

Procedure Manual



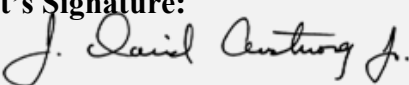
Title: Voting Requirements	Number: A6Hx2-1.16
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Conflict of Interest. Trustees whose interest conflicts with a measure before the Board must:

- Orally declare that conflict of interest at the Board meeting which addresses the measure,
- Complete a *Disclosure of Conflict of Interest* form (BOT-1), and
- Return the form to the President's office within 15 days of the oral disclosure.

The President's office shall ensure that the disclosure is read publicly at the next scheduled meeting of the Board of Trustees and that the *Disclosure of Conflict of Interest* form is incorporated into the minutes of the Board meeting.

Penalty. Under provisions of *Florida Statutes*, Chapter 112.317, a failure to make any required disclosure constitutes ground for and may be punished by one or more of the following: removal or suspension from office, reprimand, or a civil penalty not to exceed \$10,000.

Recommending Officer's Signature:	Date: 10/4/2013	President's Signature: 	Date: 10/4/2013
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