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CITY OF JACKSONVILLE



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ETHICS COMMISSION

INTERNAL OPERATING PROCEDURES

Adopted August 25, 2010
(Amended January 13, 2014)

- I. Meetings of the Jacksonville Ethics Commission shall be held at least monthly in City Hall or other appropriate building accessible by the public in Jacksonville, Florida. These meetings shall be at such times as determined by the Ethics Commission. However, if there is insufficient business, or for other reasons as the Chair determines appropriate, a meeting may be canceled and notice given to all Commission members. Additional meetings may be held at the discretion of the Chair with due notice.
 - A. The Commission may hold more frequent regular meetings as determined by the Chair. A majority of the membership of the Commission shall constitute a quorum for the purposes of meetings and transacting business.
- II. Agenda
 - A. Unless waived by the Chair or a majority of the members present, only matters that have been placed on the agenda and/or submitted in writing to the Ethics Coordinator at least two business days prior to the date of the Commission meeting shall be considered by the Commission. The Chair will make the final determination prior to the meeting as to the agenda. Members are permitted to add items in new business during the meeting for discussion at the discretion of the Chair.
 - B. No later than 24 hours prior to the Commission meeting, an agenda, together with all written materials to be considered by the Commission shall be provided by email to all members of the Commission, as practicable.

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III. Waiver of Procedure FILE: Ethics Commission\Procedures\Internal Operating Procedures\IOP Amended Jan 13, 2014 (FINAL).doc

The Internal Operating Procedures of the Commission may be waived by a 2/3 majority of the membership of the Commission.

IV. Attendance

The Ethics Coordinator shall keep records of the attendance of all members. In the event a member of the Commission is unable to attend a meeting, he or she shall advise the Ethics Officer or Ethics Coordinator in advance of the Commission meeting. Failure to notify either the Ethics Office or Ethics Coordinator of an inability to attend the meeting will be considered an unexcused absence.

If any member of the Commission has more than three consecutive absences from the full Ethics Commission meeting in any calendar year, that will constitute just cause for the Chair of the Ethics Commission to request the member's resignation. Additionally, the Chair shall make a request for a replacement for the vacancy. The vacancy shall be filled as provided for in Chapter 602, Ordinance Code.

Participation in meetings may include telephonic or other electronic methods of attendance and such an attendance will not be considered an absence. This will not be counted as an absence; however, pursuant to the Attorney General opinion, participation will not be considered part of the quorum.

V. Election of Officers

The Ethics Commission shall elect a Chair and Vice-Chair in the November or December meeting. The term of office is one calendar year. A person can serve as Chair for only two (2) consecutive terms. The term shall begin in January.

The current Chair may poll members as to their interest in serving as Chair or Vice-Chair. If more than one member has an interest in serving in a position, the Chair may appoint a nominating committee of three (3) members to meet prior to the full Commission meeting. Nominating Committee members are not barred from being nominated.

A member must have served as a member of the Ethics Commission for at least six (6) months before serving as Chair/Vice Chair.

The Nominating Subcommittee will make a recommendation for the Chair and Vice Chair at the full Commission meeting and a majority vote will determine who is elected.

VI. Members

Ethics Commission members shall not use their position in any manner that decreases public trust or gives the appearance of impropriety. Any Commission member who files to be a candidate for public office shall immediately resign from the Commission. No individual while a member of the Commission shall hold or campaign for any elective political office or allow his or her name and title as a commission member to be used by a campaign in support of or against any candidate for public office. Nothing herein shall preclude a member from signing a petition in support of or against any referendum, ballot question or candidate. Nor does this rule prohibit any campaign contributions by a member or a member supporting any candidate in his or her own name.

Appointment of Members

The Ethics Commission by Code appoints three (3) individuals to serve as members. In September every year, the Nominating Subcommittee shall review the terms of Commission-appointed members to determine which terms are expiring and who is eligible to serve an additional term. If a Commission-appointed member vacates their position prior to the end of their term, the Commission members shall determine how the rest of that term shall be filled at the next regular monthly meeting.

For terms approaching completion where the current Commission member is not eligible for or does not want to serve another term, the Nominating Subcommittee shall oversee a broad solicitation for application resumes, establish a timely schedule of interviews, and set objective criteria for the selection process in order to complete the recommendation process prior to November. The Nominating Subcommittee will recommend whether each current Commission-appointed member should be reappointed if eligible and/or offer new names to the November regular monthly meeting. Following discussion, the full Commission will vote on the Subcommittee's recommendation(s). The vote on new Commission appointee(s) shall occur no later than the full Commission December regularly scheduled meeting. The schedule may be altered to fill vacancies that occur prior to Commission members' term limits.

In the case of reappointment, nominees must demonstrate a positive history of performance within the Commission and commitment to the Commission. Commission-appointed/reappointed members will receive a background check through the regular City Council process. The annual election for the Chair and Vice Chair may be at the same meeting as a vote for any Commission member. The out-going Commission Chair also shall request volunteers/nominations for subsequent appointments for Subcommittee Chair positions at the full Commission meeting in December of each year. The incoming Commission Chair shall make Subcommittee appointments at the January meeting of the following year.¹

¹ Vertical bar identifies amendment, January 13, 2014.

VII. Annual Summary

The Chair of the Commission shall file an annual summary of the Commission's activities no later than the first meeting in January with the assistance of the Ethics Office and Ethics Coordinator.

VIII. Press Policy

This shall be stated or given to any person requesting an official position, comment or information on behalf of the Ethics Commission from a member of the Ethics Commission outside of a regular meeting:

The Commission functions as a collaborative body and due process is followed to ensure fair decisions and opinions are rendered. The Chair, by these procedures, is the sole person authorized to make statements on behalf of the Commission, as appropriate. Members shall not represent to anyone that they speak on behalf of the Ethics Commission. Individual members are strongly discouraged from making any statement to the press on matters pending before the Commission.

IX. Compliance with State and Local Laws

All Ethics Commission members shall be familiar with, and comply with, the state and local laws that govern this body. As to the Sunshine Law, Commission members shall not talk about Commission business with other members of the Commission outside of noticed meetings nor shall they communicate by email with other members. Emails shall be sent to the Ethics Coordinator who shall distribute to the group.

X. Standing Committees:

The standing subcommittees of the Ethics Commission are as follows and may be modified as determined by the Chair: Hotline, Legislative, Nominating and Bylaws Subcommittees.

I hereby agree to abide by these Internal Operating Procedures.

Ethics Commission Member

Date