



## **2026 Florida Association of Public Procurement Officials, Inc. (FAPPO) ANNUAL CONFERENCE AND TRADESHOW General Membership/Business Meeting Agenda**

*Hyatt Regency Orlando, Florida*

*Tuesday, May 5, 2026 (During lunch in the Florida Ballroom)*

### **Current Officers:**

President	Jennifer Hyde
Vice President	Wanda Roop
Treasurer	Dean Mealy II
Secretary	Carrie Roberts

All regular, agency, transitional, and retired members in good standing are eligible to vote on matters discussed during the meeting.

### Informational Items:

Financial Status

Membership Update

Association Management Update

### New Business:

The Board has recommended revisions to the FAPPO By-Laws, as related to membership types. The revision increases the number of membership types from six (6) to seven (7) by separating the former Academia category into two distinct non voting memberships: Faculty and Student. This change clarifies eligibility and voting status; no other membership rights or structures are changed. The Board recommends the membership approve the changes. Redline of the by-laws is posted for review under Documents on the FAPPO website, and also attached to this agenda.

Elections for the 2026-2027 Secretary position will be held. The nominees are: Kirk Zimmerman, City of Fort Myers; and Olimpia Lonsdale, Greater Orlando Aviation Authority. Their bios are attached, and they will each speak for a few minutes prior to voting.



~~2023~~2026

By-Laws

**FLORIDA  
ASSOCIATION  
OF PUBLIC  
PROCUREMENT  
OFFICIALS**

Adopted May 23, 2023  
Draft Edits April 13, 2026

## ARTICLE I: NAME, PRINCIPAL OFFICE AND PURPOSE

### 1. Name

The Corporation was formed in 1968 as an association, and incorporated under the laws of the State of Florida on October 28, 1985 as the Florida Association of Public Procurement Officials, Inc., and shall hereinafter be referred to in these By-Laws as "Association", and may be referred to in acronym form as "FAPPO".

### 2. Principal Office

The principal office location and mailing address of the Association shall be determined by the Board of Directors.

### 3. Purpose

The purpose of the Association is as follows:

- a. To foster and promote advancement in the public purchasing profession through study and discussion.
- b. To provide a marketplace for exchanging ideas and information designed to the approach of the public purchase in an air of mutual interest.
- c. To give taxpayers information on governmental procurement activities in order to foster interest in public affairs and cooperation between governmental buyers and those they serve.
- d. To develop and promote simplified standards and specifications for governmental buying.
- e. To work for the improvement of laws relating to governmental purchasing.
- f. To obtain, possess, and disseminate information pertaining to any and all matters of interest or moment to its members, and to promote the general welfare and prosperity of the State of Florida as a whole.
- g. To have and exercise all such powers, as may be necessary or convenient to the accomplishment of the general objectives

herein set out, and to have and exercise all rights, powers, and privileges granted and permitted to not-for-profit corporations by the laws of the State of Florida.

## ARTICLE II: MEMBERSHIP

### 1. Classifications

The Association includes ~~six-seven (76)~~ classifications of membership: Regular, Agency, Transitional, Retired, ~~Academia-Faculty, Student~~ and Associate. All memberships are for a period of one year with the exception of Retired memberships, which are for a period of three years.

### 2. Membership Types

- a. **Regular** membership consists of individuals who are employees of a public agency, or quasi-governmental non-profit agency located within the State of Florida, and who holds a position where their primary responsibilities are specific to procurement or material management activities.
- b. **Agency** membership may be provided for public or quasi-governmental entities consisting of more than one procurement or materials management individuals.
- c. **Transitional** membership is reserved for persons who have been a Regular or Agency member for a minimum of one (1) year, who are no longer employed by a public entity and are actively attempting to obtain re-employment at a public entity.
- d. **Retired** membership is reserved for all members of the Association who have retired from the public procurement field. A retired membership is approved for a period of three years.
- e. **Academia-Faculty (Non-Voting)** membership is reserved for individuals who are teachers, research specialists, department heads, directors, or deans of a college, university, or other academic institution with an educational responsibility in business or public

administration, public purchasing, or materials management that provide their expert knowledge to FAPPO in the form of “academic activity” ~~or are a full-time student.~~

f. Student (Non-Voting) membership is reserved for college students majoring in procurement, business, economics, supply chain management, or a related field at a college or university who does not hold full-time employment.

g. **Associate (Non-Voting)** membership is reserved for members of other public procurement associations, national boards, councils, and persons who are employees of a public agency, or quasi-governmental non-profit agency located within United States of America or Canada, or individuals who hold a position where their primary responsibilities are specific to procurement or materials management oversight.

