



# TOWN OF LAUDERDALE-BY-THE-SEA

## AGENDA ITEM REQUEST FORM

**Commissioner Sasser**

Department Submitting Request

Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input checked="" type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)
		<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)		

\* Subject to change

**NATURE OF AGENDA ITEM**

- Presentation
- Resolution
- Manager's Report
- Public Safety Report
- Quasi Judicial
- Attorney's Report
- Consent Agenda
- Old Business
- Other
- Ordinance
- New Business

**SUBJECT TITLE:** Personal Code of Conduct

**EXPLANATION:** Pass a Personal Code of Conduct to be signed by all sitting Commissioners at the beginning of each term

**STAFF RECOMMENDATION:**

**BOARD/COMMITTEE RECOMMENDATION:**

**FISCAL IMPACT AND APPROPRIATION OF FUNDS:**

- Amount \$ \_\_\_\_\_
- Acct # \_\_\_\_\_
- Transfer of funds required
- From Acct # \_\_\_\_\_
- Bid
- Grant
- Amount represents matching funds

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Attorney review required  
 Yes  No

Town Manager's Initials: \_\_\_\_\_

# **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 and arrange their private affairs 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. Nor should Commissioners obtain personal financial gain from their role as Commissioner.

### **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.

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**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.

Examples of prohibited conduct are the use of one's status as a Commissioner to improperly influence the decision of another person, to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise. This includes attempts to secure preferential treatment, beyond activities in which Commissioners normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of future advantage, through a Commissioner's supposed influence over the Commission, in return for present or future action or inaction.

**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, and to be accountable to each other for their compliance.*

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