

## Sanchez, Rodzandra (COE)

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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Monday, April 10, 2017 9:10 AM  
**To:** Sanchez, Rodzandra (COE)  
**Subject:** Kimberley Green, Administrative Officer 3, Homeless Trust (outside employment) INQ 17-108,

INQ 17-108 Green

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**From:** Turay, Radia (COE)  
**Sent:** Friday, April 07, 2017 4:37 PM  
**To:** Sanchez, Rodzandra (COE) <Rodzandra.Sanchez@miamidade.gov>  
**Cc:** Perez, Martha D. (COE) <perezmd@miamidade.gov>; Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>  
**Subject:** FW: INQ 17-108, Kimberley Green, Administrative Officer 3, Homeless Trust (outside employment)

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**From:** Turay, Radia (COE)  
**Sent:** Friday, April 07, 2017 4:35 PM  
**To:** Green, Kimberley (HT) <[KJG@miamidade.gov](mailto:KJG@miamidade.gov)>  
**Cc:** Centorino, Joseph (COE) <[Joseph.Centorino@miamidade.gov](mailto:Joseph.Centorino@miamidade.gov)>  
**Subject:** INQ 17-108, Kimberley Green, Administrative Officer 3, Homeless Trust (outside employment)

Dear Ms. Green,

You inquired (1) whether you are engaged in outside employment when you volunteer to serve as the Treasurer for the West Kendall Toastmaster Club #8370; and (2) whether you have a conflict of interest between your County employment and your service as a Treasurer for the West Kendall Toastmaster Club #8370.

### Background

You are an Administrative Officer 3 at the Miami-Dade County Homeless Trust. As part of your responsibilities, you implement tasks surrounding the financial and programmatic implementation of the Food and Beverage Tax dollars, state grants, and federal funds that the Homeless Trust receives. This includes reviewing program budgets and schedules; developing and implementing systems for compliance with program requirements; monitoring program activities for progress and compliance; preparing reports; and coordinating resolution of audit and monitoring program management.

You have volunteered to serve as the Treasurer of the West Kendall Toastmaster Club #8370 and Sergeant at Arms for Club #2798 Miami Advanced Club, both not-for-profit organizations. Your service would be on an uncompensated, volunteer basis. The Clubs do not receive any County funding, grants, or contracts.

### Analysis

- 1) Are you engaged in outside employment when you volunteer to serve as the Treasurer for the West Kendall Toastmaster Club #8370?

Outside employment is considered any non-County employment or business arrangement in which the County employee provides a personal service that is compensated or customarily eligible to be compensated. See INQ

13-08; Outside Employment Memorandum 2014. Consequently, as you will not be compensated for your service as a Treasurer for a non-profit organization, you are not engaged in outside employment.

- 2) Whether you have a conflict of interest between your County employment and your service as a volunteer Treasurer for the West Kendall Toastmaster Club #8370?

In general, there are no ethics conflicts regarding your County employment and your board service at Toastmaster. However, several sections of the County Ethics Code should be addressed:

- **Sec. 2-11.1(m)(2)** prohibits you from appearing before any County board or agency or meeting with staff or elected officials to make a presentation or to seek a benefit (funding/grant) on behalf of the nonprofit organization;
- **Sec. 2-11.1(h)** prohibits you from disclosing confidential information acquired by reason of your official County position;
- **Sec. 2-11.1(g)** prohibits you from using your County position to secure special privileges or exemptions for yourself or Toastmaster.

We recommend that, in order to avoid the appearance of impropriety, you refrain from acting on any matter involving both your office and Toastmaster. Although you may not appear before any County board or agency to seek any benefit on behalf of Toastmaster, it is also advisable, in your role as a member of the Board of Directors for Toastmaster, to recuse yourself from voting or participating in Toastmaster discussions and/or votes relating to County applications for funding, County contracts or any other Toastmasters initiative involving the County.

This opinion is based on the facts presented. If any of these facts change, please contact us.