### 3. Membership Dues

Membership dues for individuals and agencies are due and payable on the anniversary date of their membership of each year, or in the case of a new member, in conjunction with their application and payment for membership.

Should the Board of Directors recommend a change to the dues, the membership will have the opportunity to vote at a scheduled membership meeting or via other approved voting method.

Membership dues shall not be prorated.

If dues are paid by an individual, they may be transferred with the individual should they change their employment or membership status.

If membership dues were paid by a public or quasi-governmental entity, and the individual ceases employment with that entity, another individual may succeed to the membership without duplicating dues paid for the membership, upon written notification to the Membership Chair.

### 4. Termination and Reinstatement of Membership

Failure to pay current dues within thirty (30) days of the anniversary date shall result in the termination of membership, and forfeiture of all rights to member benefits. The “grace period” shall consist of 30 calendar days after the membership anniversary date.

Upon failure of member, or member agency to adhere to the professional standards or Code of Ethics of FAPPO, the Board of Directors may, after conducting due process, suspend or revoke any individual’s membership or the agency’s membership.

## ARTICLE III: OFFICERS

### 1. Definition

The Officers of the Association shall consist of President, Vice President, Treasurer, and Secretary. These officers shall perform the duties prescribed by these By-Laws, the Policy and Procedures Manual, the Officer’s, Board and Committee Chair’s Manual and by the parliamentary authority adopted by this Association.

### 2. Term

The President, Vice President, and Secretary shall be elected to serve one (1) year terms and their term of office shall coincide with the fiscal year. The Treasurer shall be elected to serve a minimum of a three-year term.

### 3. Minimum Requirements

A candidate for office must be a Regular or Agency member, in good standing, prior to the scheduled election for such office.

A candidate for office must hold a professional procurement, contract administration, or materials management certification from a universally recognized professional association or Council at the time of election to any office and for the duration of the term(s) of office.

### 4. Vacancies

Should a vacancy occur in any office, the Board of Directors shall appoint either a current officer or a

past president to serve for the duration of the vacated term of office.

### **5. Officer Membership Status**

Should any officer have a change in membership status making them ineligible to serve as an officer, for more than 90 days, that officer shall tender their resignation to the President, or Vice President in the event of membership change of the President. Failure by the officer to tender their resignation will be cause for the Board of Directors to declare the office vacant.

### **6. Election of Officers**

Nominations must be submitted to the Association's Vice President in writing and must be received prior to the scheduled election. The Board of Directors shall set forth the process by which candidate nominations are submitted.

Every valid nomination received shall be posted to the Association's website at least five days prior to the scheduled election and notice of the nominations shall be provided to the membership.

Nominations from the floor will not be accepted. If a candidate does not receive a majority vote, of eligible votes, excluding blank votes, after the initial vote, a run-off ballot between the top two candidates will be held.

Elections shall be conducted in one of the following, at the discretion of a majority of the Board of Directors:

- a. At a scheduled membership meeting; by a majority of the members present;
- b. By written ballot mailed to all members by a majority of the members voting; or
- c. By any electronic means available to all members of the Association by a majority of the members voting.

No more than one member from a given agency may serve as an officer at the same time. However, if an Officer accepts employment at an agency where

another officer is employed, at any time after they are elected, this restriction shall not apply.

## **ARTICLE IV: DUTIES OF THE OFFICERS**

### **1. President**

The President shall serve as a member of the Board of Directors and provide leadership to the Board and Association and perform duties as defined in the Policies and Procedures Manual and the Officer's, Board and Committee Chair's Manual.

### **2. Vice President**

The Vice President shall serve as a member of the Board of Directors and assist the President in the leadership of the Board and the Association as defined in the Policies and Procedures Manual and the Officer's, Board and Committee Chair's Manual.

The Vice President becomes President of the Association upon completion of their term of office as Vice President.

### **3. Treasurer**

The Treasurer shall serve as a member of the Board of Directors and has the fiduciary responsibility of accounting for the Association's finances as defined in the Policies and Procedures Manual and the Officer's, Board and Committee Chair's Manual. The Board, at its discretion, may procure outside professional services to assist in the accounting of Association funds.

The Treasurer position is a minimum of a three-year term with the option to extend on an annual basis with no term limit upon approval of the Executive Board.

### **4. Secretary**

The Secretary shall serve as a member of the Board of Directors and shall maintain the Association records and distribution of correspondences as defined in the Policies and Procedures Manual and the Officer's, Board and Committee Chair's Manual.

