

Agenda Item Summary

To: Policy Board

From: Pauline Yoder, Chief Operating Officer

CC: Matthew Hart, Executive Director

Meeting Date: October 26, 2022

Subject: Approval of Conflict of Interest Statement for Standing Committee Members and Updated Ethics Policy

Background: CRCOG's auditor has recommended that CRCOG adopt and have standing committee members sign a conflict of interest statement.

Benefit to Member Towns/CRCOG:

This would serve to protect CRCOG from ethics violations and conflict issues.

Financial/Operational Impact:

There is no financial impact.

Project Schedule:

CRCOG would request conflict of interest sign-offs from all standing committee members once this passes the Policy Board. Afterwards, CRCOG would request request sign off after each municipal election.

Recommendation: Move to Approve the adoption of a Conflict of Interest Statement and update the Ethics Policy to include Policy Board and standing committee members.

Attachments:

- Ethics Policy
- Conflict of Interest Policy
- Conflict of Interest Acknowledgement Form

Ethics Policy

CRCOG is committed to the highest ethical and professional standards of conduct as an integral part of its mission. CRCOG officers, officials and employees are expected to devote their best interests to the interests of CRCOG and its member communities. To achieve this goal, CRCOG relies on each officer, official and employee's ethical behavior, honesty, integrity, and good judgment.

Each officer, official and employee shall adhere to generally accepted ethical and professional standards in conducting the business and affairs of CRCOG. Each officer, official and employee shall also demonstrate respect for the rights of others and accept accountability for his or her actions.

Each officer, official and employee must operate in compliance with all laws, regulations and policies related to their positions and areas of responsibility.

Conflict of Interest Policy

A.

An official or member has a conflict of interest when he/she engages in or participates in any transaction, including private employment and the rendering of private services, that is incompatible with the proper discharge of his/her official responsibilities in the public interest or would tend to impair his/her independent judgment or action in the performance of his official responsibilities.

B.

An official or member has a financial interest or beneficial interest that is incompatible with the proper discharge of his/her official responsibilities in the public interest if he/she has reason to believe or expect that he/she will derive such interest by reason of his/her performance of his/her official responsibilities.

C.

An official or member does not have a financial or beneficial interest that is incompatible with the proper discharge of his/her official responsibilities in the public interest if any such interest accrues to him/her as a member of a business, profession, occupation or group to no greater extent than it accrues to any other member of the business, profession, occupation or group that he/she represents. This does not relieve an individual from his/her obligation to refrain from voting on any matter that would

directly benefit his/her business, profession, occupation, group or family as required by this Conflict of Interest Policy.

Conflict of Interest Acknowledgment Form

I have read CRCOG's Ethics Policy and Conflict of Interest Policy. understand my responsibilities as a member of the Board /Committee listed I am in compliance with the policies. I have indicated in the space below any areas of conflict should they arise in matters before our board or committee, and I agree to report any future conflicts.

By clicking submit, you agree to and acknowledge the above and attest that you are the person stated below.

Name:

Areas of Exception:

Date: