Standards of Conduct Form for Okaloosa County Boards, Commissions, Councils and Committees

Instructions: This Standards of Conduct form must be acknowledged, signed, notarized and returned with the Application for Okaloosa County Boards, Commissions, Councils and Committees.

Recognizing that persons holding a position of public trust are under constant observation, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government and in the impartiality of all boards, commissions, councils, or committees, every current member of and all citizens seeking appointment, reappointment, or confirmation of nomination to any board, commission, council, or committee, including all county staff, agency/governing body representatives, and citizens appointed by individual commissioners, pledge to adhere to the following standards of conduct.

The Florida Code of Ethics shall determine any question relating to violations of Chapter 112, part III, Florida Statutes.

1. Regularly attend all scheduled meetings of the respective board, commission, council, or committee, as well as special or called meetings relevant to the position.

2. Prepare for each meeting.

3. Create a positive environment in meetings of the respective board, commission, council, or committee.

4. Maintain an attitude of courtesy and consideration toward other Members, citizens and staff during all discussions and deliberations.

5. Allow other Members, citizens, and staff sufficient opportunity to present their views, within the prescribed rules or bylaws of the respective board, commission, council, or committee.

6. Avoid the use of abusive, threatening or intimidating language or gestures directed at other Members, citizens or staff.

7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.

8. Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Members, employees, clients or citizens.

9. Members shall uphold the prestige of their office, and avoid impropriety and the appearance of impropriety.

10. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the respective board, commission, council, or committee and shall not attempt to use their office to influence or sway recommendations.

11. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to impact upon their conduct or decisions in connection with their appointed position and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of friends or business associates. This provision is not intended to prevent any Member from joining or having an affiliation with any business, professional, or special interest organization.

12. To the extent Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, is applicable to a board, commission, council, or committee, Members of that board, commission, council, or committee shall avoid creating the appearance of impropriety by refraining from engaging in discussions with any other Members of the same board, commission, council, or committee about matters which would foreseeably come before the respective board, commission, council, or committee for discussion. In addition, if a Member of an board, commission, council, or committee that is subject to the Sunshine law receives a written, telephonic or electronic communication about an item to be discussed before the respective board, commission, council, or committee, the Member will promptly forward the information to the county/staff liaison or other appropriate person so that it may be shared with all other Members at a public meeting.

13. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment or business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Member. The same standard shall apply to a gift, loan, favor, etc. for the spouse, child or relative or business partner of the Member. Chapter 112, Florida Statutes, shall govern all determinations of violations under this paragraph.

14. During meetings or other activities of the board, commission, council, or committee, Members shall not solicit funds from any other Member, citizen, or staff in support of any person's campaign for election to local or state public office; seek signatures from other Members, citizens or staff to any petition provided for by election law; distribute to other Members, citizens, or staff literature favoring or opposing a candidate or political persuasion; or otherwise discuss with other Members, citizens, or staff, one's personal political views or affiliations.

15. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A Member who's personal, employment or business relationship with a person or entity that is subject to a recommendation of the respective board, commission, council, or committee shall seek advice and counsel from the County Attorney, if such relationship could conceivably influence the Member's impartiality during discussions. The provisions of Chapter 112, Florida Statutes shall govern conflict of interest determinations.

16. Members shall remain vigilant against deviations from respective Board of County Commission policies, (which may be applicable to the business of the board, commission, council, or committee of which he or she is a member), by-laws, policies, procedures, and any mission statements of the respective board, commission, council, or committee.

17. Members shall respect all local, state and federal laws, rules and other regulations.

Attest: The commitment of all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any board, commission, council, or committee, including all county staff, agency/governing body representatives, and citizens appointed by individual commissioners, in meeting these Standards of Conduct, is affirmed by my signature.

_____ _____

Signature Date Signed

_____

Printed Name of Member

_____

Indicate the Board, Commission, Council, or Committee

STATE OF FLORIDA
COUNTY OF OKALOOSA

Before me, the undersigned authority, personally appeared _____ ☐ who is personally known to me or ☐ who has produced _____ as identification, and who, after being duly sworn, declares that he/she has read the foregoing document and hereby pledges to adhere to the standards of conduct therein contained.

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this the _____ day of _____ 20____.

_____

(Signature of Notary Public-State of Florida)

(NOTARY SEAL)

_____

(Name of Notary Typed, Printed, or Stamped)