

LEE COUNTY VALUE ADJUSTMENT BOARD

2019 SPECIAL MAGISTRATE ORIENTATION

ADDITIONAL REQUIREMENTS CONTAINED IN SPECIAL MAGISTRATE AGREEMENT

Excerpt from Section 1.1, Lee County VAB Agreement with Special Magistrate

g. Additionally, SPECIAL MAGISTRATE shall:

- (i) Avoid impropriety and the appearance of impropriety during all Special Magistrate activities,
- (ii) Promptly review all lists of property owners/petitioners provided by the VAB Clerk, and recuse himself/herself from any hearing in which SPECIAL MAGISTRATE has a family, social, business or other relationship with a Petitioner, which may pose a conflict of interest, and immediately request the VAB Clerk to assign the case to an alternate Special Magistrate,
- (iii) Promote public confidence in the integrity and impartiality of the VAB process,
- (iv) Limit all discussions to the merits of each petition, and only have such discussions during properly scheduled hearing times in the presence of all parties,
- (v) Avoid any and all ex parte communications, and report any and all ex parte communications to the VAB Attorney, in writing, immediately,
- (vi) Perform all Special Magistrate duties impartially and diligently,
- (vii) Be patient and courteous to the Petitioner, Property Appraiser, and their witnesses,
- (viii) Adhere to the rules and statutes regarding admission of evidence,
- (ix) Notify the Clerk to the Board of any scheduling conflicts so that such conflicts may be resolved in a timely manner,
- (x) Refrain from appearing as a witness or expert witness in any VAB proceeding in Lee County, Florida, and
- (xi) Refrain from performing any appraisals for which SPECIAL MAGISTRATE has knowledge will be utilized as evidence or testimonial support for any VAB proceeding.