

Miami-Dade County  
Commission on Ethics and Public  
Trust

# Memo

**To:** All Elected Public Officials of Miami-Dade County and all Municipalities in Miami-Dade County; Clerk of the Board, Miami-Dade County Commission; Clerks of all Municipal Governing Boards in Miami-Dade County

**From:** Joseph M. Centorino, Executive Director and General Counsel, Miami-Dade Commission on Ethics and Public Trust

**Date:** July 10, 2013

**Re:** Ordinance Requiring County and Municipal Elected Officials to Complete Ethics Course Within Specified Time Period

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On June 4, 2013, the Miami-Dade Board of County Commissioners gave final passage to Agenda Item No. 7 (C), amending Section 2-11.1 of the Code of Miami-Dade County. A copy of the ordinance change is attached hereto.

This item amends the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance to require that all County and Municipal elected officials in Miami-Dade County “shall, within ninety (90) days after being sworn into office, submit to the Clerk of the Board a certificate of completion of an ethics course offered by the Miami-Dade County Commission on Ethics and Public Trust.” The course is to include, at a minimum, a review of the Conflict of Interest and Code of Ethics Ordinance; the Sunshine Law; the Public Records Law and the Citizens’ Bill of Rights.

This ordinance is binding on the County Mayor and Board of County Commissioners, as well as all Municipal elected officials. The ethics course requirement applies to all newly-elected officials and re-elected incumbent officials, regardless of whether they have previously taken the course.

It is the intent of the Miami-Dade Commission on Ethics and Public Trust to facilitate compliance with this new requirement by offering this ethics course to all elected officials in County and Municipal governments at no cost. However, it will be expected that the elected

officials or their respective clerks will take the initiative to schedule the course. We request that each affected governmental unit contact us at least thirty (30) days prior to any election to schedule the course for that unit. Depending on circumstances, some courses may include more than one municipality.

In the event that a particular elected official is not able to attend a scheduled course, arrangements may be made for that individual to attend a different course or, in some cases, a video version of the course. However, we strongly recommend that the course be taken as soon as possible after the election to avoid a violation.

Failure to comply with this requirement could result in a complaint being filed against a non-compliant elected official for a violation of the Miami-Dade County Conflict of Interest and Code of Ethics, Section 2-11.1, Miami-Dade County Code.

If you have any questions about the requirements of this ordinance, or if you would like to schedule a course, please contact us by telephone at 305-579-2594 or by email at [ethics@miamidade.gov](mailto:ethics@miamidade.gov).

cc: Offices of the Miami-Dade County Attorney and all Municipal Attorneys within Miami-Dade County