Sincerely,

**RADIA TURAY**

Staff Attorney  
Miami-Dade Commission on Ethics and Public Trust  
19 W. Flagler Street, Suite 820  
Miami, FL 33130  
Tel: (305) 350-0601  
Fax: (305) 579-0273  
Ethics.miamidade.gov

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**From:** Green, Kimberley (HT)  
**Sent:** Monday, April 03, 2017 12:19 PM  
**To:** Turay, Radia (COE) <[Radia.Turay@miamidade.gov](mailto:Radia.Turay@miamidade.gov)>  
**Subject:** RE: Question Search

I have inserted in red the answers below the questions - it is said I have an attention to details – sorry if it is too much. Although it gave me a chance to re-read the ethical conduct protocols.

*Kim*

Kimberley Green, Administrative Officer 3  
Miami-Dade County Homeless Trust  
27th Floor, Suite 310, 111 NW 1<sup>st</sup> Street,  
Miami, Florida 33128  
(305) 375-1490 or direct line (305) 375 5877

[kjg@miamidade.gov](mailto:kjg@miamidade.gov)

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure. All E-mail sent and received is captured by our servers and kept as a public record.

***Help and Hope are just a phone call away!  
Call the Homeless helpline toll-free 1-877-994-4357***

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**From:** Turay, Radia (COE)  
**Sent:** Monday, April 03, 2017 11:36 AM  
**To:** Green, Kimberley (HT) <[KJG@miamidade.gov](mailto:KJG@miamidade.gov)>  
**Subject:** RE: Question Search

Hello Ms. Green,

It was a pleasure speaking with you on Friday. Please find the questions that I need responses to below:

1) What is your County title

***[Green, Kimberley (HT)] Administrative Officer 3***

2) What are the responsibilities that you have in your county position

***[Green, Kimberley (HT)] duties include implementation of tasks surrounding the following financial and programmatic implementation -***

***Miami-Dade County Homeless Trust receives Food & Beverage Tax dollars, State grants and federal funds and provides these funds to competitively selected non-profits and other units of local government to delivery direct services to the homeless community. I review program budgets and schedules, amendments to those budgets; develop and implement systems for compliance with program requirements (especially with respect to the federal grants under 24 CFR 578) monitor program activities for progress and compliance, prepare reports, coordinate resolution of audit and monitoring program management, coordination and evaluations. Also see page 14 of the attached PDF scan - under our indirect cost rate. I prepare the Subrecipient Agreements shell, route to CAO for legal form and sufficiency, route the individual Agreements to the providers for signature and review upon return, route to Mayor for signature and then to Clerk of Court as directed by the related Board of County Commissioners Resolutions. Operating currently under BCC Resolution #R-406-16 and #R-1240-16***

3) What are your duties as Treasurer for your local Toastmasters

***[Green, Kimberley (HT)] My duties as Treasurer are for Club #8370 West Kendall Toastmasters Club, and Sergeant at Arms for Club #2798 Miami Advanced Club. Both hold their club meetings for free at the Sports Grill Restaurant 9090 SW 97<sup>th</sup> Avenue, Miami, Florida. As Treasurer I receive the membership dues deposit in our local bank account and pay the dues to Toastmasters International. I also pay supplies, trainings and other items authorized by the by-laws and voting members on Toastmaster eligible items only - I provide a quarterly report to the Club Officers and report to the Club members at least bi-annually.***

4) Does Toastmasters have any contracts with and or receive any funding from the County or the Homeless Trust

***[Green, Kimberley (HT)] none***

5) Do you have to apply for any County funding/grants/contracts in your position as treasurer

***[Green, Kimberley (HT)] no***

6) Will you appear before any County board or selection committee on behalf of Toastmasters

***[Green, Kimberley (HT)] no -***

Excerpts - from the webpage on [www.toastmasters.org](http://www.toastmasters.org)

Article I: Name The name of this corporation is Toastmasters International.

Article II: Purpose This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Corporation Law for charitable purposes.

