



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCC-11
Cancels: 07/09/2013
Approved: 12/03/2024
Originator: Human Resources
Review: 12/03/2027

TITLE: Payment for Membership in Professional Organizations

I. DIRECTIVES

To specify Board Directive for payment of membership dues in professional organizations.

II. REFERENCES

Section 119.01(3), Florida Statutes – Records made public by public fund use.

III. DIRECTIVES

- A. The Board shall expend such funds as deemed necessary for membership in professional organizations.
- B. If public funds are expended by an agency in payment of dues or membership contributions for any person, corporation, foundation, trust, association, group, or other organization, all the financial, business, and membership records of that person, corporation, foundation, trust, association, group, or other organization which pertain to the public agency are public records and subject to the provisions of Florida Statute § 119.07.
- C. Only memberships where justification is based on derived benefits to the County will be authorized. Employees requesting reimbursement must submit written justification approved by their appointing authority.
- D. Requests for membership shall be authorized by an employee's appointing authority and included in the proposed fiscal budget for Board consideration.
- E. Requests for reimbursement must be submitted within 90 days from the date of the transaction or by the end of the current fiscal year, whichever occurs first.

IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Policy is reserved to the Board of County Commissioners.

Rachel Sadoff, Clerk

Rob Feltner, Chairman

Board of County Commissioners
Brevard County, Florida

As Approved by the Board on
