

Ethics Policy

1. Purpose

- 1.1. To require ethics training for all members within the profession.
 - 1.1.1. Requirements are stated in Article VI, Section 1.1 of the Bylaws.
 - 1.1.2. Exemptions are stated in Article VI, Section 1.2 of the Bylaws.
 - 1.1.3. Payment of annual dues shall constitute member certification that they have completed or will complete the required annual training by February 1st.
- 2.1. To Educate members on relevant ethical situations.
- 3.1. To show that local government management persons have the strongest commitment to the ICMA Code of Ethics and to the laws of Florida.
- 4.1. To implement the requirements of Bylaws Article V, Subsection 1.1.1, which directs the Ethics Committee to review all ethics-related issues for the Association.
 - 4.1.1. Investigation Process by the Ethics Committee
 - 4.1.1.1. The Ethics Committee may be involved in the investigation of ethics complaints regarding the conduct of local government management professionals in three ways:
 - 4.1.1.1.1. Referral of a complaint relating to an ICMA member to ICMA.
 - 4.1.1.1.2. Responding to request from ICMA for fact-finding regarding a complaint being processed by ICMA.
 - 4.1.1.1.3. Processing of a complaint regarding a member of the Association who is not an ICMA member.
 - 4.1.1.2. Referral of a complaint to ICMA
 - 4.1.1.2.1. When the FCCMA receives a complaint or concern regarding a person who is a member of ICMA, whether or not that person is also a member of the Association, FCCMA shall refer the matter to ICMA for review and possible action.
 - 4.1.1.2.2. All such referrals and any subsequent communication on the matter should be copied to the Association President, Ethics Committee Chair, and the Association's Executive Director.
 - 4.1.1.3. Fact-finding requested by ICMA

Ethics Policy

- 4.1.1.3.1. When ICMA contacts the Association to complete a fact-finding report regarding a member's conduct, the chairperson will convene the Committee to appoint a subcommittee of three (3) to five (5) members (including the chairperson). Fact-finding committee members need to be members of ICMA in good standing.
- 4.1.1.3.2. It is the responsibility of the subcommittee to respond to ICMA's request for information.
- 4.1.1.3.3. Any subsequent communication on the matter by the chairperson should be copied to the other subcommittee members and the Association's Executive Director.
- 4.1.1.4. Complaint against an Association member
 - 4.1.1.4.1. A member of the Association who is not a member of ICMA may be accused of conduct violations that warrant an investigation.
 - 4.1.1.4.2. Upon receipt of a complaint, the chairperson will convene the Committee to appoint a subcommittee of three (3) to five (5) members to form a fact-finding subcommittee. Fact-finding committee members need to be members of FCCMA in good standing
 - 4.1.1.4.3. The fact-finding subcommittee will report back to the entire Committee with their findings.
 - 4.1.1.4.4. The full Committee will then deliberate toward invoking any sanctions, if necessary. (See Membership Policy 4.9)
- 4.1.2. Other:
 - 4.1.2.1. The Association shall support the work of the Committee in accordance with the Procedure for FCCMA Ethics Committee Investigation.
 - 4.1.2.2. The Association shall support and defend, financially and otherwise, the members of the Committee should a lawsuit arise during or following an ethics investigation.
 - 4.1.2.3. Association staff shall retain all Committee records for five (5) years.

Ethics Policy

4.1.2.4. The Executive Committee shall conduct a three-year review of the Ethics Policy.