The specific and primary purpose of this corporation is to engage in charitable and educational activities within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future United States internal revenue law (the "Code"), by joining its member clubs to provide educational methods, programs, materials, and opportunities that enable the individual members of the clubs to learn and apply the principles and techniques of effective oral communications, leadership, and related subjects, in a manner which provides no pecuniary gain or profit for the individual members of the clubs.

**Article III: Limitations** This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Code. Notwithstanding any other provision of these Articles, this corporation shall not carry on any activities not permitted to be carried on

1. by a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or
2. by a corporation, contributions to which are deductible under Sections 170(c)(2); 2055(a)(2); 2106(a)(2)(A)(ii); 2522(a)(2); or 2522(b)(2) of the Code.

Except as permitted by law, no substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this corporation participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office

**Article IV: Revenue Section 1: Source** The operations of Toastmasters International shall be financed by membership dues, new individual member fees, charter fees, sales of literature and supplies, interest, and any other sources of revenue. The corporation's fiscal year shall begin January 1.

**Section 2: Membership Dues Payment**

- a. Each member club shall pay membership dues in advance, due April 1 and October 1 of each year, based on the total individual membership of the club as of those dues renewal report dates.
- b. At the time that a new individual member is admitted into a club, the club shall remit to Toastmasters International a new individual member fee and prorated membership dues for the period commencing with the month of the person's admission and ending on the next dues renewal report date.
- c. The amount of such dues and fees shall be determined by the Board of Directors from time to time by a two-thirds vote of the entire Board. The Board shall establish and may modify from time to time policies for the collection of dues payments, including proration of new clubs' payments, postponement or reduction of membership dues in the event of a natural disaster or other extenuating circumstances affecting a member club's ability to pay, or other appropriate measures.
- d. The secretary of a member club shall, on request of an individual member in good standing, furnish such person with a letter or card showing the date to which the individual member's membership dues is made, which will entitle the person, when transferring to another club, to do so without paying to the other club any membership dues payment for that semiannual period.

### **Policy 3.0: Ethics and Conduct 1. Standards**

A. All programs, activities, communications, and conduct of Toastmasters clubs and members shall be represented in an ethical manner, consistent with Toastmasters International's governing documents, mission, and values. Each club is responsible for the actions of its members.

B. If the actions of any club are in conflict with the basic principles, ideals, or standards of Toastmasters International, or if any Toastmasters club, area, division, district or other official group violates ethics and conduct standards, they may be subject to disciplinary action up to and including suspension, and/or other appropriate action.

C. If the actions of any individual member are in conflict with the basic principles, ideals, or standards of Toastmasters International, or if any individual member, at any level, violates ethics and conduct standards, the individual member may be subject to disciplinary action up to and including removal from good standing with Toastmasters International and/or other appropriate action.

D. Members shall not conduct or condone programs, activities, or communications which are defamatory, malicious, offensive, derogatory, damaging, false, libelous, or otherwise detrimental to the best interests of Toastmasters International. Members shall not assist, support, aid, facilitate, invite, or condone anything that interferes with the programs, proceedings, or affairs of Toastmasters International or its clubs.

E. Each club, not Toastmasters International, is legally and practically responsible for resolving personal conduct issues within the club. Clubs are not liable for claims against the international organization and the international organization is not liable for claims against the clubs.

F. Members in leadership roles above the club level are subject to the ultimate authority of the Board of Directors. The Board may remove a member from good standing or expel a club, under Article III, Sections 4, 8, and 13 of the Bylaws of Toastmasters International. Removal of district officers is governed by Article VII, Section (g) of the District Administrative Bylaws and discipline of Board members is governed by Policy 11.12.

G. Matters of personal conduct within districts above the club level are resolved by district officers when possible, with assistance from World Headquarters to the extent necessary and practically possible. The Chief Executive Officer is notified of incidents occurring above the club level and may initiate independent action to assure that proper corrective steps are being taken.

