



This form may be typed, handwritten or completed online then printed. Return completed, signed forms to:

Board of County Commissioners Okaloosa County  
1250 North Eglin Parkway,  
Suite 100  
Shalimar, FL 32579  
(850) 651-7105 Telephone  
(850) 651-7142 FAX  
CitizenCouncils@myokaloosa.com E-mail

To access this form online, go to: <http://myokaloosa.com/citizen-councils/home>

Please complete the Application paperwork in its entirety. It is the applicant's responsibility to keep the information on this form current. To advise the County of any changes, or for questions about the application process, please contact the Administration office by telephone at (850) 651-7105 or by e-mail at CitizenCouncils@myokaloosa.com

Applications will be discarded three years after receiving if no appointment is made.



**Application for Okaloosa County  
Boards, Commissions, Councils and Committees**

Please indicate the Board, Commission, Council or Committee on which you are interested in serving:

\_\_\_\_\_

**Section 1 – Personal Information**

\_\_\_\_\_

Date Completed

Name: (Last, First, Middle) \_\_\_\_\_

Residential Address: \_\_\_\_\_

City, Zip Code \_\_\_\_\_

Business Address: \_\_\_\_\_

City, Zip Code \_\_\_\_\_

Please specify the preferred mailing address:  Residential  Business

Home or Business Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

In which Okaloosa County Commission District do you live? \_\_\_\_\_

Florida law allows certain persons to request that an agency not publicly disclose specific identification and/or location information contained in agency records. Please refer to sections 119.071(2)(j), (4)(d), and (5)(i), 265.605 and 267.17, Fla. Stat., or applicable statute for scope of protection which may include home address, phone numbers, photos, name of spouse, and/or children, and their place of employment, and/or school or daycare facility, and date of birth. Do you qualify for this exemption?  
Yes  No  If yes, please complete a Public Records Exemption Request form and return it with your application.

Are you currently serving or have you previously served on an Okaloosa County Board, Commission, Council or Committee?  Yes  No

If yes, please explain:

\_\_\_\_\_

Are you applying for reappointment?  Yes  No

## Section 2 – Education and Employment

**Please attach your resume.** If no resume is available, in the space below, briefly describe or list your educational background, your skills and experience you could contribute to a committee, any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Okaloosa County; any charitable or community activities in which you participate; and reasons for your choice of the boards, commissions, councils or committees indicated on this application.

**Education:** (If no resume)

High School:

Name	City	State
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Post-secondary Institutions:

Name and Location	Dates Attended	Certificate/Degree Earned

**Employment:** (If no resume)

Provide the requested information on all employers within the last 5 years, beginning with the most current. Attach additional pages if needed.

Employer	Address
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Type of Business	Occupation/Job Title	Dates of Employment
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Employer	Address
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Type of Business	Occupation/Job Title	Dates of Employment
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Employer	Address
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Type of Business	Occupation/Job Title	Dates of Employment
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Employer	Address
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Type of Business	Occupation/Job Title	Dates of Employment
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**Section 3 - Special Qualifications**

List any special qualifications that may be relevant to being appointed to a board, commission, council or committee, including any type of licensure or certification you hold, as well as any civic, professional, or political organizations to which you belong.

Type or Name of License or Certificate                      Number                      Granting Agency                      Date Granted

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Name of Civic, Professional or Political Organization                      Office(s) Held                      Membership Start Date

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Give any additional information you believe is relevant to your appointment to a board, commission, council or committee. \_\_\_\_\_

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**Section 4 - Ethical Disclosure**

If required by law or administrative rule, will you file financial disclosure statements?  Yes  No

Do you know of any circumstances that would result in you having to abstain from voting on a board, commission, council or committee due to having voting conflicts?  Yes  No

Are you, or any business with which you are or have been affiliated as an owner, officer, or employee, or is your spouse or child or their employers, currently doing business with, or have you or they ever held any contractual dealings during the last five years with Okaloosa County?  Yes  No

If yes, please provide:

Business Name                      Your relationship in business                      Agency                      Business’s Relationship to Agency

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Do you foresee participating in any competitive bid process for Okaloosa County during your time serving on this board, commission, council or committee?  Yes  No

Has probable cause ever been found that you were in violation of Part III, Chapter 12, Florida Statutes, the Code of Ethics for Public Officers and Employees?  Yes  No If yes, please provide:

Date	Nature of Violation	Disposition

Have you ever pled guilty, nolo contendere or been convicted of a violation of any federal, state, county or municipal law, regulation or ordinance?  Yes  No If yes, please provide:

Date	Place	Nature of Violation	Disposition

Do you have any family working for Okaloosa County Board of County Commissioners?  Yes  No If yes, please provide:

Name	Relation	Department	Title

**Section 5 – Certification and Signature**

By signing this application, you are affirming that the information provided is true and you are acknowledging the statements below:

