



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
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Isabel Cumming, **Executive Director**
Jeff Hochstetler, **Director**
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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 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 OUTSIDE EMPLOYMENT

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

IMPROPER USE OF POSITION

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

*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.

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If so, you may request a conflict of interest exemption by filing a pre-appointment 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.

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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.

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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.

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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 pre-appointment 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 name above shall serve as an electronic signature.

RECEIPT BY APPOINTING AUTHORITY

RECEIPT BY ETHICS BOARD

Mayor/Designee

Ethics Board Staff

Date

Date

**Please contact the Ethics Board to determine if these requirements apply to you.*