## 2. Nondiscrimination, Background, and Character

A. Nondiscrimination is defined in Article III, Section 7 of the Bylaws of Toastmasters International.

B. When voting on the admission of a member or the election of an officer, members are entitled to consider any information about the person's background or character of which they are aware, but the prospective member is not required to make any affirmative disclosures about such matters.

C. Toastmasters International, clubs, districts, or any officer is not responsible for the background or character of any person admitted to club membership or elected or appointed to a leadership role.

## 3. Harassment and Bullying

Toastmasters International prohibits all types of harassment and bullying. This includes, but is not limited to, sexual, verbal, physical, and visual harassment and bullying (including electronically).

A. Creating an intimidating, offensive, or hostile environment, which includes conduct, comments, or conditions of an offensive, unwelcome, or sexual nature altering the conditions under which an individual experiences the Toastmasters program is prohibited. Specifically:

I. Persistent singling out of a person.

II. Shouting or raising one's voice at a person in public or private.

III. Not allowing a person to speak or express himself or herself.

IV. Personal insults and use of offensive nicknames.

V. Repeated criticism of personal matters.

VI. Ignoring or interrupting a person at meetings.

VII. Spreading rumors and gossip regarding a person.

B. Unwelcome physical contact or physical abuse such as pushing, fighting, kicking, hitting, or shoving, and threats of physical abuse, are prohibited.

C. Inappropriate touching, lewd jokes, displaying explicit or sexually suggestive material, and repeated unwelcome requests for a sexual or dating relationship are prohibited.

D. Unwelcome advances, requests for sexual favors, and other unwelcome verbal, written, or physical conduct, including obscene gestures, are prohibited.

E. Making the submission to or the rejection of such conduct the basis of participation or advancement decisions is prohibited.

F. Retaliating or discriminating against any member for reporting harassment is prohibited.

## 4. Code of Conduct

Toastmasters International's core values are integrity, respect, service and excellence. These are values worthy of a great organization, and we believe we should incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning, and our vision for the future.

The following are Rules of Conduct that apply to any form of communication, including within the Toastmasters online platform and community, as well as any and all club, area, division and district online platforms and communities.

### A. Maintain Professional Decorum & Integrity

I. The Toastmasters International Code of Ethics and Conduct applies to social media participation, including standards for communications.

II. As a Toastmaster, it is important that all members conduct themselves in a professional manner at all times in accordance with the core values. This includes the use of social media. Accordingly, it is important that

Toastmasters members, Toastmasters leaders and World Headquarters staff, and site visitors be treated with respect at all times. Never engage in personal attacks - threatening, insulting, or intimidating other users, as well as "flaming" (berating another user), "trolling" (posting derogatory, inflammatory or provocative content attempting to bait others into responding). This includes any attacks against moderators or fellow Toastmasters.

III. Disagreements can and will occur. The proper focus of any conflict should be on the issue at hand and not on the individual. Please remember to be courteous when disagreeing with others. Debate and differing opinions may be appropriate. Personal attacks against others, however, are not allowed.

IV. Never act dishonestly or unprofessionally by engaging in behavior that is detrimental to the best interests of Toastmasters International by posting inappropriate, inaccurate, objectionable or misleading content.

V. Do not, under any circumstance, harass, threaten, abuse, bully or harm another person, including sending unwelcome communications to others.

VI. Never upload, post, email, transmit or otherwise make available or initiate any content, photos and video that:

- Is unlawful, racist, sexist, homophobic, hateful, damaging, false, libelous, defamatory, malicious, vulgar, obscene or discriminatory, contains religious or ethnic bias, or is otherwise objectionable.

- Includes information that invades another's privacy or that you do not have the right to disclose or make available under any law or under contractual or fiduciary relationships.

- Infringes upon patents, trademarks, trade secrets, copyrights or other proprietary rights.

- Includes any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," surveys or any other form of solicitation. This includes any content soliciting customers, clients, donors or others on behalf of your business, profession or any organization or cause other than Toastmasters International.

- Includes any private communication between members, moderators or volunteer leaders of Toastmasters International on these pages or anywhere else without express written permission from the individual you are quoting.

