



City of Lauderdale Lakes
Citizen Advisory Boards and Committees

Guidelines for Interested Citizens and Board Members

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City of Lauderdale Lakes

Citizen Advisory Boards and Committees

Beautification Advisory Board (Chapter 2, Article VI, Divisions 1 and 4, City Code of Ordinances)

Membership: 7 members appointed by the Mayor and City Commissioners.

Term of Office: One member to be appointed by the Mayor and each Commissioner. Terms run concurrent with the appointing Mayor/Commissioner and members serve at the pleasure of the appointing Mayor/Commissioner.

Meeting Date: 3rd Thursday of each month at 7:00 p.m.

Location: Alfonso A. Gereffi Conference Room, City Hall (2nd floor)

Duties: The board shall recommend to the city commission rules and regulations and submit written recommendations concerning the following matters:

1. The need to establish specific rules and regulations regarding landscaping in connection with new development in the city, and the rehabilitation of landscaping with respect to the existing development in the city.
2. The need for specific enforcement tools with respect to decaying or deteriorate conditions diminishing the beauty of the city.
3. The need to establish civic and educational programs regarding the benefits of enhanced beautification for the city.
4. Specific areas within the city which are in the process of deteriorating or which have deteriorated to a point that enforcement should be given to the areas of particular property in order to protect the surrounding property and the value thereof.

The board shall advise the city commission, by written memorandum, signed by the chairman and secretary, and the board shall make available and cause to appear one of its members for the purpose of presentation of any and all recommendations made by the board before the city commission at the regular meeting of the city commission, whereat the recommendations of the board are to be discussed and/or acted upon.

The Board is responsible for coordinating the City's Home of the Month Program, Holiday Decoration Contest for Single-Family Homes and Condominium Developments and other City beautification efforts.

Time Commitment: 1 to 3 hours per month

Board Liaison: Public Works Director (954-535-2815)



City of Lauderdale Lakes Citizen Advisory Boards and Committees

Civil Service Board (Article VII, City Charter; Chapter 66, Article III, City Code of Ordinances)

Membership:

A) Five voting members

- Two appointed by the city commission;
- Two elected by the members of the full time, permanent employees in the classified service of the city; and
- The fifth chosen by a majority of the four members appointed by the city commission and elected by the other 4 board members.

B) A city employee shall serve as a non-voting member and shall be elected by the full time, permanent employees in the classified service of the city.

Term of Office: 3 years.

Meeting Date: 3rd Tuesday of each month at 9:00 a.m.

Location: Alfonso A. Gereffi Conference Room, City Hall (2nd floor)

Board Liaison: Director of Human Resources (954-535-2710)



City of Lauderdale Lakes Citizen Advisory Boards and Committees

Economic Development Advisory Board (Chapter 2, Article VI, Divisions 1 and 5, City Code of Ordinances)

Membership: 9 members. One member appointed by the Mayor and each Commissioner, one member representing Florida Medical Center, and one at-large member appointed by the Commission.

Term of Office: Terms run concurrent with the appointing Mayor/Commissioner and members serve at the pleasure of the appointing Mayor/Commissioner.

Meeting Date: 2nd Thursday at 8:00 a.m.

Location: Alfonso A. Gereffi Conference Room, City Hall (2nd floor)

Qualifications: Members shall possess outstanding reputations for civic activity interest, integrity, responsibility and business or professional ability.

Duties: The board shall have the following duties, functions and responsibilities:

1. Advise the city commission on ways and means of pursuing the enhancement of economic development in the city.
2. Advise the city commission on programs which might educate the government and the citizenry to the need for economic revitalization and the benefits to be derived by the community from such revitalization.
3. Report to the city commission on specific steps and projects which the city can undertake to enhance economic opportunities for business within the city.
4. Encourage the location and expansion of sound, economically based business and industries within the city.

Time Commitment: 2 to 3 hours per month

Board Liaison: Economic Development Officer (954-535-2749)



City of Lauderdale Lakes Citizen Advisory Boards and Committees

Historic Preservation Board (Chapter 2, Article VI, Divisions 1 and 6, City Code of Ordinances)

Membership: 7 members appointed by the Mayor and City Commissioners.

