

Ethics Committee Meeting Agenda
April 26, 2022
7:00 pm, via Zoom

- Call to Order
- Welcome and Introduction
- Approval of Minutes
- Review Election Committee Ethics Training
- Process for Collection and Review of COI and Oath of Office Documents
- Redesign of COI Form
- Discuss Recommendation to Extend COI Questionnaire and Oath of Office to All Groups and Individuals Who Work on Behalf of the Village
- Confidential Ethics Email Account
- Resident Comments
- Additional Business/Committee Discussion
- Scheduling of Next Meeting
- Adjournment

The Committee invites and encourages comments to be submitted before the meeting. Please send any such comments to ethics@martinsadditions.org.

Additional information about the VMA Ethics Committee can be found at:
https://www.martinsadditions.org/governance/village_committees/ethics_committee.php

**VILLAGE OF MARTIN'S ADDITIONS
CONFLICT OF INTEREST QUESTIONNAIRE (DRAFT)**

The Village of Martin's Additions is governed by a municipal Charter that provides for a five-member elected Council to appoint an Ethics Committee (Committee). The Committee shall provide advisory opinions to persons subject to the provisions of Chapter 4 of the Village Code (Code) as to its applicability and to make determinations as authorized by Chapter 4 of the Code. This questionnaire is required by Village Charter Section 903 and will assist the Committee in doing its work.

The purpose of this questionnaire is to ensure that each member of the Village Council and each Village employee (salaried and contract) is free of or has disclosed all Conflicts of Interest, as that term is defined below.

1. During the prior calendar year and in this year up to the date of your signature (the Period), have you or any Related Party of yours had any material interest, direct or indirect, in any Transactions to which the Village of Martin's Additions (VMA) was, or is to be, a party?
Yes__ No__ If Yes, please provide details.

2. Do you or any Related Party of yours have any material interest, direct or indirect, in any pending or incomplete Transactions to which VMA was, or is to be a party?
Yes__ No__ If Yes, please provide details.

3. During the Period, have you or any Related Party of yours been indebted to VMA?
Yes__ No__ If Yes, please provide details.

4. During the Period, have you or any Related Party of yours been an employee, officer, director, partner, or trustee of any organization with which VMA now has, or you have reason to believe may in the future have a business relationship?
Yes__ No__ If Yes, please provide details.

5. Are you or any Related Party of yours discussing or negotiating employment or any other relationship with any organization with which VMA now has, or you have reason to believe may in the future have a business relationship
Yes__ No__ If Yes, please provide details.

6. During the Period, have you or any Related Party of yours received any gift from any organization with which VMA now has, or you have reason to believe, may have now or in the future a business relationship? Do not include any unsolicited gifts from any donor having a total value during the Reporting Period of less than fifty dollars (\$50.00).

Yes__ No__ If Yes, please provide details.

7. Is there any other circumstance or association that could be a Conflict of Interest between you or any Related Party of yours and VMA?

Yes__ No__ If Yes, please provide details.

8. I acknowledge the Village's interest in having up-to-date information and will report expeditiously to the chair of the Village Council any changes that may occur to my responses to this questionnaire.

I Agree__

My answers to the questions above are correct to the best of my knowledge and belief.

Signature

Printed Name

Date

Definitions for Purposes of this Questionnaire

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| Related Party | Means any person who has the potential to influence the actions of another person, including without limitation immediate family members (spouses, domestic partners , parents, children, siblings, and in-laws) and business colleagues and associates. |
| Material Interest | Means a financial interest greater than \$50.00 or any interest that has the potential to influence the independent judgement of a person. |
| Conflict of Interest | Means the potential to influence or in the perception of others to erode the undiminished loyalty of a person to the interest of VMA. |
| Transactions | Means dealings with which one party agrees to perform one or more obligations in exchange for one or more obligations of another party, whether or not such arrangement is memorialized in writing. |