- Impersonates any person or entity, or falsely represents your affiliation with any person or entity, or misrepresents the opinions held by your group.

- Supports or opposes any political party, candidate for public office, ballot measure to be voted upon by the public or legislative proposal.

- Harvests, collects, or discloses information about another user without his or her express written consent.

- Transmits any harmful, invasive, or disruptive code or other materials (such as viruses, worms, or web bugs).

VII. Social media and various official Toastmasters forums tend to involve many participants. They are generally not the best place for members to express frustration with Toastmasters in leadership above, below or at their level.

Communications that contain criticism, complaints, accusations, allegations, etc., are more properly directed through personal conversations, phone calls, or emails through official channels established to address such problems, rather than broadcast via social media and forums. This is the better way to resolve differences while minimizing damage to the goodwill and social fabric of Toastmasters International.

VIII. You are solely responsible for your content. You may not indicate that your content is anything other than your own observations or opinions. You may not represent that your statements are made on behalf of or are endorsed by Toastmasters International unless you are specifically authorized to do so in writing.

IX. ANY behavior that is patently offensive is forbidden, whether specifically identified on this list or not.

X. Social media enables opportunities for immediate and easy transmission of information. Users shall always obtain prior written permission before posting the comments, photos, video or work of another. Posting information about other individuals requires prior written consent; examples include but are not limited to: re-posting letters, re-using recommendations solicited using another social medium, videos and photographs.

B. Comply with all applicable local, state, national, and international laws, including, without limitation, privacy laws, intellectual property laws, export control laws, tax laws, and regulatory requirements.

C. Comply with all Toastmasters International governing documents (Bylaws of Toastmasters International, District Administrative Bylaws, Club Constitution for Toastmasters Clubs and Policy and Protocol).

Toastmasters International (inclusive of clubs, areas, divisions and districts) has the right, but not the obligation, to modify or remove any content that appears on any official Toastmasters forum, and to restrict, suspend or terminate the access of any user, that violates this User Agreement, and to take appropriate disciplinary action under the Bylaws, and Policy and Protocol of Toastmasters International.

## 5. Whistle-blower Protection

A whistle-blower is any individual member of Toastmasters International who reasonably believes that Toastmasters' policies have been violated, or that any Toastmasters activities, policies or practices are illegal (i.e., in violation of any applicable law, regulation or rule), that person is encouraged to follow the procedure below. An individual member may only make a report in good faith that is objectively reasonable, and not for the purpose of harassing, disrupting or interfering with the affairs of the organization or the participation of other members. An individual member who wishes to express concern about any Toastmasters policy violation, activity, policy or practice may:

A. Submit a written complaint containing reasonably credible information to the responsible volunteer leader at the next level. (For example, a club member would complain to the club president, a club president to an area director, etc.)

I. If the individual is not satisfied with the response he or she receives, or if the next-level volunteer leader to whom the issue would be reported is the subject of the individual's concern, or the individual is otherwise uncomfortable speaking with the next-level volunteer leader, the individual may then make the complaint in writing to the Chief Executive Officer.

II. If the complaint is about the Chief Executive Officer, the individual may submit his or her complaint to the International President.

B. International officers and directors should submit their complaint in writing directly to the International President, and if the International President is the subject of the complaint, to the Chief Executive Officer.

No individual who has submitted a complaint in good faith shall be subject to retaliation. Moreover, an individual who retaliates against someone who has submitted a complaint is subject to discipline up to and including removal from good standing with Toastmasters International.

Reports of complaints and related investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Criminal matters should be reported to law enforcement.

Complaints not resolved to the satisfaction of the individual may be reported promptly to the Chief Executive Officer or International President. The Chief Executive Officer or International President will determine if further investigation is warranted and may recommend corrective action.

A whistle-blower who makes a report that is not in good faith may be subject to discipline, up to and including removal from good standing with Toastmasters International, or other appropriate action less than removal, to protect the best interests of Toastmasters International and its members.