- I understand that some boards, commissions, councils and committees have a requirement to file an annual Financial Disclosure Form.
- Information submitted on this application will be considered public information except for any exemptions pursuant to Florida Statutes.
- The deadline to apply is 30 days prior to a vacancy.
- Citizen advisory members must be citizens of Okaloosa County, except as specifically provided by County resolution.
- Okaloosa County employees may not serve on any decision-making boards, commissions, councils or committees, except as specifically provided by County resolution or as required to perform official County duties.
- Submission of an application does not ensure an appointment on a board, commission, council or committee.
- Participation on a board, commission, council or committee requires attendance at the majority of the meetings of said board, commission, council or committee.
- This is a volunteer position and I will not receive financial compensation for serving.
- For background purposes, if asked I will complete an *Authorization Form for Consumer Report*.
- Permission is hereby granted to Okaloosa County to investigate my personal history, conduct a criminal background investigation, and solicit statements from any person or organization with

which I have ever been associated. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted to Okaloosa County to furnish such information to third parties in the course of fulfilling its official responsibilities. I hereby release Okaloosa County and all persons or organizations from any liability arising from such statements, their solicitation or use. A photocopy of this form will be as effective as the original.

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Signature of Applicant

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Date

### **Section 6 – Standards of Conduct**

Recognizing that persons holding a position of public trust are under public scrutiny, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government and in the impartiality of all boards, commissions, councils, or committees, every current member and candidate seeking appointment, reappointment, or confirmation of nomination to any board, commission, council, or committee, including all county staff, agency/governing body representatives, and citizens appointed by individual commissioners, pledge to adhere to the following standards of conduct.

The Florida Code of Ethics contained in Chapter 112, part III, Florida Statutes, shall apply to appointed members.

- 1 Regularly attend all scheduled meetings of the respective board, commission, council, or committee, as well as special meetings.
2. Prepare for each meeting.
3. Create a positive environment in meetings of the respective board, commission, council, or committee.
4. Maintain an attitude of courtesy and consideration toward other Members, citizens and staff during all discussions and deliberations.
5. Allow other Members, citizens, and staff sufficient opportunity to present their views, within the prescribed rules or bylaws of the respective board, commission, council, or committee.
6. Avoid the use of abusive, threatening or intimidating language or gestures directed at other Members, citizens or staff.
7. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
8. Not engage in harassing behavior or unwelcome conduct of a sexual nature towards other Members, employees, clients or citizens.

9. Members shall uphold the prestige of their position and avoid impropriety and the appearance of impropriety.

10. Members shall not convey the impression that they are in a position to influence the outcome of a decision of the respective board, commission, council, or committee and shall not attempt to use their position to influence or sway recommendations.

11. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members shall not allow personal or business relationships to impact upon their conduct or decisions in connection with their appointed position and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of friends or business associates. This provision is not intended to prevent any Member from joining or having an affiliation with any business, professional, or special interest organization.

12. To the extent Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, is applicable to a board, commission, council, or committee, Members of that board, commission, council, or committee shall avoid creating the appearance of impropriety by refraining from engaging in discussions with any other Members of the same board, commission, council, or committee about matters which would foreseeably come before the respective board, commission, council, or committee for discussion.

13. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment or business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Member. The same standard shall apply to a gift, loan, favor, etc. for the spouse, child or relative or business partner of the Member. Chapter 112, Florida Statutes, shall govern all determinations of violations under this paragraph.

14. During meetings or other activities of the board, commission, council, or committee, Members shall not solicit funds from any other Member, citizen, or staff in support of any person's campaign for election to local or state public office; seek signatures from other Members, citizens or staff to any petition provided for by election law; distribute to other Members, citizens, or staff literature favoring or opposing a candidate or political persuasion; or otherwise discuss with other Members, citizens, or staff, one's personal political views or affiliations.

15. Members should refrain from participating in any proceeding in which their impartiality may reasonably be questioned. A Member whose personal, employment or business relationship with a person or entity that is subject to a recommendation of the respective board, commission, council, or committee shall seek advice and counsel from the County Attorney, if such relationship presents a voting conflict. The provisions of Chapter 112, Florida Statutes shall govern conflict of interest determinations.

16. Members shall remain vigilant against deviations from respective Board of County Commission policies, (which may be applicable to the business of the board, commission, council, or committee of which he or she is a member), by-laws, policies, procedures, and any mission statements of the respective board, commission, council, or committee.

17. Members shall respect all local, state and federal laws, rules and other regulations.

The commitment of all current members of and citizens seeking appointment, reappointment, or confirmation of nomination to any board, commission, council, or committee, including all county staff, agency/governing body representatives, and citizens appointed by individual commissioners, in meeting these Standards of Conduct, is affirmed by my signature.

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Signature

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Date Signed

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Printed Name of Member

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Indicate the Board, Commission, Council, or Committee