



Item No. 5d

# AGENDA ITEM MEMORADUM

**Town Clerk**

Department

**June White** *JW*

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Feb 14, 2012	Feb 3

*\*Subject to Change*

- Presentation   
 Reports   
 Consent   
 Ordinance  
 Resolution   
 Quasi-Judicial   
 Old Business   
 New Business

**FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC**

**SUBJECT TITLE:** Oath of Office and Personal Code of Conduct for Newly Elected Commissioners and Mayor

**EXPLANATION:** Oath of Office to be taken by Mayor Roseann Minnet, Commissioner Stuart Dodd, and Commissioner Mark Brown.

Personal Code of Conduct to be signed by newly seated Town Commission.

**EXHIBITS:** Oath of Office  
Personal Code of Conduct for the Town Commission

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials CA



## **OATH OF OFFICE**

*I do solemnly swear (or affirm) that I am a citizen of the United States and a resident of the State of Florida and of the Town of Lauderdale-By-The-Sea, and have all the qualifications as required by the Charter for the office upon which I am about to enter; that I will support the Constitution of the United States, the Constitution of the State of Florida, and the laws and ordinances of the Town of Lauderdale-By-the-Sea; and that I will faithfully perform the duties of the office upon which I am now about to enter.*

*So help me God.*

\_\_\_\_\_  
(name)

**MAYOR / COMMISSIONER**

\_\_\_\_\_  
*June White, CMC*  
*Town Clerk*

*Sworn to and subscribed before me this 14<sup>th</sup> day of February, 2012.*

\_\_\_\_\_  
*Karen Gates, Senior Office Specialist*  
*Notary Public, State of Florida*

# **Town of Lauderdale-By-The-Sea**

## **Personal Code of Conduct For The Town Commission**

### **PREAMBLE**

Improving the quality of public administration and governance can be achieved by encouraging high standards of conduct on the part of all government officials. In particular, the public is entitled to expect the highest standards of conduct from the Commissioners that it elects to local government office. In turn, adherence to these standards will protect and maintain the Town of Lauderdale-By-The-Sea's reputation and integrity.

To these ends, the Town Commission of the Town of Lauderdale-By-The-Sea, as one of several initiatives, adopts this *Personal Code of Conduct for The Town Commission*. It covers the Commissioners, the Vice-Mayor and the Mayor (referred to as "Commissioners"). It is intended to supplement and be compatible with the state and local laws governing the conduct of Commissioners, and shall not be interpreted to require conduct that would violate any applicable law.

The key statements of principle that underline the *Code of Conduct* are as follows:

- Commissioners should serve, and be seen to serve, their constituents in a conscientious and diligent manner.
- Commissioners should be committed to performing the functions of their office with integrity.
- Commissioners should avoid the improper use of the influence of their office, and conflicts of interest, both apparent and real.
- Commissioners are expected to perform their duties in office in a manner that promotes public confidence and will bear close public scrutiny.
- Commissioners should seek to serve the public interest by upholding both the letter and the spirit of all laws and policies of the United States of America, of the State of Florida, and of the Town.
- Commissioners are expected to conduct themselves with the utmost professionalism, so that they may be worthy of the respect of others at all times.
- Commissioners are expected to refrain from personal agendas, attacks or intimidation of others.

### **USE OF TOWN PROPERTY, SERVICES AND OTHER RESOURCES**

Commissioners should not use, or permit the use of, Town land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Town.

### **DISCREDITABLE CONDUCT**

All Commissioners have a duty to treat members of the public, one another, and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.

**Town of Lauderdale-By-The-Sea  
Personal Code of Conduct For The Town Commission**

**IMPROPER USE OF INFLUENCE**

Commissioners should not use the influence of their office for any purpose other than for the exercise of their official duties.

**CONDUCT AT COMMISSION, BOARD AND COMMITTEE MEETINGS**

Commissioners should conduct themselves with decorum at Commission, Board and Committee meetings, treating others with respect and professionalism. Commissioners should abide by the rules and regulations agreed to during the Organizational Meeting held after each election. There should be no politicking from the dais, using rhetoric that is designed only to improve one's own status or gain political advantage.

**REPRISALS AND OBSTRUCTION**

Commissioners should respect the integrity of this *Code of Conduct* and matters related to it. Any reprisal or threat of reprisal against a person providing information to the Commission about a potential deviation from this Code is therefore prohibited.

**ENFORCEMENT**

The Commission shall be the sole judge of any deviations from the Code of Conduct. The sole remedy for such a deviation shall be a vote of censure by a supermajority of the Commission (4 out of 5 votes), following notice of the alleged deviation and an opportunity for the Commissioner whose conduct is being questioned to be heard by the Commission regarding the alleged deviation.

*The undersigned Commissioners hereby agree to follow this Code of Conduct for their term of office from 2012 to 2014, and to be accountable to each other for their compliance.*

\_\_\_\_\_  
Mayor Roseann Minnet

\_\_\_\_\_  
Commissioner Stuart Dodd

\_\_\_\_\_  
Commissioner Chris Vincent

\_\_\_\_\_  
Commissioner Scot Sasser

\_\_\_\_\_  
Commissioner Mark Brown