## 6. Political Ethics

A. No action shall be taken—written, verbal, or otherwise—which interferes with the right of every qualified member to seek and achieve election to office at any level.

B. No action shall be taken that interferes with the right and duty of every delegate and of every proxyholder to vote according to his or her best judgment.

I. No individual member, club, district, or other group shall engage in any activity or campaign by use of threats, restrictions, intimidations, deals, candidate slates, pressures, or other unethical means which might prevent or dissuade any member from competing in an election process or from exercising his or her best judgment.

II. No person or entity shall publish or distribute any material which contains defamatory remarks, malicious or derogatory charges, or false or libelous statements.

III. Except for district conferences and the International Convention, all meetings of district officers and international directors shall be confined to such activities as assist the district officers in fulfilling their responsibilities and shall not be used for political purposes.

C. All communications and activities endorsing a candidate, either by the candidate or by supporters of the candidate, shall focus on the candidate's Toastmasters accomplishments and personal qualifications for office. Endorsements shall not be used without the permission of the endorser.

D. No negative information about candidates is allowed in distributed written communications or in communications at an official Toastmasters meeting.

E. All activities, publications, letters, speeches, and conduct of campaign participants shall reflect Toastmasters International's values.

F. No member, other than the proxy signer, shall instruct any proxyholder how to vote proxies at any election.

## 7. Disciplinary Standards

A. For the protection of Toastmasters International, its districts, divisions, areas, and clubs (hereafter referred to as "affiliates") and individual club members, certain standards of conduct shall be observed. Violation of these

standards may be addressed by appropriate corrective, preventive, and disciplinary action, which may include removal, suspension, or progressive disciplinary action relating to the good standing of an individual member, in the good faith discretion of the Board.

B. In determining the appropriate corrective, preventative, or disciplinary action, the Board may consider all circumstances it deems relevant including, but not limited to, the following:

I. The intentional misrepresentation or distortion or misleading omission by the member in dealings with or under the auspices of Toastmasters International, or any of its affiliates.

II. The unauthorized use of Toastmasters International property, including copyrights, trademarks, and trade names.

III. Threats, intimidation, coercion, or other interference with the activities of other Toastmasters individual members.

IV. Conduct which is disorderly or endangers the well-being of others, willful damage to property, or the illegal or improper use of Toastmasters funds while participating in activities sponsored or sanctioned by Toastmasters International or any of its affiliates.

V. The violation of Toastmasters International's governing documents.

C. Violation of this Ethics and Conduct policy subjects the offending club to suspension or expulsion under Article III, Sections 4 and 13 of the Bylaws of Toastmasters International, which may be mitigated if the club expels an offending member and/or removes the person from any club office or ends the club's own violations.

D. Violation of this Ethics and Conduct policy subjects the individual member to suspension or removal from good standing, or other appropriate action, under Article III, Sections 8 and 13 of the Bylaws of Toastmasters International.

#### 8. Disciplinary Actions by the Board of Directors

A. The Board may take disciplinary actions relating to the good standing of individual members of clubs under Article III, Section 8 of the Bylaws of Toastmasters International, of delegates at large under Article III, Section 4(b) of the Bylaws, and of clubs under Article III, Section 4(a) of the Bylaws.

B. Only the Board is authorized to suspend or expel a member or club from Toastmasters International. Disciplinary proceedings are governed by Article III, Section 13 of the Bylaws of Toastmasters International.

I. The Board has discretion to decide the amount of evidence warranting issuance of a resolution and the level of detail in the resolution.

II. The initial resolution adopted by the Board may be modified as the Board sees fit so long as the member is notified of material changes to the resolution not less than 20 days before the hearing date.

III. The Board may accommodate reasonable changes to the hearing date if requested by the member.

IV. If the member does not respond to the notice and does not appear at the hearing or provide a statement, the Board may take the proposed action as of the proposed effective date.

V. Whether the member appears at the hearing or provides a statement, the member may present testimony of witnesses but is limited to presenting evidence or arguments against the proposed action.

