

### BALTIMORE CITY BOARD OF ETHICS

# NOTICE OF ETHICS REQUIREMENTS

Board and Commission Appointees



#### **Baltimore City Board of Ethics**

c/o Office of the Inspector General 100 N. Holliday Street, Suite 635 Baltimore, MD 21202

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@BaltimoreEthics

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### THE CITY'S PUBLIC ETHICS LAW

Applies to all Baltimore City officials and employees.

Ensures that you serve the public with impartiality and independence.

Contained in Article 8 of the City Code.



### THE ETHICS LAW PROHIBITS\*:

#### **CONFLICTS OF INTEREST**

Taking actions in your City role that could benefit you, your family, or an entity you're affiliated with.

# IMPROPER OUTSIDE EMPLOYMENT

Working another job or sitting on an outside board that could conflict with your City duties.

### **IMPROPER GIFTS**

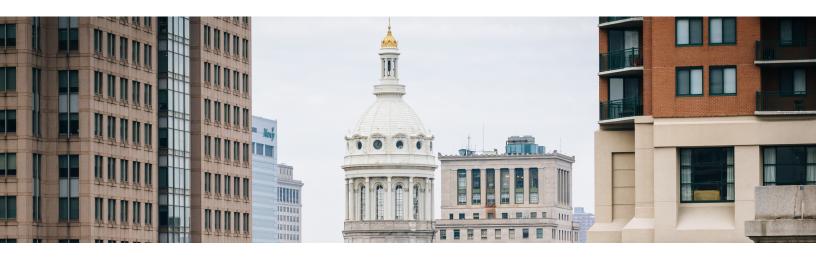
Asking for or accepting goods or services from a person or entity that does business with or is regulated by your agency, or that could benefit from your duties.

# IMPROPER USE OF POSITION

Using your position to try to get something for yourself of someone else.

<sup>\*</sup>Refer to Article 8 of the City Code or the Ethics Board's website for complete ethics requirements, including exceptions to these prohibitions.

### **ADDITIONAL ETHICS REQUIREMENTS**



Use the guide below to determine which additional ethics requirements apply to you:

### **Pre-Appointment Disclosure** Do you have an interest that could conflict with a City appointment? Consult § 6-11(a) of the Ethics Law and/or contact the Ethics Board. If so, you may request a conflict of interest exemption by filing a preappointment disclosure statement prior to appointment. Click here for the form. **Financial Disclosure Statement** Does your position require you to file a financial disclosure statement? Consult §§ 7-7, 7-8 and 7-9 of the Ethics Law and/or contact the Ethics Board. If so, you must file a financial disclosure statement within 30 days of your appointment, and then annually. Click here to begin. **Conflicts Affidavit** Are you considered a City "Official"? Consult § 2-21 of the Ethics Law and/or contact the Ethics Board. If so, you must complete a conflicts affidavit within 6 months of appointment. Click here for the form. **Ethics Training** Does your position require you to take an ethics training course? Consult § 3-20 of the Ethics Law and/or contact the Ethics Board. If so, you must take an Ethics Training provided by the Ethics Board within 6

months of your appointment. Click here to sign up for the training.



## NOTICE OF ETHICS REQUIREMENTS ACKNOWLEDGEMENT FORM

The Ethics Law requires you as an appointee for a board or commission to sign this form. After signing, it must be returned to your appointing authority who will sign and submit the form to the Ethics Board.

By signing, you acknowledge the following:

- I have received the Ethics Board's Notice of Ethics Requirements.
- I understand that the Ethics Law applies to me and that I will contact the Ethics Board if I have questions about the law.
- I understand that I may request a conflict of interest exemption; if so, I will submit my preappointment affidavit prior to appointment.
- I understand that I may be required to file a financial disclosure statement; if so, I will file
  my statement timely.\*
- I understand that I *may* be required to take an Ethics Training and sign a conflicts affidavit; if so, I will complete these requirements timely.\*

Signature	
 Date	
I hereby acknowledge that my typed na	me above shall serve as an electronic signature.
RECEIPT BY APPOINTING AUTHORITY	RECEIPT BY ETHICS BOARD
Mayor/Designee	Ethics Board Staff
 Date	 Date

<sup>\*</sup>Please contact the Ethics Board to determine if these requirements apply to you.