



Lee Board of County Commissioners

## Advisory Committee Application

Thank you for your interest in serving Lee County. To be considered for appointment, submit your completed and signed application, including Section IV. Conflict of Interest, with any supporting documents. **The application consists of 4 pages; incomplete applications will not be processed.**

Return by email [advisorycommittees@leegov.com](mailto:advisorycommittees@leegov.com) or regular mail:

Lee County Administration - Advisory Committees  
P.O. Box 398  
Fort Myers, FL 33902-0398

**Note:** Information contained in this application becomes public record once submitted to Lee County.

**Go Paperless:** I agree to receive communications via email.

### Section I – Committee Information

*Find current or upcoming vacancies on the Lee County website -*  
[www.leegov.com/bocc/advisorycommittees](http://www.leegov.com/bocc/advisorycommittees)

**Name of Advisory Committee Applying For:**

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### Section II – Personal Information

**Title:**  Mr.  Mrs.  Ms.  Other: \_\_\_\_\_

**Full Legal Name (Last, First, Middle Initial):**

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**Home Address (Street, City, State, ZIP):**

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**Business Address (Street, City, State, ZIP):**

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**Mailing Address:**

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**Phone (Home / Cell / Business):**

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**Email Address:**

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**(Continue to next page to complete application.)**

Lee County Administration | 2115 Second Street | Fort Myers, FL 33901

Phone: (239) 533-2221 | Email: [advisorycommittees@leegov.com](mailto:advisorycommittees@leegov.com)

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## Advisory Committee Application

### Section III – Employment Information

Employer Name, Address, Phone:

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### Section IV – Background Questions

Do you have family members currently serving on this advisory committee?  Yes  No

If yes, please explain:

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Do you, or an immediate family member, have a business or contractual relationship with Lee County?

Yes  No

If yes, please explain and identify the family relationship:

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Have you ever been convicted of a felony or misdemeanor offense (excluding minor traffic or juvenile offenses)?  Yes  No

If yes, please explain:

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Have you ever worked for the Lee Board of County Commissioners?  Yes  No

If yes, list position, department, start & end date:

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Do you have relatives currently employed by the Lee Board of County Commissioners?  Yes  No If yes, list name(s) & department(s):

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### Section V – Qualifications

List relevant education, certifications, licenses, professional experience, or community involvement. If applicable, attach a resume.

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**(Continue to next page to complete application.)**



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### Section VI – Conflict of Interest

Florida law prohibits certain business relationships by public officers and advisory board members, including contracts or transactions with Lee County involving you, your employer, or any business in which you have a material interest. See the Guide to the Sunshine Amendment and Code of Ethics for assistance, which can be found on the Florida Commission on Ethics website - <https://ethics.state.fl.us/PublicInformation/Publications.aspx>.

See Page 5 of this application for information regarding Prohibited Employment and Business Relationships. If you have questions about a potential conflict, contact the Lee County Attorney's Office at (239) 533-2236.

**All applicants, new or reappointment, must fill out this section and submit with the application.**

**Advisory Committee members have a continuing duty to disclose potential conflicts of interest.**

**Advisory Committee:**

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**Appointed by:**

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**Full Legal Name (Last, First, Middle Initial):**

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**Phone:**

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**Mailing Address:**

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**Email:**

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**Employer Name and Address:**

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Are you aware of a potential conflict of interest that may result from your service as a member of a Lee County advisory committee?  Yes  No

If yes, describe the conflict, including any County contracts, your role with any employer doing business with Lee County, and any business you own or control that does business with Lee County.

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**(Continue to next page to complete application.)**

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If you have a potential conflict but think that a statutory exemption applies to your situation, indicate the specific exemption (see Section 112.313(12), Florida Statutes):

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**Waiver of Conflicts of Interest:** An advisory board member may request a conflict waiver from the Board of County Commissioners. Submit Florida Commission on Ethics Form 4A with this application to County Administration; waiver requests will be reviewed by the County Attorney's Office. Form 4A can be found online - <https://ethics.state.fl.us/FinancialDisclosure/DownloadAForm.aspx>.

## Section VII – Statutorily Created Required Committee Reporting Data

The information below is required by Florida law for statistical reporting only, will be kept separate from your application, and will not be used in the evaluation process. You may decline to provide any or all information; however, this form must be submitted with your application. Lee County, an Equal Opportunity Employer and makes advisory board appointments in compliance with all applicable nondiscrimination laws.

**Gender:**  Male  Female  Choose not to disclose

**Handicapped/Disabled:**  Yes  No  Choose not to disclose

### Racial/Ethnic Data

- White (Not of Hispanic Origin)
- Black (Not of Hispanic Origin)
- Asian or Pacific Islander
- Hispanic
- Choose not to disclose

Certain appointees must comply with Chapter 112, Florida Statutes, and may be required to file a Form 1 Statement of Financial Interests.

By signing, I confirm that the information provided in this application is true and complete.

**Applicant Signature:**

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**Date:**

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## Advisory Committee Application

### PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS<sup>1</sup>

#### Doing Business With One's Agency

- a. You may not purchase, rent, or lease any realty, goods, or services for the County from a business entity in which you, your spouse or child own more than a 5% interest. (Sec. 112.313(3), Fla. Stat.)
- b. You may not rent, lease or sell any realty, goods, or services to the County. [Sec. 112.313(3), Fla. Stat.]

#### Conflicting Employment or Contractual Relationship

- a. You may not be employed by or contract with businesses or agencies regulated by or doing business with the County. (Sec. 112.313(7), Fla. Stat.)
- b. You may not hold any employment or have a contractual relationship that will pose a frequently recurring conflict between your private interests and public duties, or which will impede the full and faithful discharge of your public duties. (Sec. 112.313(7), Fla. Stat.)
- c. Limited exceptions to this prohibition have been created (see Sec. 112.313(7)(a) and (b), Fla. Stat.).

Exemptions - Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with the County and having conflicting employment may not apply:

- a. When the business is rotated among all qualified suppliers in the County.
- b. When the business is awarded by sealed, competitive bidding and neither you, your spouse, nor child have attempted to persuade County personnel to enter the contract.
  1. NOTE: Ethics Commission Form 3A must be filed with the Supervisor of Elections prior to or at the time of bid submission.
- c. When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.
- d. When an emergency purchase must be made to protect the public health, safety, or welfare.
- e. When the business entity is the only source of supply within the County and there is full disclosure of your interest to the governing body on Commission Form 4A.
- f. When the aggregate of business transactions does not exceed \$500 in a calendar year.
- g. When the business transacted is the deposit of County funds in a bank of which you are an officer, director, or stockholder, so long as County records show that the Board of County Commissioners has determined that you did not favor your bank over other qualified banks.

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<sup>1</sup> Adapted from, Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees, State of Florida Commission on Ethics (2012).