

Appointments

If you would like to volunteer to serve as a member on a Town board or committee, please visit:

www.jupiter.fl.us/285/Boards-Committees

Mandatory Ethics Training

For more information regarding the required ethics training, please visit:

www.jupiter.fl.us/238/Ethics-Training

Code of Ethics

To download a copy of the code of ethics, please visit:

www.palmbeachcountycodeofethics.com

Sunshine Law

To download a copy of the 2017 Sunshine Manual, please visit:

www.myfloridalegal.com/sun.nsf/sunmanual

To view the Florida Sunshine Law statute, please view chapter 256 at:

www.leg.state.fl.us/statutes

Robert’s Rules of Order

To view the full Robert’s Rules of Order manual or a condensed version, please visit:

www.robertsrules.com

Town Clerk’s Office

Phone: 561-741-2352

Fax: 561-741-2547

Hours:

Monday - Friday
8:00 AM - 5:00 PM

www.jupiter.fl.us/TownClerk



TOWN OF JUPITER

210 Military Trail, Jupiter, FL 33458

www.jupiter.fl.us



BOARDS AND COMMITTEES



Code of Ethics



Sunshine Law



Robert’s Rules of Order



Liaison



Code of Ethics

All appointed board members are required to adhere to the code of ethics as set forth in Sec. 2-441 of the Palm Beach County Code of Ordinances. Mandatory ethics training must be completed every two years for current members or prior to participation for new members.

Appointments are usually made during the first Town Council meeting of April each calendar year. Applications are accepted throughout the year, and are retained for one calendar year.

Sec. 2-441. Title; Statement of purpose.

This article shall be known as the Palm Beach County Code of Ethics. This code of ethics is enacted pursuant to Florida Constitution, Article VIII, section 1(g), Florida Statutes, ch. 125, and the Charter of Palm Beach County. The Municipalities located within Palm Beach County are subject to the provisions of this code of ethics pursuant to referendum. The purpose of this code is to provide additional and more stringent ethics standards as authorized by Florida Statutes, §112.326. This code shall not be construed to authorize or permit any conduct or activity that is in violation of Florida Statutes, ch. 112, pt. III. This code of ethics shall be deemed additional and supplemental to any and all state and federal laws governing ethical conduct of officials and employees, as well as all local laws, rules, regulations and policies.

Officials and employees in the public service shall be conscious that public service is a public trust, shall be impartial and devoted to the best interests of the people of Palm Beach County, and shall act and conduct themselves so as not to give occasion for distrust of their impartiality.

Nothing herein shall abridge employees' constitutional right to collective bargaining.

To view the entire code of ethics, visit:
www.palmbeachcountycodeofethics.com

For more information on ethics training, visit:
www.jupiter.fl.us/238/Ethics-Training



Sunshine Law

Florida's Sunshine Law sets the legal standard for open government and public access. The law provides access to governmental proceedings of public boards or commissions at both state and local levels, and is equally applicable to elected and appointed boards.

Communication

Board members may not communicate with each other outside of meetings by email, text, phone or in person to discuss current public business or matters that may foreseeably come before the board or committee. The law applies to any gathering of, or communication between, two or more members of the same board to discuss any matter that is before the board or will foreseeably come before the board for action.

Public Meetings

Meetings of public boards or commissions must be open to the public, be held in a public place, and have been properly noticed to the public. Reasonable notice (five to seven days) of such meetings must be given. The notice/agenda should contain the time and place of the meeting, and a statement of the general subject matter(s) to be considered. The notice/agenda should be prominently displayed for the public (i.e., on the website).

Minutes of Meeting

Minutes shall be kept of all public meetings held by the committee, and shall include the vote of each member present on each question. If a member is absent or abstains from voting, the minutes shall so indicate.

Minutes shall also include an accurate summary of matters discussed and the views of participants; the date, time, and place of meeting; the members who were present and absent; and other information that a member requests be included.

For more information, visit:
www.myfloridalegal.com/sun.nsf/sunmanual



Robert's Rules of Order

Robert's Rules of Order creates the standard for how meetings are to be conducted. This meetings manual outlines the following:

- The chair shall exercise all authority necessary to maintain order and decorum, including the authority to impose time limitations.
- There must be a quorum. The meeting must adjourn if a quorum is lost.
- Proxy voting by board members is not allowed.
- Alternate members may only vote when a regular member isn't present (this must be noted in the minutes).
- Citizen comments shall be allowed at all meetings and may be limited to three minutes.

To view the full Robert's Rule of Order manual, visit: www.robertsrules.com



Liaison

The Jupiter Town Council designates a staff liaison as an ex-officio member for boards and committees. The liaison will support and facilitate communications between the Town Manager, the Jupiter Town Council and the board or committee.

Information on the boards and committees webpage is to be kept current by the liaison, who is also responsible for posting, reviewing and approving agendas/notices prior to posting. The Town of Jupiter's best practice recommends posting the agenda seven days in advance of the meeting. Back-up material may be included and updated as necessary.