Term of Office: Terms run concurrent with the appointing Mayor/Commissioner and members serve at the pleasure of the appointing Mayor/Commissioner.

Meeting Date: 2nd Thursday of the month at 6:00 p.m.

Location: Alfonso A. Gereffi Conference Room, City Hall (2nd floor)

Qualifications: Interest in preservation of the history of the City of Lauderdale Lakes

Duties: The Board shall:

1. Collect and preserve memorabilia, which reflect the organization, expansion, growth and progress of the city.
2. Establish a list of prominent city pioneers who, by virtue of longevity or accomplishment, are persons with whom the city can be identified in a positive way.
3. Collect oral and visual histories of the city from its residents and others who have special knowledge of the city.
4. Make such recommendations to the city commission as shall be necessary and appropriate to further the purposes of the board.

Time Commitment: 3 to 4 hours per month

Board Liaison: Deputy City Clerk (954-535-2706)



City of Lauderdale Lakes

Citizen Advisory Boards and Committees

Parks and Recreation Advisory Board (Chapter 2, Article VI, Divisions 1 and 2, City Code of Ordinances)

Membership: 7 members appointed by the Mayor and City Commissioners.

Term of Office: Terms run concurrent with the appointing Mayor/Commissioner and members serve at the pleasure of the appointing Mayor/Commissioner.

Meeting Date: 3rd Saturday of each month at 9:00 a.m. except June and July (no meetings).

Location: Vincent Torres Park

Qualifications: To be willing to advocate the needs and interests of the residents to enhance their quality of life through recreational programs, amenities and services consistent with adequate level of service standards.

Duties: The parks and recreation board shall have the power to advise the city commission and to submit written recommendations concerning the following matters:

- a. The conduct of and supervision of public parks, playfields, indoor recreation centers and other recreation areas and facilities owned and/or controlled by the city.
- b. The conduct of implementation of programs respecting any form of recreational or cultural activities that will employ the leisure time of the citizens of the city in a constructive and wholesome manner.
- c. The conduct of recreational activities on public properties with the consent of authorities thereof, and on private property with the consent of the owners of such private property.
- d. The assessment of any fees to be charged and paid by any person, partnership, corporation or other entity requesting the use of recreational buildings and/or facilities owned and/or controlled by the city.

The board may also solicit or receive any gifts or bequests of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for playgrounds or other recreational purposes.

Time Commitment: 2 to 3 hours per month

Board Liaison: Director of Parks & Leisure Services (954-535-2791)



City of Lauderdale Lakes

Citizen Advisory Boards and Committees

Planning and Zoning Board (Section 1.4, Article 1, Developmental Code)

Membership: 6 members, five appointed by the Commission, and one non-voting member designated by the Broward County School Board. Members must file FORM 1 FINANCIAL DISCLOSURE (exhibit "B" attached).

Term of Office: 1 year (May 1st to April 30th)

Meeting Date: Workshop every 1st Thursday and Board Meeting every 4th Thursday of each month at 7:00 p.m.

Location: Alfonso A. Gereffi Conference Room, City Hall (2nd floor)

Qualifications: In making appointments, the City Commission shall consider the engineering experience, architectural experience, knowledge of building codes and ordinances, the ability to read plot and site plans, the ability to review plats, the city planning and management experience and the real estate experience of each applicant.

Duties: Pursuant to the applicable rule or regulations, and at the specific request of the city commission, the board shall act in an advisory capacity to the city commission on questions relating to zoning and matters connected therewith, and in such capacity the board may conduct investigations and hold public hearings on all matters or proposals to change zoning regulations, and report its findings and recommendations on such matters and proposals to the city commission; to study proposed city plans, with a view of improving same so as to provide for development, general improvement and probably further growth of the city and from time to time, make recommendations to the city commission relating to a city plan and new developments for the adoption of a city plan, to examine and comment upon all new plats presented to the city commission and to perform such other duties as the commission may, from time to time, assign to such board. Board also sits as the Local Planning Agency.

