membership whose business is related to the construction industry.
- c. Honorary Members are those persons by board approval who have shown dedication, service and loyalty to the organization. These persons will be exempt from membership fees and will not be able to vote in General Meetings.
- d. Certified Members are those members that have obtained all 3 Levels of certification as indicated in the certification rules effective 5-24-17.

Section 2 All Active or Certified Members shall be entitled to vote and serve on any committee.

Section 3 All Associate Members may participate in discussions, without a vote, and may serve on committees upon approval of the Board of Directors.

Section 4 Any Active or Certified Member that wishes to run for a position on the Board of Directors must serve a minimum of ONE (1) year as a member of a committee. After that one-year period the Active or Certified Member may run for any office on the Board that is up for election at that time.



ARTICLE III BOARD OF DIRECTORS

- Section 1 The property, records, business affairs and policies of CLOAF shall be under the control of the Board of Directors. The Board of Directors shall consist of the President, Vice President, Second Vice President, Secretary, Treasurer, Immediate Past President, Sergeant at Arms, and eight (8) Board members, all of whom shall be active members at the time of their election to and during the term of office.
- Section 2 The President shall preside at all meetings of CLOAF and at meetings of the Board of Directors. In the absence of the President, the Vice President shall preside. In the absence of both the President and the Vice President, Second Vice President, shall preside. In the absence of the President, Vice President and Second Vice President, a Past President shall preside.
- Section 3 The Secretary shall maintain all records of the Association.
- Section 4 The Treasurer shall act as custodian of funds.
- Section 5 TERMS OF OFFICE
- a. The normal terms of office shall be two (2) years.
- b. No officer shall be elected to more than two (2) terms except the Secretary and Treasurer who may be elected without limit on the number of terms except as otherwise approved by the Board of Directors.

ARTICLE IV MEETINGS

- Section 1 Conferences shall be held at least twice each year at a date, time and place designated by the Board of Directors.
- Section 2 The Fall or winter meeting shall be designated as the Annual Meeting at which time the Board of Directors will be elected by the majority of active and certified members present.

ARTICLE V ANNUAL DUES (Effective as of the 2017 renewal cycle)

- Section 1 First two Active and/or Certified Members \$150.00(Eff. 1-1-17) each additional Member, same government \$50.00 each.
- Section 2 Associate Members \$150.00 each (Eff. 1-1-17) Company up to 6 Associate Members \$400.00.
- Section 3 State, County and City Law Enforcement Officers (Associate Members) \$50.00 each.
- Section 4 Annual Membership Dues are payable on or before December thirty first (31st) of each year.

ARTICLE VI The Board of Directors shall audit the books, business affairs and records of CLOAF. The results of the audit shall be reported to the members at the Fall Meeting each year.

ARTICLE VII Amendments to the by-laws may be considered at any scheduled Board meeting. The proposed amendments may be discussed and amended if passed by a majority vote of Board of Directors.

ARTICLE VIII QUALIFICATION TO HOLD OFFICE

- Section 1 Eligibility: Only Active or Certified Members may serve as officers of the association.
- Section 2 Unexpired Term: Shall be filled by appointment, by the Board of Directors and the appointee may serve until the next scheduled election, at which time an election will be conducted by the membership for that or any vacant office.

ARTICLE IX LIAISON OFFICER

- Section 1 A Liaison Officer may be appointed by the Board of Directors to act on behalf of CLOAF.
- Section 2 All current Active or Certified Members shall be qualified to serve as Liaison Officer.



Section 3 Upon approval of the majority of the Board of Directors, funds may be set aside to reimburse the expenses of the Liaison Officer.

ARTICLE X EXECUTIVE DIRECTOR

Section 1 The Executive Director is a position whose salary and contract is to be determined by the Board of Directors.

Section 2 The responsibilities of the Executive Director are to schedule, negotiate and coordinate the biannual meetings and board meetings. Included in these duties are to secure sponsors for events during these meetings and to present to the Board of Directors for approval, meeting dates and events for future meetings and such and other duties as may be directed by the Board.

ARTICLE XI COMMITTEES

Section 1 a. The President shall whenever necessary or appropriate, appoint special ad hoc committees to perform limited and specific duties.

b. The terms of ad hoc committees shall be for the duration of the specific duty assigned to it

c. Ad hoc committees may also be established by the Board of Directors.

Section 2 a. There shall be standing committees with members appointed by the President.

b. The Membership Committee shall meet as necessary to encourage recruitment of new members and the retention of current members.

c. The Legislative Affairs Committee shall meet as necessary to review legislative, judicial and executive action affecting the regulatory community.

d. The Certification Committee shall meet as necessary to organize and maintain education courses provided by and for CLOAF members. (Members will be granted a Certificate upon successful completion of 24 hours of conference training.) The Certificate of Completion will state that the named member officially recognized by CLOAF as having been trained in the minimum proficiencies, relating but not limited to those laws and regulations associated with both licensed and unlicensed contractors. Certificate holders are required to complete/attend fourteen (14) continuing education units biannually.

e. The Equipment Committee shall meet as necessary to organize and audit equipment purchased and owned by CLOAF. Also the committee will be responsible for setup and breakdown of such equipment before and after all meetings.

f. Disaster Response Committee shall meet as necessary to organize and respond to disasters around the State of Florida and provide personnel and equipment support to jurisdictions in affected disaster areas. The committee will activate when the Governor declares a State of Emergency.

g. Standing Committee Chairs may sit in and participate in the meetings of the Board of Directors at the invitation of the President.

Organization planning 1984-1989) Member Meetings started 10-1-89

By-laws Adopted 3/31/89, Revised 3/31/94, Revised 1/11/96, Revised 11/28/01, Revised 8/18/03(Incorporated) , Revised 1/15/04, Revised 6/23/04, Revised 11/16/2005, Revised 6/22/2006, Revised 8/9/2007, Revised 11/12/2008, Revised 11/16/2016{Eff.1-1-2017}, Revised and Effective 5-24-2017