

FPUA Board Policies/Procedures

Code of Conduct

Maintaining the public trust and confidence in the integrity and ethical conduct of the Board and FPUA employees is a core value. The Board and its members shall act in an ethical, business-like, productive, and lawful manner avoiding even the appearance of impropriety.

Board members shall conduct themselves in accordance with all laws.

Board members shall conduct themselves with civility and respect at all times with one another, with staff, and with members of the public.

Board members are expected to demonstrate loyalty to the interests of FPUA owners and customers. This supersedes any conflicting loyalty, such as that to advocacy or interest groups, and memberships on other boards or staffs. It also supersedes the personal interest of any Board member as a consumer of FPUA's services.

Board members may not attempt to exercise individual authority over the organization.

Each member of the Board is expected to support the legitimacy and authority of the decisions of the Board concerning any matter, irrespective of the member's personal position.

Board members shall not accept gifts, favors, or entertainment from any business associate of FPUA unless such gift, favor, or entertainment is (a) consistent with accepted business practice, (b) in the nature of a courtesy and of nominal value, (c) in a form that could not be considered as a bribe or payoff, (d) not in violation of applicable law and accepted ethical standards, and € such that the public disclosure of the facts would not discredit or embarrass FPUA.

Board members shall not use FPUA funds, directly or indirectly, for contributions of any kind to any political group or committee; or to any candidate for or holder of any office of any governmental unit; or to a member of a governmental department, agency, board, or other unit.

While performing duties as a Board member, Board members shall not endorse or oppose candidates for elected office of any governmental unit.

Board members shall not disclose confidential information of FPUA nor use such information for personal gain.

Board members shall not accept any employment which may reasonably be expected to create a conflict of interest or impair the judgment of such Board member in the exercise of such member's duties as a member of the Board.

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Ethics

Florida Statute 112.311 establishes a Code of Ethics for public officers and employees. All elected municipal officers must complete 4 hours of ethics training each calendar year. Appointed Board members are not required to obtain ethics training, however it is encouraged that each member participate in ethics training so as to be familiar with the intent and requirement of the State Statute.

Board members shall be familiar with Florida's Government in the Sunshine Laws and shall comply with those laws to the fullest extent. Board members shall not discuss with other Board members any item that may be presented to the Board for approval unless that discussion takes place in a properly advertised public meeting.

Where questions may arise as to the applicability of any items or the existence of any potential conflict of interest, the Board member shall rely on the advice of the FPUA Attorney and shall act in accordance with that advice.

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Basis of Authority

The composition, authority, powers, duties, rules of governance, compensation, and other rules and procedures applicable to the Fort Pierce Utilities Authority (FPUA) Board of Directors (the Board) are established in Article XII of the City of Fort Pierce Charter.

The Board is responsible for the effective governance of FPUA and for setting the direction of FPUA through the strategic planning process.

The Board may delegate responsibility and authority through polices, resolutions, and other Board action. The Board remains ultimately accountable for governance and planning.

Board members shall prepare themselves for board meetings by familiarizing themselves with the Board meeting agenda package and discussing any questions regarding that package with the Director of Utilities if necessary.

Apart from their normal function as a part of the Board of Directors, members have no individual authority. As individuals, Board members may not commit the utility to any policy, act, or expenditure.

No action shall be taken by the Board except by the affirmative vote of at least 3 members.

Three members present shall constitute a quorum.

Board meetings shall generally follow "Robert's Rules of Order."

An election of officers of the Board shall be held at the first regular meeting at which all members are present following the appointment of a member to a full term, but not later than the forth meeting following the appointment.

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Attorney Relationship

The Board shall have the power to appoint a FPUA Attorney to be responsible for legal matters of FPUA and who shall serve at its pleasure.

The Board shall fix the salary of the FPUA Attorney. The Board shall review the salary of the FPUA Attorney on an annual basis and make adjustments to that salary as deemed appropriate.

The Board shall perform a performance evaluation of the FPUA Attorney on an annual basis.

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Director of Utilities Relationship

The Board shall have the power to appoint a Director of Utilities to be responsible to the Board and who serves at its pleasure.

The Board shall fix the salary of the Director of Utilities and shall have, but may delegate to the Director of Utilities, the power to fix the salaries of all other officers and employees of FPUA. The Board shall review the salary of the Director of Utilities on an annual basis and make adjustments to that salary as deemed appropriate.

The Board shall perform a performance evaluation of the Director of Utilities on an annual basis.

In conducting business, the Board shall give direction as a board to the Director of Utilities with a clear consensus of a majority supporting the direction.

The Board shall not give direction to FPUA staff other than the Director of Utilities. The Director of Utilities shall be responsible for directing FPUA staff to implement direction given by the Board.

Division Directors reporting directly to the Director of Utilities shall be appointed or removed by the Director of Utilities subject to confirmation by the Board. All other employees shall be appointed and removed by the Director of Utilities.