VI. The Board may choose to receive certain information from witnesses confidentially and not permit the member charged to know the identity of such witnesses or to cross-examine them.

VII. The Board decides the scope of participation allowed to any attorney representing the member and the extent to which detailed information and documents pertaining to the charges and evidence are shared with the member prior to and during the hearing.

VIII. Toastmasters International is responsible for its own hearing costs. Translation costs are the responsibility of the member, unless the Board decides otherwise.

IX. Once the hearing ends, the member charged and any representative is excused from the room. The Board then deliberates and votes. Toastmasters International staff and legal counsel may be present if needed. The Board may decide to impose a different disciplinary action from that proposed.

X. Disciplinary action is effective on the proposed effective date, and continues for the period specified by the Board or until the Board restores the status of the member.

XI. The Board may, by a majority vote, reinstate a club that has been suspended or terminated for disciplinary reasons.

XII. In the event of a disciplinary proceeding relating to the good standing of an individual member of a club (and/or the individual's status as a delegate at large), the member's club shall have the opportunity to participate as follows:



a.The member's club shall be entitled to the same written notice as the individual member, including any modified notice, and the same opportunity to request a reasonable change in the hearing date.

b.The member's club may choose to appear at the hearing or make a statement to the Board at its own cost and may present testimony of witnesses within the limits stated above.

XIII.The Board may waive or alter provisions of this policy relating to timing, by a three-fourths vote after determining that the waiver or alteration is necessary to prevent imminent harm to Toastmasters International or any of its affiliates.

XIV.If the member charged is a voting member of Toastmasters International as a delegate at large, under Article III, Section 4(b) of the Bylaws the Board may, by following the above procedure, terminate, suspend, or otherwise affect the individual's voting membership.

Thanks,  
Radia.

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**From:** Green, Kimberley (HT)  
**Sent:** Wednesday, March 29, 2017 5:44 PM  
**To:** Turay, Radia (COE) <[Radia.Turay@miamidade.gov](mailto:Radia.Turay@miamidade.gov)>  
**Subject:** RE: Question Search

I am out monitoring on March 30<sup>th</sup> and March 31<sup>st</sup> – my cell phone is 305 484 7522 unless it can wait until I return to the office on the Monday.

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**From:** Turay, Radia (COE)  
**Sent:** Wednesday, March 29, 2017 3:03 PM  
**To:** Green, Kimberley (HT) <[KJG@miamidade.gov](mailto:KJG@miamidade.gov)>  
**Subject:** RE: Question Search

Hello Ms. Green,

My name is Radia Turay. I am a staff attorney at the Miami-Dade Commission on Ethics and Public Trust. I was assigned to address your ethics inquiry. Please give me a call at 305-350-0601, at your earliest convenience, so I can further assist you.

Thanks,  
Radia.

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**From:** Green, Kimberley (HT)  
**Sent:** Tuesday, March 28, 2017 12:11 PM  
**To:** Ethics (COE) <[ethics@miamidade.gov](mailto:ethics@miamidade.gov)>  
**Subject:** Question Search

Has the ethics board ever addressed any questions on Toastmasters (501(c)3 education club – officer membership? I am one of seven fiduciary club officers for the West Kendall Toastmasters Club #8370. I am the treasurer and in charge of the clubs funds? Since it is not a paying job as it is a volunteer organization I believe (?) it does not fall under the conflicting employment or outside employment? Is there any responsibility on my part to make my employer aware?

*Kim*

Kimberley Green, Administrative Officer 3  
Miami-Dade County Homeless Trust  
27th Floor, Suite 310, 111 NW 1<sup>st</sup> Street,

Miami, Florida 33128  
(305) 375-1490 or direct line (305) 375 5877  
[kjg@miamidade.gov](mailto:kjg@miamidade.gov)

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure. All E-mail sent and received is captured by our servers and kept as a public record.

***Help and Hope are just a phone call away!***  
***Call the Homeless helpline toll-free 1-877-994-4357***