Board Liaison: Planning and Zoning Manager (954-535-2798)



City of Lauderdale Lakes

Citizen Advisory Boards and Committees

School Advisory Board (Chapter 2, Article VI, Divisions 1 and 3, City Code of Ordinances)

Membership: 7 members appointed by the Mayor and City Commissioners.

Term of Office: Terms run concurrent with the appointing Mayor/Commissioner and members serve at the pleasure of the appointing Mayor/Commissioner.

Meeting Date: 4th Wednesday of the month at 5:00 p.m.

Location: Alfonso A. Gereffi Conference Room, City Hall (2nd floor)

Duties: The board shall review the actions of the Broward County School Board in matters including, but not limited to, issues related to school siting, curriculum, boundaries, recreational activities, facilities management, new construction and planning for future expansion of the school system. Upon review of any of these issues, the board may make recommendations to the city commission to determine areas in which the city could be helpful in working with the school board or members of the community in improving the Broward County Public School System.

Time Commitment: 2 hours per month

Board Liaison: Economic Development Officer (954-535-2749)

City of Lauderdale Lakes



Citizen Advisory Boards and Committees

GENERAL INFORMATION

Citizen Advisory Boards and Committees

The duties and responsibilities of each board are set forth by the City Commission and, in some cases, additional requirements exist in State Law, such as for Planning and Zoning. Generally, the purpose of advisory boards is to provide assistance and recommendations to the City Commission. Each board has a staff liaison to provide assistance, guidance and act as the conduit to City staff and support. Any requests for funding or sending of documents on behalf of the City should be directed to the City Commission.

Decorum

Generally, parliamentary procedure (Robert's Rules of Order) is followed by advisory boards and committees. The following are some common rules:

- All proposals for action should be made by *making a motion*; only one motion can be before the board or committee at one time.
- Before a motion may be discussed, you need to *second a motion*.
- To make any changes to the motion, make a *motion to amend*.
- When you want to postpone temporarily a motion, usually to the next meeting, you need to *table the motion*.
- A *motion to recess* is needed when a recess (or intermission) for a short time is asked for.
- A *motion to adjourn* is used at the end of the meeting prior to all members leaving for the night.

Board members should remember that they are representing the City and the City Commission. They should always show respect for other viewpoints and allow others adequate time to present their views. Finally, public statements should contain no promises that may be construed as binding on the Board, Committee, staff or City Commission.

How do I express interest in serving on a board or committee?

Simply complete the "Application for Advisory Board" and return the completed application to the City Clerk's Office. When a vacancy occurs on a board in your area(s) of interest, you will be contacted to confirm your desire to serve and your application will be forwarded to the Mayor and Commission.

How many boards or committees may I serve on?

Per Section 3.13 of the City Charter, “No person shall serve on more than two (2) such boards, authorities or commissions...”

Attendance Requirements

The City Code of Ordinances addresses attendance. Any member who misses two (2) consecutive regular meetings without being excused by the chairperson of the board shall be subject to dismissal. The Chairperson may excuse up to three (3) absences in any calendar year for reasons of work conflict or illness of the board member or immediate family member.

Additionally, for those boards where members receive an expense allowance, the Code provides that “a member who fails to attend a regular meeting shall forfeit the expense money for the month in which such absence occurs.”

Expense Allowance

Pursuant to City Code, some board members will receive an expense allowance (please note that Board members will not receive an expense allowance during months in which the Board does not meet; nor will they receive additional payments should the Board meet more than one time during the month). Board members will not receive an expense allowance for any month in which they miss a meeting.

Public Meetings Law

All citizen advisory boards (or committees) are subject to the provisions of Florida’s Public Meetings Law (more commonly known as the “Sunshine Law”). The Sunshine Law requires that all meetings of public boards or commissions be open to the public that reasonable notice of such meetings is given, and that minutes are taken.