The Secretary becomes Vice President of the Association upon completion of their term of office.

## 5. Termination

Any officer who fails to perform their duties, is determined to be unfit for their office, abuses Association funds, or violates the policies and ethics established by the Association, may be removed from office.

Proceedings shall be in accordance with the Policies and Procedures Manual and by majority vote of the Board of Directors. Any such action, not otherwise addressed in these By-Laws or the Association procedures, shall be governed by Robert's Rules of Order.

## ARTICLE V: BOARD OF DIRECTORS

### 1. General

The Board of Directors shall consist of the current four (4) officers and all Past Presidents who are Regular or Agency members in good standing

The affairs of the Association are managed by the Board of Directors. It is their duty to carry out the objectives and purposes of the Association and perform duties as defined in the Policies and Procedures Manual and the Officer's, Board and Committee Chair's Manual.

Additions, changes or deletions to the Policies and Procedures Manual or the Officer's, Board and Committee Chair's Manual shall be incorporated after majority vote of the Board of Directors and shall be in accordance with the By-Laws.

### 2. Contracts

The Board of Directors may authorize any Officer, Board of Directors' member, or other agent of the Association, to enter into or execute any contract on behalf of the Association. However, without such authorization, no person has the power or authority to bind the Association under any contract or agreement, to pledge the Association's credit, or render the Association liable for any purpose or amount.

### 3. Compensation

Board members do not receive compensation for their services but may be reimbursed for expenses.

## 4. Termination

Any Board of Director member who abuses Association funds or violates the policies or ethics established by the Association may be removed from the Board.

Proceedings shall be in accordance with the Policies and Procedures Manual and by a majority vote of the Board of Directors. Any such action not otherwise addressed in these By-Laws or the Association procedures shall be governed by Robert's Rule of Order.

## ARTICLE VI: COMMITTEES

### 1. Authority

The President shall establish or dissolve any committee deemed advisable for the efficient operation of the Association. The President shall be an ex officio member of each committee.

### 2. Duties

Chairs and members shall perform duties as defined in the Policies and Procedures Manual and the Officer's, Board and Committee Chair's Manual.

### 3. Standing Committees

Committee Chairs shall be appointed by the President, Committee members shall be approved by the President each year.

All committee chairs and members shall serve for a one-year period, in conjunction with the fiscal year. Terms for FAPPO representatives on other Boards and Councils are determined by the respective Board or Council. The duties of each of the committees are delineated in the Officer's, Board and Committee Chair's Manual.

### 4. Other Committees and Task Forces

The President shall appoint chairs and approve members to all other committees and task forces each year as is necessary to conduct the business of the Association.

### 5. Termination

Any committee or task force chair or member who fails to perform their duties, is determined to be unfit for their office, abuses Association funds, or violates the policies or ethics established by the Association, may be removed from their respective committee or task force.

## ARTICLE VII: MEETINGS

### 1. Membership Meetings

Meetings of the membership are held at least one time per year at times and places determined by the Officers.

All members, except those classified as Associate, Faculty, and AcademiaStudent, may vote on matters of business and elections.

Proxy votes are not permitted.

At the discretion of the Board, voting may be conducted via:

- a. Paper ballot or audible vote at a scheduled membership meeting by a majority of the members present;
- b. By written ballot mailed to all members by a majority of the members voting; or
- c. By any electronic means or digital communications available to all members of the Association by a majority of the members voting.

Majority vote shall prevail, excluding blank votes. The officiating President shall break any tie votes.

### 2. Board of Director Meetings

Board members must be present or attend via digital communications to vote.

A majority of attending Board members must vote on each issue and the majority vote shall prevail. The officiating President's vote shall break any tie votes.

Proxy votes are not permitted.

Should a time sensitive or urgent issue occur that requires an immediate Board of Directors decision, and which cannot be deferred to a regularly scheduled Board of Directors meeting, the President, or other Officer, shall notify all members of the Board of Directors of the date and time and the reason for the meeting.

Unexcused absences from two (2) consecutive Board meetings per fiscal year may be cause for removal from office or the Board.

### 3. Special Meetings

Special membership meetings may be called at the discretion of the President or upon request of 10% of the membership. The purpose of the meeting shall be stated in the call. At the discretion of the Board, special meetings may be held by digital communications.

Should a time-sensitive or urgent issue occur that requires an immediate Board of Directors decision and which cannot be deferred to a regularly scheduled Board of Directors meeting, the President shall solicit all active Board of Directors members by digital communications. Majority vote shall prevail, excluding blank votes. The officiating President shall break any tie votes.

