

RESOLUTION NO. 2014- 111

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AMENDING THE RULES/POLICIES OF THE ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS ADOPTED MAY 12, 1998 AND SUBSEQUENTLY AMENDED; AND THE ST. JOHNS COUNTY ADMINISTRATIVE CODE; PROVIDING FOR THE CORRECTION OF ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, from time to time the Board of County Commissioners wishes to revise its Rules and Policies and the Administrative Code to clarify and promote effective operation of the Board; and

WHEREAS, from time to time including year 2014 the Florida Legislature revises Florida Statutes which affect the operations of local government, including St. Johns County.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:**

Section 1. The Recitals expressed above are incorporated by reference into the body of this Resolution, and such Recitals are hereby adopted as findings of fact.

Section 2. The Board hereby accepts and adopts the revision to the Rules and Policies of the St. Johns County Board of County Commissioners attached as Exhibit A and the St. Johns County Administrative Code.

Section 3. The Board hereby accepts and adopts the revision to the Personnel Section of the Administrative Code attached as Exhibit B.

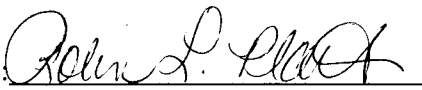
Section 4. To the extent that there are typographical and/or administrative errors and/or omissions that do not change the tone, tenor or context of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

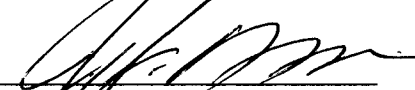
Section 5. This Resolution shall be effective upon execution by the Chair of the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 15<sup>th</sup> day of April, 2014.

ATTEST: Cheryl Strickland, Clerk

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

By:   
Deputy Clerk

By:   
John H. Morris, Chair

Effective Date: 4/17/2014

Rendition Date: 4/17/2014

**PART 4 COMMISSION MEMBERS OF BOARD**

**RULE 1.401 COMMISSIONER TO VOTE**

Florida Statutes, Sections 112.311 through 112.326 sets forth a code of ethics for public officers and employees. Florida Statutes, Section 112.3143(3) (a) addresses voting conflicts pertaining to County Commissioners. Florida Statute 286.012 provides that a County Commissioner may not abstain from voting unless there is, or appears to be, a possible conflict of interest under Florida Statutes Chapter 112.311, 112.313 or 112.3143 and then, in such instances, the Commissioner must comply with the disclosure requirements of Chapter 112.3143 which requires that prior to the vote being taken the Commissioner shall publicly state to the assembly the nature of his/her interest in the matter from which he/she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his/her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.

**RULE 1.402 COMMISSIONER SUBJECT TO STANDARDS OF CONDUCT**

Each Commissioner is subject to the standards of conduct set out in Part III, Chapter 112, Florida Statutes. By personal example and by admonition to colleagues whose behavior may threaten the honor of the Board, each Commissioner shall watchfully guard the responsibility of office. Commissioners should comply with Federal and State standards of conduct and with the National Association of Counties' Code of Ethics for County Officials (Exhibit A). Each Commissioner will attend and receive annual ethics training as required by Section 112.3142, Florida Statutes.

**RULE 1.403 OFFICES**

Each Commissioner shall be provided with an official office and a box for incoming correspondence. The County Administrator is responsible for staffing and establishing procedures for the management of the Commission Office.

No visitor, guest, or other invitee shall be left unsupervised in the Commission Office or any other secure area of any County building.

**RULE 1.404 CORRESPONDENCE AND OTHER COMMUNICATION**

All formal correspondence by a Commissioner in an official capacity shall be prepared on official Board letterhead. Official correspondence will not be prepared on unofficial letterhead or on plain paper, and official Commission letterhead shall not be used for the personal correspondence of any Commissioner. All authorized communications by a Commissioner in an official capacity shall be paid for by the Board as funds allow. Nothing in this rule prevents the use of email for informal correspondence. All correspondence shall be in compliance with public records laws.

With Board approval a Commissioner may use the official County seal on individual letterhead for official business. Such letterhead shall be at the expense of the individual Commissioner.



St. Johns County Administrative Code  
Section: Personnel

Title: 409 Conduct	Issued: Apr 1992
Reference: F.S. 112	Revised: Aug 2007 June 2012

4011 Solicitation

Salespeople, canvassers and other persons not employed by the County are prohibited from visiting work areas without permission from the County Administrator and are further prohibited from conducting business, or soliciting contributions or memberships during employee work time. This policy does not prohibit distribution of literature during employee's breaks in areas not designated as part of the employees' work area. Soliciting contributions or memberships during employee work time is prohibited.

4021 Visitors

Visitation to any work area should be minimal unless it is directly related to work as disruptions impact productivity. No visitor, guest, or other invitee shall be left unsupervised in any secure area of any County building.

4022 Smoking

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in County buildings and County vehicles is not permitted. Smoking is permitted during normal break times and in designated areas only.

4023 Postings of Notices, Flyers, Advertisements

The Intranet and bulletin boards shall be used to communicate official government information on equal employment opportunity, wages and hours, health and safety, and other issues.

Designated bulletin boards may be used for County related business. Any person, official, department, employee or outside organization requesting to post any bulletin at or in a County Building must have the permission of the department whose bulletin board will be used. If permission is granted, the item must be posted on a designated bulletin board or area reserved for this purpose. There shall be no postings on doors, walls, windows, or other areas not designated for such postings.

County Message Board

County employees are permitted to post items on the electronic bulletin board, entitled "County Message Board", providing all County Ordinances are adhered to and prohibited items as noted below are not posted. The Management Information Systems (MIS) Department is responsible for the electronic bulletin board. Messages sent to the "Everyone Group" and "BCC All Group" must be approved by the County Administrator, their designee, or the supervising Constitutional Officer.

Prohibited Postings

Material that contains content that is obscene, pornographic, libelous, promotes any religious activities or any political activities of a partisan nature, advocates violence, bigotry, or bias based on race, color, religion, sex, national origin, marital status, age, disability or genetics are not allowed. Postings of a commercial nature for personal financial gain or promotion of commercial ventures are also prohibited. Employees selling personal items on an individual basis who are not engaged in a commercial enterprise may post items for sale on the County Message Board if approved by the County Administrator or designee.