Additionally, the Sunshine Law requires that board members shall not communicate, outside of the publicly noticed meeting, regarding any matter that may reasonably be expected to come before them for action by the board. Communication shall include telephone, computer/electronic communications, written messages as well as verbal exchanges.

Voting

Florida law requires that all board members cast a vote for or against each proposal and this information should be recorded in the minutes. Members cannot abstain from voting. The only exception is when a possible conflict of interest might occur. In this instance, the member must state, on the record, the reason for their abstention and, within 15 days, file a voting conflict form (which becomes a part of the minutes of that meeting). A voting conflict form can be obtained from the Board Liaison or from the City Clerk’s Office and a copy is included as exhibit “B”.

Conflict of Interest

Florida law requires that members of certain boards or committees disclose any financial interests they have through filing of disclosure forms. All board members

should abstain from participating in any matters before their board or committee that may have an impact on their financial interest. In effect, if a board or committee member does business with a person coming before the board or committee, it is essential for that member to not participate in the proceedings, or he/she will be in violation of the Law. Additionally, pursuant to this Law, members of boards and committees are required to abstain from voting if a conflict of interest is involved; this means that they may not vote on any matter, which may have an impact of himself or herself, on a family member, or on someone who retains their service.

Once they abstain from voting, a voting conflict form will be provided. This form must be completed and returned within 15 days after a vote occurs so it may be attached to the minutes of the meeting (Exhibit "C").

Public Records

Any documents such as agendas, backup material, and minutes of meetings are public record and are open to inspection. As a board member, any document you receive in that capacity is also a public record. Please note that the term "public record" has been defined as, "all documents, papers, letters, maps, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmissions, made of received pursuant to law of ordinance or in connection with the transaction of official business of any agency."

EXHIBIT "A"



City of Lauderdale Lakes

APPLICATION FOR ADVISORY BOARD

NAME: _____ DATE: _____

HOME ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE: _____ FAX: _____ E-MAIL: _____

BUSINESS INFORMATION:

EMPLOYER/BUSINESS NAME: _____

CURRENT POSITION: _____

BUSINESS ADDRESS: _____

CITY/STATE/ZIP: _____

BUS PHONE: _____ FAX: _____ E-MAIL: _____

WHERE SHOULD WE CONTACT YOU? HOME _____ BUSINESS _____

PLEASE CHECK THE BOARD(S) ON WHICH YOU ARE INTERESTED IN SERVING

<input type="checkbox"/>	Beautification Advisory Board	<input type="checkbox"/>	Planning and Zoning Board
<input type="checkbox"/>	Civil Service Board	<input type="checkbox"/>	Parks and Recreation Advisory Board
<input type="checkbox"/>	Economic Development Advisory Board	<input type="checkbox"/>	School Advisory Board
<input type="checkbox"/>	Historic Preservation Board	<input type="checkbox"/>	

EDUCATION (highest degree/level): _____

NUMBER OF YEARS OF CITY RESIDENCE: _____

ARE YOU A U.S. CITIZEN? _____ YES _____ NO

HAVE YOU EVER SERVED ON A CITY ADVISORY BOARD IN THE PAST? _____

IF YES, PLEASE DESCRIBE: _____

PLEASE DESCRIBE YOUR PROFESSIONAL AND/OR VOLUNTEER EXPERIENCE OR BACKGROUND WHICH BEST QUALIFIES YOU FOR SELECTION TO THE BOARD/COMMITTEE: _____

SOME BOARDS ARE OPEN TO EMPLOYEES OF THE CITY, OTHERS ARE NOT. PLEASE INDICATE IF YOU ARE PRESENTLY EMPLOYED BY THE CITY OF LAUDERDALE LAKES, AND IN WHAT CAPACITY. _____

IF YOU ARE APPLYING FOR A BOARD WHICH HAS SPECIFIC REQUIREMENTS (SEE THE BOARD HANDBOOK), PLEASE DETAIL HOW YOUR EXPERIENCE AND/OR BACKGROUND MEETS THE CRITERIA: _____

SIGNATURE

DATE: _____

PLEASE RETURN THIS APPLICATION TO:
Office of the City Clerk
City of Lauderdale Lakes
4300 NW 36 Street
Lauderdale Lakes, FL 33319

This application will be kept on file for a period of one year.

