

APPENDIX A

STANDARDS OF CONDUCT

**HILLSBOROUGH COUNTY CITY-COUNTY PLANNING
COMMISSION**

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 THE PLANNING COMMISSION, EVERY COMMISSIONER PLEDGES 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 Planning Commission as well as special or called meetings relevant to the office.
2. Prepare for each meeting.
3. Create a positive environment in meetings of the Planning Commission.
4. Maintain an attitude of courtesy and consideration toward colleagues, citizens and staff during all discussions and deliberations.
5. Allow citizens, colleagues and staff sufficient opportunity to present their views, within the prescribed rules for conduct of meetings of the Planning Commission.
6. Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
8. Respect all local, state and federal laws, rules and other regulations.
9. Publicly acknowledge the adopted position when asked about a decision of the Planning Commission.
10. Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Planning Commissioners, employees, clients or citizens.
11. Members shall uphold the prestige of their office, and avoid impropriety and the appearance of impropriety.
12. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the Planning Commission, and shall not attempt to use their office to influence or sway the professional staff recommendation.

13. 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 Planning Commission business 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.

14. Members shall avoid creating the appearance of impropriety by refraining from engaging in private discussions with the applicant or their representatives or any member of the public or interested party about specific upcoming Planning Commission agenda items. If a Member receives a private written, telephonic or electronic communication about an agenda item, the Member will promptly forward the information to the Executive Director so that it may be shared with all other Members. Members shall refrain from any private discussion of Planning Commission business with other Members per the requirements of Florida's Government-in-the-Sunshine Law, Chapter 286, Florida Statutes.

15. 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 during Planning Commission proceedings. 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.

16. Members shall not solicit funds from any other Member or the Planning Commission's staff in support of any person's campaign for election to local or state public office.

17. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A Member whose personal, employment or business relationship with a person or entity that is subject to a recommendation of the Planning Commission shall seek the advice and counsel of the Planning Commission Attorney, if such relationship could conceivably influence the Member's impartiality during the Planning Commission's discussion of the subject. The provisions of Chapter

112, Florida Statutes, the Code of Ethics for Public Officers and Employees, shall govern conflict of interest determinations.

18. Members shall remain vigilant against deviations from Planning Commission By-laws, Policies and mission statement.

The performance of the Planning Commission and commitment of each Planning Commissioner in meeting these Standards of Conduct is affirmed by the following signatures: