



UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES POLICY

Conflict of Interest Statement & Disclosure Form

Introduction

Section 8 of Article II of the Constitution of the State of Florida states: "A public office is a public trust." As the governing board for the University of Central Florida, members of the UCF Board of Trustees serve the public trust. UCF Trustees are therefore expected to make decisions that are grounded in advancing the best interests of the public institution and the public good.

University trustees are generally involved in the affairs of other institutions and organizations. However, it is prescribed by law in the State of Florida that no public officer have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.

This Conflict of Interest Statement incorporates relevant provisions of the Florida Constitution and the Florida Statutes addressing standards of ethical conduct for public officers and is applicable to each member of the UCF Board of Trustees.

Definitions

For the purpose of this Conflict of Interest Statement and Disclosure Form, the following definitions apply:

- A "conflict of interest" arises in situations in which regard for private interest tends to lead to the disregard of a public duty or interest.
- A "business entity" is any corporation, partnership, limited partnership, company, limited liability company, proprietorship, firm, enterprise, franchise, association, self-employed individual, or trust, whether fictitiously named or not, doing business in this state.
- A "business relationship" is a relationship in which a Trustee or a Trustee's spouse or child serves as an officer, director, or proprietor of, or has a material interest in an organization that does business with the University of Central Florida.
- A "material interest" is a direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity.

Code of Ethics for Public Officers and Employees

As public officers, Trustees have the responsibility to comply with the applicable provisions of the Code of Ethics for Public Officers and Employees contained in Chapter 112, Part III, Florida Statutes, relevant parts of which are included below.

SOLICITATION OR ACCEPTANCE OF GIFTS. Trustees may not solicit or accept anything of value, such as a gift, loan, reward, promise of future employment, favor, or service that is based upon any understanding that their vote, official action, or judgment will be influenced by such gift. Additionally, a Trustee is prohibited from soliciting a gift from a vendor doing business with the university, a political committee, or a lobbyist who has lobbied the Trustee or the university within the past 12 months, or partner, firm, employer, or principal of the lobbyist.

DOING BUSINESS WITH ONE'S AGENCY. Trustees acting in their official capacity are prohibited from directly or indirectly purchasing, renting, or leasing any realty, goods, or services for the university from a business entity in which the Trustees or their spouses or children serve as an officer, partner, director,



or proprietor or, have a material interest. Trustees, acting in their private capacity, are also prohibited from renting, leasing, or selling any realty, goods, or services to the university.

UNAUTHORIZED COMPENSATION. Trustees, their spouses, and minor children may not accept any compensation, payment, or thing of value when they know, or should know, that it was given to influence a vote or other official action.

MISUSE OF PUBLIC POSITION. Trustees may not corruptly use or attempt to use their official position or any property or resource that is within their trust, or perform their official duties, to secure a special privilege, benefit, or exemption for themselves or others.

CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP. Trustees may not work for or contract with a business entity or agency regulated by or doing business with the university, subject to limited exceptions set forth in Florida Statutes. Trustees also may not work for or have a contractual relationship which will impede the full and faithful discharge of their public duties. Trustees may not create a continuing or frequently recurring conflict between their private interests and the performance of their public duties.

DISCLOSURE OR USE OF CERTAIN INFORMATION. Trustees (including former Trustees) may not disclose or use information not available to the general public and obtained by reason of their position for their personal benefit or for the personal benefit of any other person or business entity.

SOLICITATION OR ACCEPTANCE OF HONORARIA. Trustees are prohibited from soliciting honoraria related to their public office or duties as a Trustee for the university. Trustees are prohibited from accepting an honorarium from a political committee, a vendor doing business with the university, a lobbyist who has lobbied the university within the past 12 months, or the employer, principal, partner, or firm of such a lobbyist.

BOARDS OF TRUSTEES. No citizen member of a board of Trustees of a local constituent university, shall have or hold any employment or contractual relationship as a legislative lobbyist requiring annual registration and reporting pursuant to s. 11.045.

Accordingly, UCF Trustees have a continuing obligation to be familiar with Florida law regarding ethics and conflicts of interest, and to disclose to the Board Chair any personal, familial, or business relationships that might reasonably give rise to a conflict involving the university.

Conflict of Interest Disclosure

Trustees must annually acknowledge by execution of the attached Conflict of Interest Disclosure Form that they are in compliance with the letter and spirit of the University of Central Florida Board of Trustees' Conflict of Interest Statement and applicable laws.

Disclosure Requirements

On the Conflict of Interest Disclosure Form, Trustees annually report those relationships which they or members of their family maintain with organizations that do business with the University of Central Florida, or which could be construed to affect their independent, unbiased judgement in light of their decision-making authority and responsibility.

If a Trustee is uncertain of whether a particular relationship should be listed, the Board Chair and the University General Counsel should be consulted.



Voting

While Trustees are required to disclose all potential conflicts of interest as described above, Trustees are required to vote on all matters before the Board unless there is or appears to be a voting conflict of interest *as prescribed by law*. In the event of such voting conflict of interest, Trustees are not permitted to vote. In all other matters in which a conflict of interest is or may be present, Trustees will vote and the conflict will be disclosed at the meeting during which the matter involving the conflict of interest is being considered.

Such disclosure, indicating the nature of the conflict, must be made in a written memorandum filed with the person responsible for recording the minutes of the meeting, prior to the meeting in which consideration of the matter will take place, and must be incorporated into the minutes. Any such memorandum will become a public record upon filing, and will be immediately provided to the other members of the Board, and will be read publicly at the next meeting held subsequent to the filing of the memorandum.



UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES CONFLICT OF INTEREST DISCLOSURE FORM

This Conflict of Interest Disclosure Form is intended to protect you, the Board and the University of Central Florida by affording the university ample opportunity to anticipate any potential conflicts, and assure that all Board decisions are above reproach.

Personal, Familial or Business Relationships

- Do you have an existing or potential financial or other interest that impairs or might reasonably appear to impair your independent, unbiased judgment in the discharge of your duties as a member of the Board of Trustees of the University of Central Florida?

NO _____ YES _____ If yes, please describe:

Please list any business entity that does business with or that may do business with the university AND either (a) that employs you or (b) with which you have a contractual relationship:

- Does any member of your family have an existing or potential financial or other interest that impairs or might reasonably appear to impair your independent, unbiased judgment in the discharge of your duties as a member of the Board of Trustees of the University of Central Florida? For purposes of this question, a family member is defined as a spouse, a parent, a child, a sibling, and any other individual residing in your household.

NO _____ YES _____ If yes, please describe:



Please list any business entity that sells, rents or leases any realty, goods or services to the university AND in which either (a) you (or your spouse or child) serves as an officer, partner, director or proprietor or (b) you or your spouse or child, or any combination of them, has a material interest. For purposes of this item, a “material interest” is a direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity:

Outside Employment or Service

- Does any organization (in which you are or any member of your family is an officer, director, employee, member, partner, trustee, or controlling stockholder) have an existing or potential financial or other interest that impairs or might reasonably appear to impair your independent, unbiased judgment in the discharge of your duties as a member of the Board of Trustees of the University of Central Florida? For purposes of this question, a family member is defined as a spouse, a parent, a child, a sibling, and any other individual residing in your household.
 NO _____ YES _____ If yes, please describe in an attachment.

Any Other Potential Issues or Conflicts

- To allow the Board and the university to monitor and promptly address any potential conflicts, please identify below any relationships, financial or personal, that may constitute conflicts or potential conflicts of interest:

OR

_____ As of today’s date, I have no financial, professional, or personal relationships that reasonably hold the potential for a conflict of interest involving my service as a University of Central Florida Trustee.

I am familiar with the UCF Board of Trustees Code of Ethics Policy as set forth in Article VIII of the Bylaws of the UCF Board of Trustees and pursuant to which this Disclosure Form is completed and signed. I have disclosed all potential conflicts of interest of which I am aware, and I agree to promptly file a further Conflict of Interest Disclosure Form if any new or additional matters subject to disclosure arise before my next annual Disclosure Form is due.



Signature

Date

Please email, FAX, or mail this completed and signed form to the Office of Board Relations, boardoffice@ucf.edu; University of Central Florida, P.O. Box 160002, Orlando, Florida 32816; FAX: (407) 823-2264.

History: New 6-18-20

Authority: Florida Code of Ethics for Public Officers and Employees - Florida Statutes Ch. 112 Part III