EXHIBIT B

FORM 1	STATEMENT OF FINANCIAL INTERESTS	2004	
Please print or type your name, mailing address, agency name, and position below:			
LAST NAME -- FIRST NAME -- MIDDLE NAME : _____		FOR OFFICE USE ONLY: _____ ID Code _____ ID No. _____ Conf. Code _____ P. Req. Code	
MAILING ADDRESS : _____			
CITY : _____ ZIP : _____ COUNTY : _____			
NAME OF AGENCY : _____			
NAME OF OFFICE OR POSITION HELD OR SOUGHT : _____			
CHECK ONLY IF <input type="checkbox"/> CANDIDATE OR <input type="checkbox"/> NEW EMPLOYEE OR APPOINTEE			
PDF 2004			
BOTH PARTS OF THIS SECTION MUST BE COMPLETED			
DISCLOSURE PERIOD: THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (check one): <input type="checkbox"/> DECEMBER 31, 2004 OR <input type="checkbox"/> SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR: _____			
MANNER OF CALCULATING REPORTABLE INTERESTS: THE LEGISLATURE ALLOWS FILERS THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). PLEASE STATE BELOW WHETHER THIS STATEMENT REFLECTS EITHER (check one): <input type="checkbox"/> COMPARATIVE (PERCENTAGE) THRESHOLDS OR <input type="checkbox"/> DOLLAR VALUE THRESHOLDS			
PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person]			
NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY	
PART B -- SECONDARY SOURCES OF INCOME [Major customers, clients, and other sources of income to businesses owned by the reporting person]			
NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE
PART C -- REAL PROPERTY [Land, buildings owned by the reporting person]		FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2. INSTRUCTIONS on who must file this form and how to fill it out begin on page 3. OTHER FORMS you may need to file are described on page 6.	

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc.]	
TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

PART E — LIABILITIES [Major debts]	
NAME OF CREDITOR	ADDRESS OF CREDITOR

PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses]			
	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2	BUSINESS ENTITY # 3
NAME OF BUSINESS ENTITY			
ADDRESS OF BUSINESS ENTITY			
PRINCIPAL BUSINESS ACTIVITY			
POSITION HELD WITH ENTITY			
DO I OWN MORE THAN A 5% INTEREST IN THE BUSINESS			
NATURE OF MY OWNERSHIP INTEREST			

IF ANY OF PARTS A THROUGH F ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

SIGNATURE (required):	DATE SIGNED (required):
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FILING INSTRUCTIONS:

<p>WHAT TO FILE: After completing all parts of this form, including signing and dating it, send back only the first sheet (pages 1 and 2) for filing.</p> <p>NOTE: MULTIPLE FILING UNNECESSARY: Generally, a person who has filed Form 1 for a calendar or fiscal year is not required to file a second Form 1 for the same year. However, a candidate who previously filed Form 1 because of another public position must at least file a copy of his or her original Form 1 when qualifying.</p>	<p>WHERE TO FILE: If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location.</p> <p><i>Local officers/employees</i> file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.)</p> <p><i>State officers or specified state employees</i> file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 3600 Maclay Boulevard, South, Suite 201, Tallahassee, FL 32312.</p> <p><i>Candidates</i> file this form together with their qualifying papers.</p> <p>To determine what category your position falls under, see the "Who Must File" Instructions on page 3.</p>	<p>WHEN TO FILE: <i>Initially</i>, each local officer/employee, state officer, and specified state employee must file within 30 days of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.</p> <p><i>Candidates</i> for publicly-elected local office must file at the same time they file their qualifying papers.</p> <p><i>Thereafter</i>, local officers/employees, state officers, and specified state employees are required to file by July 1st following each calendar year in which they hold their positions.</p> <p><i>Finally</i>, at the end of office or employment, each local officer/employee, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment.</p>
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EXHIBIT C

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.