MEMORANDUM OF CONFLICT OF INTEREST
FOR BOARD MEMBERS

LAST NAME, FIRST NAME, MIDDLE NAME	BOARD OR COMMITTEE NAME Florida Concrete Masonry Education Council, Inc., a Direct Support Organization (DSO) of the Florida Department of Economic Opportunity (DEO)
MAILING ADDRESS	
CITY ZIP COUNTY	MY POSITION IS: Appointed

WHO MUST FILE THIS MEMORANDUM?

This form applies to Board members who are presented with a voting conflict of interest under the Code of Ethics/Conflict of Interest Policy of the Florida Concrete Masonry Education Council, Inc. ("FCMEC").

INSTRUCTIONS FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS - APPOINTED POSITIONS

It is the policy of the State of Florida that no DSO board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or shall incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the DSO.

It is essential to the proper conduct and operation of the FCMEC that its board members, officers, and employees remain independent and impartial and that their position is not used for private gain. Consequently, a DSO board member or officer shall not vote in an official capacity upon any measure that would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. "Special private gain or loss" means an economic benefit or harm that would inure to the officer, his or her relative, business associate, or principal. "Relative" means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

When abstaining, the DSO board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the DSO board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

DISCLOSURE OF BOARD MEMBER'S CONFLICT OF INTEREST

I, _____, disclose that on _____, 20_____;

__ A matter came or will come before the Full Board or a Committee of the FCMEC, which (*check one*):
___ inures to my special private gain or loss;
___ inures to the special gain or loss of my business associate, _____;
___ inures to the special gain or loss of my relative, _____; or
___ inures to the special gain or loss of, _____ by whom I am retained.

_____ _____
Date Filed Signature

NOTICE: FAILURE OF A DSO BOARD MEMBER, OFFICER, OR EMPLOYEE TO COMPLY WITH THE CODE OF ETHICS/CONFLICT OF INTEREST POLICY MAY RESULT IN THE REMOVAL OF THAT PERSON FROM THEIR POSITION. FURTHER, FAILURE OF THE DSO TO OBSERVE THE CODE OF ETHICS/CONFLICT OF INTEREST POLICY MAY RESULT IN THE DEO TERMINATING ITS AGREEMENT WITH THE DSO.