### 4. Annual Conference

An annual conference may be held at a place and time selected by the Officers.

### 5. Fall Workshop

A Fall Workshop may be held at a place and time selected by the Officers.

### 6. Quorum

A quorum exists when:

- a. A majority of Board members are present at Board meetings.
- b. A majority of registered members are present at a membership meeting or conference.
- c. 15% of eligible members participate via digital communications or by mail-in ballot.

The Board of Directors reserves the right to postpone or hold a re-vote by any approved method if it determines an under representation of member participation has occurred.

### **7. Attendees**

Committee chairs, committee members, and other guests in attendance shall be non-voting participants at all Board of Director’s meetings. The Board of Directors may consider certain items in closed session if the President rules them to be confidential in nature and in the best interest of the Association and its membership.

### **8. Recording of Minutes**

Recording devices shall not be used at any meetings except by the Secretary in their official capacity.

## **ARTICLE VIII, REPRESENTATION ON NATIONAL BOARDS**

In support of the UPPCC, NCPPC, NPI, the NIGP Certification Commission, and other national procurement boards and commissions, the President, based on recommendations by the Officers, shall appoint members to represent the Association on these boards and commissions. These appointments shall take place on an as-needed basis to fill vacancies.

The term and duties of each of the national board and commission appointees are delineated in the Officer’s, Board and Committee Chair’s Manual.

## **ARTICLE IX, CONSULTING AND EXECUTIVE SERVICES**

The Association may contract with consultants and other third-party providers to provide executive director, event planning, and other strategic services determined by the Board of Directors to be in the best interest of the Association.

## **ARTICLE X: FUNDS**

### **1. Insurance**

The association shall maintain insurance or a fidelity bond for Board members and other agents of the Association including the executive director, who control or disburse funds of the association. The association shall maintain and bear the cost of the insurance or bond.

### **2. Expenditures and Approval of Payments**

Expenditure approval and issuance of payments shall be in accordance with the Policies and Procedures Manual.

Expenditures require approval of the Board and funds shall be dispersed by check, credit card, electronic transfer, or other approved means. The authorized signature shall be the Officers whose signatures will be registered with the Association’s banking institution. Officers must obtain the signature of another Officer on checks that will be issued to them personally.

### **3. Issuance of Checks**

The Treasurer shall pay out Association funds only on written approval by the President or Vice President and within the approved budget line item.

### **4. Restrictions**

Placement of Association funds shall be restricted to checking accounts, savings accounts, certificates of deposit, treasury notes or other investment products that are protected by the Federal Deposit Insurance Corporation (FDIC) and approved by the Board of Directors.

## **ARTICLE XI: ACCOUNTING SERVICES**

The Association may contract with a Certified Public Accountant, at the discretion of the Board of Directors, to provide financial reports in accordance with Income Tax Basis Accounting Principles and for any other accounting purposes required.

## **ARTICLE XII: FISCAL YEAR**

The Association’s fiscal year shall be July 1 through June 30.

## **ARTICLE XIII: INDEPENDENT ASSOCIATION**

The Association shall be an independent association and shall not be an affiliate, chapter, subsidiary, or otherwise related to any other National, State, or local association, corporation, or organization.

#### **ARTICLE XIV: POWERS AND LIMITATIONS**

Subject to the provisions and limitations of the State of Florida Division of Corporations Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or these By-Laws, the Association's activities and affairs shall be managed, and all corporate powers shall be exercised by, or under the direction of, the Board. The Board shall exercise leadership in determining matters of manual and shall delegate to the officers and/or employed executive directors designated by the Board the authority to carry out the day-to-day business affairs of the Association and to implement Board policies and procedures.

Without prejudice to the general powers set forth above, but subject to the same limitations, the Board shall have the following powers:

- a. Consider the annual budget presented by any designated Board Committee, make such revisions in the budget as it may deem advisable, and approve a final form of budget.
- b. Require annual written reports on operations from any Committees and Task Forces and from any Officer or Executive Director as it deems appropriate.

#### **ARTICLE XV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases in which they are applicable and where they are not inconsistent with these By-Laws or any special rules of order the Association may adopt.

#### **ARTICLE XVI: AMENDMENTS**

The By-Laws may be amended at any general membership meeting or other approved voting

process by a simple majority vote of the membership, provided a quorum is present.

