

fundraising efforts for other candidates, listing the name of the candidate, the location and date of the event at which funds were solicited, the name(s) of those who provided contributions through the official, and how much they gave. B.C.C. § 1-19(c) (5)b.3. See the OIG's publication titled, "Charitable and Campaign Fundraising" for more information.

FORM 6: When filing an original State of Florida Commission on Ethics (CE) Form 6, each elected official must file a copy for public inspection. A working link from the official's political subdivision's website to the CE's website, if the original is filed and accessible there, satisfies the "filed for public inspection" requirement. B.C.C. § 1-19(c)(7).

TRAINING CERTIFICATIONS: Within 15 days of completion or taking office, whichever is later, newly elected officials must file for public inspection a form certifying that they have met their ethics training requirement of four hours between election and 120 days of taking office. In addition, every elected official must annually certify completion of four (4) hours per calendar year, within 30 days following the calendar year. B.C.C. § 1-19(d).

ADVISORY OPINIONS: Within 15 days of receipt of a City or County Attorney's advisory opinion about how the Broward Ethics Code applies to him or her, an elected official must ensure the opinion (in searchable .pdf format) is submitted to ethicsadvisoryopinions@broward.org for inclusion in a searchable database of opinions maintained by the County. B.C.C. § 1-19(c)(8)c.



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Broward Code of Ethics for Elected Officials

Disclosure Requirements for Elected Officials



Elected Officials' Disclosure Requirements

B.C.C. § 1-19 (Broward Code of Ethics for Elected Officials) applies to Broward's elected county and municipal officials.

This publication is intended only to summarize the "open government" provisions of the Code requiring Broward's municipal and county Elected Officials to disclose certain information, and how that information is filed for public inspection. This does not serve as a legal opinion.

Citations to the Broward County Code of Ordinances are abbreviated herein as "B.C.C. §," followed by the section number.

"Filed for Public Inspection"

means that (1) the applicable, hard copy disclosure form is filed with the elected official's chief administrative official or clerk, with a copy of the form or all its information then entered into a searchable internet database or (2) all the required information, entry date, and signature are directly entered into the municipality's searchable internet database. B.C.C. § 1-19(b)(4).

Each county commissioner, each municipal mayor, and each member of the governing body of a municipality within Broward County is subject to the Broward Code of Ethics for Elected Officials, which requires the following information to be filed for public inspection:

- Charitable event ticket gifts
- Outside employment and remuneration
- Family member's business with official's entity
- Lobbying contact log
- Charitable fundraising efforts
- Campaign finance reports*
- Campaign fundraising efforts
- Forms 6*
- Training certifications

*These are considered filed for public inspection if linked from the official's political subdivision's website to a publicly searchable internet database.

In addition, **advisory opinions** are required to be submitted to the County's searchable opinion database.

Most of the disclosure forms discussed here are created by the County Attorney and can be accessed at www.broward.org/Legal/Pages/ethicsForms.aspx.

Required Disclosures

CHARITABLE EVENT TICKET GIFTS: Within 15 days of receipt, elected officials and their staff who receive permissible gifts of admission tickets to charitable events must file for public inspection a form disclosing the name of the donor, the value of the tickets received, and the event date and location. (The value of food and beverage consumed must be paid to the donor within 30 days.) B.C.C. § 1-19(c) (1)e.4. See the OIG's publication titled, "Officials and Employees Receiving and Accepting Gifts" for more information on what gifts are, how to value them, and when they are permitted.

OUTSIDE EMPLOYMENT AND REMUNERATION: Elected officials who provide services for any person or entity (other than the governmental entity they serve) in exchange for remuneration must disclose that outside or concurrent employment (including contract work), as well as any remuneration received. County commissioners must file this information quarterly. Municipal elected officials must file by July 1 for the prior calendar year. B.C.C. § 1-19 (b)(10), (b)(12), and (c)(2)b.

FAMILY MEMBER'S BUSINESS WITH OFFICIAL'S ENTITY: When permitted under state law, an elected official's spouse, registered domestic partner, child, parent, or sibling may conduct business as a vendor or contractor to the official's governmental entity only if the official files a form for public inspection attesting that the family member and official do not share a primary residence and that neither is listed as a dependent on the other's most recent tax return. The attestation must be filed within 15 days of execution. B.C.C. § 1-19 (b)(1), (b)(6), (b)(13) and (c)(2)e.

LOBBYING CONTACT LOG: Upon contact with a Broward elected official for the purpose of lobbying, each lobbyist must complete a contact log listing his or her name; his or her employer; whom he or she represents; the name of each elected official he or she is contacting; the name of each person attending any portion of the meeting or communication; the date, time, location, and mode of the communication; and the specific purpose and subject matter of the contact. This information must be provided and filed for public inspection no later than 3 business days following the contact. The official's municipality must make these logs available to lobbyists (for entry) and to the public (for review and searching) on its own website or provide a link from its website to the website where the searchable logs are maintained by the Broward League of Cities. B.C.C. § 1-19 (b) (7), (b)(8) and (c)(3). For more on this requirement, see the OIG's publication titled, "Lobbyists and Lobbying."

CHARITABLE FUNDRAISING EFFORTS: Elected officials must disclose their permitted fundraising efforts for charitable organizations (unless already formally approved by the official's governmental entity), listing the name of the charity, the event for which funds were solicited, the staff and resources used, and the name of those who requested the official engage in the fundraising solicitation. The form must be filed within 15 days after the solicitation. B.C.C. § 1-19(c)(5). See the OIG's publication titled, "Charitable and Campaign Fundraising" for more information.

CAMPAIGN FINANCE REPORTS: When they file any campaign finance disclosure form with the Supervisor of Elections or other appropriate municipal election official, elected officials who are running for office must also file a copy for public inspection. A working link from the official's governmental entity's website to the qualifying official's online database where the reports are filed and accessible satisfies the "filed for public inspection" requirement. B.C.C. § 1-19(c)(5)b.2.

CAMPAIGN FUNDRAISING EFFORTS: Within 15 days, elected officials must disclose their