

## **VOTING CONFLICTS LAW**

Every board member is required to vote on every item that comes before his/her board, unless the member has a conflict of interest. As defined by state law (F.S. §112.3143), a conflict of interest is an item that may specially benefit or harm you, your business or certain business associates, your employer, or close relatives. If you stand to gain or lose personally, financially in a special way by voting on an item, you probably have a voting conflict of interest.

There may be instances where members of certain boards, like pension boards and redevelopment committees, may vote on items that benefit them personally, financially. Please contact the City Attorney if you are not sure whether a conflict exists or if you have questions relating to a specific item.

If a voting conflict exists, follow this procedure:

1. You must orally declare at the meeting there is a conflict of interest and state the nature of the conflict. (For example, "I am declaring a conflict of interest on this item because I am the property owner.")
2. You may not participate in the discussion of the item and must abstain from voting.
3. The minutes must clearly state that a conflict of interest was declared by you, the nature of the conflict, and that you abstained from voting.
4. Complete a Memorandum of Voting Conflict Form before leaving the meeting. The law requires this form to be completed and filed within 15 days after the conflict was declared. The law requires that the memorandum be filed with the person responsible for recording the minutes of the meeting.