



TO: Key Official

FROM: Michael Sittig, Executive Director

DATE: June 9, 2020

SUBJECT: 94th Annual FLC Conference – Required Business Meetings  
VOTING DELEGATE INFORMATION

The Florida League of Cities' will hold a scaled down Annual Conference that will consist of the required business meetings on August 14, 2020. At this time, the meetings will be conducted in-person with remote access for those who do not wish to travel. The location will be in Orlando. The hotel will be announced soon.

The FLC Business Meeting is scheduled on Friday August 14, 2020 at 2:00 p.m. This meeting will likely be an in-person meeting with remote access. All voting will be conducted electronically. Due to the rapidly changing environment, a final decision will be made in early July.

It is important that each municipality designate one official to be the voting delegate for the FLC Business Meeting. Election of League leadership and adoption of resolutions are undertaken during the business meeting.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2019.

The chosen delegate will receive an email with further electronic voting instructions closer to conference.

If you have any questions on voting delegates, please email Eryn Russell at [erussell@flcities.com](mailto:erussell@flcities.com). **Voting delegate forms (or any changes to the voting delegate) must be received by the League no later than August 7, 2020.**

Attachments: Form Designating Voting Delegate



**94<sup>th</sup> FLC Annual Conference – Business Meetings**  
**Florida League of Cities, Inc.**  
**August 14, 2020**

It is important that each member municipality designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require that each municipality select one person to serve as the municipalities voting delegate. ***Municipalities do not need to adopt a resolution to designate a voting delegate.***

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. The chosen delegate will receive an email with further electronic voting instructions closer to conference. For this reason, it is important that we have the correct email on file for the voting delegate. If the delegate changes, please notify us no later than August 7, 2020.

**Designation of Voting Delegate**

Name of Voting Delegate: \_\_\_\_\_

Title: \_\_\_\_\_

Municipality of: \_\_\_\_\_

Email of Delegate: \_\_\_\_\_

**AUTHORIZED BY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Return this form to:

Eryn Russell  
Florida League of Cities, Inc.  
Fax: (850) 222-3806  
Email: [erussell@flcities.com](mailto:erussell@flcities.com)