

Ethics Committee Meeting Agenda
February 6, 2024
7:00 pm, via Zoom

- Call to Order
- Welcome and Introduction
- Committee Discussion of Whether to Recommend the Council Consider a Resolution to Remove the Notarization Requirement From Oaths of Office, Except for Council Members*
- Review and Vote on Updated COI Questionnaire **
- Discuss COI Reporting and Update Review Process SOP
- Schedule Second Session of Ethics Training
- Resident Comments
- Additional Business/Committee Discussion
- Schedule 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

*A draft of the proposed resolution is attached

** Updated COI questionnaire is attached

**VILLAGE OF MARTIN'S ADDITIONS
CONFLICT OF INTEREST QUESTIONNAIRE**

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 duty to update this disclosure form should any of my answers become no longer accurate.

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

| | |
|----------------------|---|
| 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. |

Resolution No. 2023-1
Introduced:
Adopted:
Effective:

**RESOLUTION OF
THE VILLAGE OF MARTIN'S ADDITIONS**

SUBJECT: RESOLUTION TO AMEND POLICY REGARDING THE TAKING OF OATHS AND DISCLOSURE OF CONFLICTS OF INTEREST TO REMOVE THE REQUIREMENT FOR A NOTARY TO ADMINISTER THE OATH

WHEREAS, to promote the public trust and the utmost ethical service by appointees, and to ensure impartiality and the avoidance of conflicts of interest, the Village Council finds it appropriate to require all elected officials, committee and board members, employees, and those appointed to an executive office, including the Village Tree Supervisor, to execute an Oath of Service and to complete a Conflicts of Interest Questionnaire prepared by the Village Ethics Committee; and

WHEREAS, the Maryland Code, General Provisions Article Section 2-101, provides that local law may require an individual appointed to a public position to take an oath; and

WHEREAS, said law does not require the oath to be administered by a notary, as required by the current Village policy, and the Village Council finds that allowing the oath to be administered or witnessed by someone who is not a notary would allow for greater convenience and efficiency; and

WHEREAS, the Village Council finds that the adoption of the attached policy and regulations would assist in assuring the good government of the Village; protect and preserve the Village's rights, property and privileges, including protection under the Village's insurance policy for appointees acting in good faith; and protect the general welfare of the Village.

NOW, THEREFORE, BE IT RESOLVED this ___ day of _____, 2023, by the Council of the Village of Martin's Additions that:

1. The Village of Martin's Additions hereby adopts the attached Policy; and
2. This resolution is effective as of the ___ day of _____, 2023.

I, Susan Fattig, Secretary of the Village Council, hereby certify that the foregoing Resolution was adopted by the Council at its open meeting on the ___ day of _____, 2023.

Susan Fattig, Secretary



Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)

Policy No. 2023-1
(Amending and Replacing Policy No. 2019-10-3)

Oath and Conflicts of Interest Disclosure Policy

Council members are required to take an oath of office, as provided in the Village Charter Section 901 and the Maryland Constitution. Village employees and Council members are required to complete the Conflicts of Interest Questionnaire according to the Village Code, Section 4-201.

To promote the public trust and the utmost ethical service by appointees, and to ensure impartiality and the avoidance of conflicts of interest, it is the policy of the Village to further require all committee and board members, employees, and those serving in an executive office (including the Tree Supervisor) to execute an Oath of Service, in the form attached hereto, and to require all committee and board members, and those serving in an executive office (including the Tree Supervisor), to complete a Conflicts of Interest Questionnaire, in the form attached hereto.

The Oath of Service may be administered by a Council member, the Village Manager, or the Village Attorney.

In addition to the Election Committee and the Ethics Committee, which are established by the Village Code, Section 2-101, the Village of Martin's Additions may create such other committees and boards, as deemed necessary by the Village Council from time to time, according to Village Code Section 2-102. This policy shall apply to all committees and boards, and appointments.

Policy Number: 2023-1

Introduced:

Public Hearing:

Action/Adoption:

Effective Date:

**Oath of Service
Committee/Board Member**

I, the undersigned, duly appointed to act as a member of the _____ Board / _____ Committee of the Village of Martin's Additions, a municipal corporation in Maryland, and being duly sworn, do depose and say that I will faithfully execute my duties as such member with strict impartiality and according to the best of my ability, in accordance with the Charter of the Village of Martin's Additions, the Code of Ordinances, and any committee/board charter or rules and procedures adopted by the Village Council.

Member Name: _____

Signed and sworn before me, this _____ day of _____, 20__.

Chair, Village Council

**Oath of Service
Tree Supervisor**

I, the undersigned, duly appointed to act as the Tree Supervisor of the Village of Martin's Additions, a municipal corporation in Maryland, and being duly sworn, do depose and say that I will faithfully execute my duties as such officer with strict impartiality and according to the best of my ability, in accordance with the Charter of the Village of Martin's Additions, the Code of Ordinances, and any rules and procedures adopted by the Village Council.

Print Name:

Signed and sworn before me, this ____ day of _____, 20__.

Oath of Employee

I, the undersigned, being duly employed in an at-will capacity as Village Manager/Assistant Village Manager, of the Village of Martin's Additions, a municipal corporation in Maryland, and being duly sworn, do depose and say that I will faithfully execute my duties as such employee with strict impartiality and according to the best of my ability, in accordance with the Charter of the Village of Martin's Additions, the Code of Ordinances, and any rules and procedures adopted by the Village Council.

Member Name:

Signed and sworn before me, this ____ day of _____, 20__.