#### **ARTICLE XVII: DISSOLUTION**

On dissolution or final liquidation of the Association, the Board of Directors shall, after paying or making provision for payment of all lawful debts and liabilities of the organization, distribute all the assets of the organization to one or more of the following categories of recipients, as the Board of Directors shall determine:

- a. A non-profit organization or organizations which may have been created to succeed the Association, provided such organization or each of such organizations shall qualify as an organization described in Section 501 (c) (3) of the Internal Revenue Code.
- b. A non-profit organization or organizations having similar aims and objectives as the Association and which may be selected as an appropriate recipient of such assets, provided such organizations or each such organizations shall qualify as an organization described in Section 501 (c)(3) of the Internal Revenue Code; and/or
- c. A public institution or institutions of higher learning within the State of Florida, including, but not limited to, state universities and state/community colleges. Public educational institutions with recognized curriculum, including courses in purchasing, procurement, materials management, or public administration, may be given preference over institutions which do not offer such curriculum.

-END-



*Olimpia Lonsdale is a passionate public procurement professional with more than 12 years of experience serving the State of Florida. After earning her bachelor's degree in 2004, she launched her procurement career in 2014 as a Procurement Analyst with the Highlands County Board of County Commissioners. In 2017, she joined Orlando International Airport as a Senior Procurement Agent, where her leadership and expertise quickly propelled her forward. Today, she serves as Assistant Vice President of Procurement Services at the Greater Orlando Aviation Authority, leading procurement strategy and supporting the operations of one of the nation's busiest airports.*

*A recognized leader in her field, Olimpia was honored as the Central Florida Chapter of NIGP's Buyer of the Year in 2020. She brings both professionalism and enthusiasm to her work, fueled by a genuine love for aviation and the dynamic environment of airport operations.*

*Outside of work, Olimpia enjoys unwinding in nature by camping with friends and diving into true crime stories—always curious, whether she's navigating a complex procurement or the latest mystery.*



**KIRK ZIMMERMAN, NIGP-CPP, CPPB, FCCM - BIO**

I began my Procurement career with the Defiance County Engineers Office in Defiance, Ohio in 1992. My career path led me to Florida in 2000 where I have served as Purchasing Agent/Manager for the City of Sebring from 2000-2014, Purchasing Agent/Manager for Daytona Beach, FL from 2014-2022, and currently serve Fort Myers as Senior Procurement Specialist since Sept 2022.

I have been a member of FAPPO since (Nora Lauder milk's was President) in 2002, serving in almost every capacity including vote counter, speaker introduction, and registration desk. Most notably, I was 2021 Fall Workshop Chairman at Golf World Village in St. Augustine, the first in-person gathering after the COVID pandemic, I served as 2022 Trade Show Chairman. I received the 2021-2022 Volunteer of the Year Award from FAPPO. And continue to serve the organization behind the scenes.

I have also been an active member of our sister organization NIGP, as Charter member of Mid-Florida NIGP in Lakeland from 2002-2014, serving a term as VP, for 8 years I was with Central FL NIGP, and the last 3+ years with the Gulf Coast Association of Governmental Purchasing Officers (SWFL NIGP) serving a three year term on their board as Treasurer (2023), Vice President (2024), and President (2025).

As I wrapped up my term on that board I look forward to continuing my Procurement service and outreach by continuing the prosperity and exponential growth of this organization by serving you, my fellow FAPPO members, as your next member of the Executive Board.

## WHY AM I THE BEST CANDIDATE

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It has been a goal of mine to serve on the FAPPO Board for many years. I moved jobs in part because the City's of Sebring and Daytona Beach wouldn't support my goals of outreach. I came to Fort Myers knowing that as then current board member, and my boss, Denise Finn would indeed back this endeavor. However, as FAPPO rules state you cannot have two officers from the same agency. Last year was the first year that Denise was not part of the executive board, but the City was transitioning to a new ERP system and they asked me to wait a year to run, so here I am.

As stated above, I have been an active member of FAPPO for 24 years (2002), serving in many capacities including vote counter, speaker introduction, and registration desk. Most notably, I was 2021 Fall Workshop Chairman at Golf World Village in St. Augustine, the first in-person gathering after the COVID pandemic, I served as 2022 Trade Show Chairman. I received the 2021-2022 Volunteer of the Year Award from FAPPO.

My experience as serving above and on church Councils as Treasurer, Christian Education President, and most recently just fresh off the board of the Gulf Coast Association of Governmental Purchasing Officers (GCAGPO) (SWFL NIGP) as Treasurer (2023), Vice President (2024), and President (2025) makes me the most experienced and most qualified candidate for the FAPPO board as your next Secretary.

*Kirk Zimmerman*