

City, County and Local Government Law Certification Committee Policies

100 ADMINISTRATION

200 CONTINUING LEGAL EDUCATION

100 ADMINISTRATION

1.01 Meetings. The committee chair will designate meeting times and places and disseminate a calendar of meeting dates to the members at the beginning of each fiscal year.

1.02 Quorum. Five members will constitute a quorum of the committee for the transaction of business.

1.03 Attendance. Members must make every effort to attend in person meetings and conference calls to participate in the responsibilities of the committee. A member who is unable to participate in a meeting or call must report his or her absence to the staff liaison in advance.

1.04 Application Review. At least two members of the committee must review each application submitted. If approval is not recommended, the committee must discuss and identify the basis upon which it recommends denial. Review must follow the application review process set forth in BLSE Policy 2.14.

200 CONTINUING LEGAL EDUCATION

2.01 Accreditation Standards

(a) Standards. To be eligible for city, county and local government law certification, a course or activity must be devoted to matters involving the:

- (1) legal issues of county, municipal or other local governments;
- (2) legal issues of special districts, agencies and authorities;
- (3) litigation in federal and state courts and before administrative agencies;
- (4) the preparation of laws, ordinances, and regulations;
- (5) the preparation of legal instruments for or on behalf of city, county, and local governments.

(b) Credit Assignments. The course or activity level will govern the credit assigned. For:

- (1) advanced and intermediate education, 100% of the maximum number of CLE
- and;
- (2) basic education, no credit will be awarded.

2.02 Individual Activities.

(a) **Moot Court.** Judging local government law moot court competitions will qualify for credit. The activity:

- (1) must be at a university/college level;
- (2) will qualify for 3 credit hours per 50 minute session, including .50 for ethics;
- (3) will not qualify for more than 9 credit hours toward initial certification; and
- (4) will not qualify for more than 15 hours toward recertification.

(b) **Lectures.** Performance as a lecturer on local government law matters will qualify for credit. The activity:

- (1) will qualify for 3 credit hours per 50 minutes of lecturing for basic level courses;
- (2) will qualify for 5 credit hours per 50 minutes of lecturing for intermediate or advanced level courses;

(c) **Teaching.** Teaching local government law courses in an approved law or graduate school will qualify for credit. The activity:

- (1) will qualify for 4 times the university assigned credit hours for classes on a quarter schedule;
- (2) will qualify for 5 times the university assigned credit hours for classes on a semester schedule.

(d) **University Attendance.** Attending local government law related courses offered through approved law schools and graduate level institutions will qualify for credit. The activity:

- (1) must be part of an accredited LL.M. or masters program in an applicable field;
- (2) will qualify for 2 times the university assigned credit hours for classes on a quarter schedule;
- (3) will qualify for 3 times the university assigned credit hours for classes on a semester schedule.

(e) **Writing.** Writing for books, journals, or other published works on local government law topics will qualify for credit. The activity:

- (1) will be evaluated for credit by the City, County and Local Government Law Certification Committee on an ad hoc basis only after publication;
- (2) will qualify automatically for credit if published by The Florida Bar.
- (3) will be evaluated for credit in consideration to preparation time, quality of and depth of information, and requested amount of credit;
- (4) may not be considered for more than 10 hours of credit per publication.