

TOWN OF GREENVILLE, FLORIDA

Conflict of Interest Policy

I. PURPOSE

The purpose of this Conflict of Interest Policy is to ensure that all decisions and actions taken by the Town of Greenville, its councilmembers, charter officers, employees, and independent contractors are made in the best interest of the Town, free from any actual or perceived conflicts of interest. This policy promotes integrity, transparency, and public trust in the operations of the Town of Greenville.

II. APPLICABILITY

This policy applies to all councilmembers, charter officers, employees, and independent contractors of the Town of Greenville.

III. DEFINITIONS

A. Conflict of Interest: A situation in which an individual's private interests, whether personal, financial, or otherwise, interfere or appear to interfere with the performance of their official duties and responsibilities to the Town of Greenville.

B. Family Member or Relative: For the purposes of this policy, a "family member" or "relative" includes:

1. A spouse, domestic partner, or fiancé(e).
2. A parent, stepparent, grandparent, step grandparent, or step great grandparent.
3. A child, stepchild, grandchild, great grandchild, or ward.
4. A sibling, half-sibling, or stepsibling.
5. Aunts, uncles, nieces, nephews, or first cousins.
6. Mother-in-law, father-in-law, daughter-in-law, or son-in-law.
7. Sister-in-law, brother-in-law, stepsister, stepbrother, half-sister, or half-brother.
8. Person who is engaged to be married to the councilmember, charter officer, employee, or independent contractor or who otherwise holds himself or herself out as or is generally known as the person whom the councilmember, charter officer, employee, or independent contractor intends to marry.

9. Any person residing in the same household or whose close personal relationship with the individual would cause a reasonable person to question the impartiality of the individual's decisions.

C. Financial Interest: Any interest that involves, directly or indirectly, any financial gain or loss to the individual or their family members, including ownership, employment, contractual rights, or any other financial relationship.

IV. DISCLOSURE AND RECUSAL

A. Any councilmember, charter officer, or employee who is aware of an actual or potential conflict of interest must immediately disclose the nature of the conflict in writing to the Town Manager or Town Attorney. Full disclosure is required to prevent any actual or perceived conflicts from compromising the integrity of the operations of the Town of Greenville.

B. Upon disclosure, the individual must recuse themselves from any involvement in the matter where the conflict exists. This includes refraining from any discussions, negotiations, decisions, or votes related to the matter.

V. SPECIAL RULES FOR COUNCILMEMBERS

A. If a councilmember is faced with a matter in a meeting where a conflict of interest exists, the councilmember must:

1. Publicly disclose and orally announce from the dais the nature of their interest prior to the consideration of the matter.

2. File a memorandum of voting conflict with the person responsible for recording the minutes, disclosing the nature of the conflict, as required by section 112.3143, Florida Statutes.

3. Leave the meeting chamber during the discussion, debate, and vote on the matter and not return until the vote is concluded.

4. The councilmember's departure and return shall be recorded in the minutes of the meeting.

5. If the councilmember had a business relationship within the past 12 months with a person or company identified in an agenda item, but the councilmember experiences no special private gain or loss and was not personally involved in the item under consideration, the councilmember may participate in discussion and vote, but the councilmember must disclose the relationship at the time the measure is presented and prior to any vote being case.

VI. ENFORCEMENT AND PENALTIES

A. Violations of this Conflict of Interest Policy may result in disciplinary action, up to and including termination of employment or removal from office, in accordance with applicable laws and regulations.

B. Any contract, transaction, or decision made in violation of this policy may be subject to review, nullification, or legal challenge.

C. The Town of Greenville may seek restitution or other legal remedies for any losses or damages resulting from a conflict of interest violation.

VII. ANNUAL CERTIFICATION

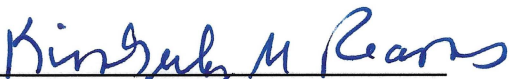
All councilmembers, charter officers, employees, and independent contractors shall annually certify in writing that they have read, understood, and agree to comply with this Conflict of Interest Policy. These certifications will be maintained in the Town of Greenville’s official records.

VIII. REVIEW AND AMENDMENTS

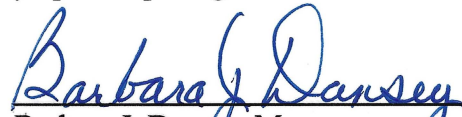
This policy shall be reviewed periodically and may be amended by resolution of the Town Council as necessary to ensure continued relevance and compliance with applicable laws and regulations.

IX. EFFECTIVE DATE

This policy shall become effective immediately upon its passage and shall remain in effect until amended or repealed.



Kimberly M. Reams
Custodian of Records



Barbara J. Dansey, Mayor

<u>ACTION</u>	<u>SECTION(S) AMENDED</u>	<u>RESOLUTION #</u>	<u>DATE</u>
Adoption	n/a	2024-16	09/09/2024