

Resolution No. 2019-10-2
Introduced: October 17, 2019
Adopted: November 21, 2019
Effective: November 21, 2019

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

**SUBJECT: RESOLUTION TO ADOPT POLICY REGARDING THE
TAKING OF OATHS AND DISCLOSURE OF CONFLICTS OF
INTEREST**

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 Office/Service and to complete the Village Ethics Committee's Conflicts of Interest Questionnaire; and

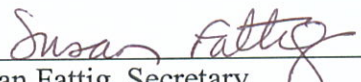
WHEREAS, after proper notice to the public, the Village Council introduced this Resolution in an open meeting conducted on the 17th day of October, 2019; and considered this Resolution in an open meeting conducted on the 21st day of November, 2019;

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 21st day of November, 2019, 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 21st day of November, 2019.

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 21st day of November, 2019.


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. 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.

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: 2019-10-3
Introduced: October 17, 2019
Public Hearing: November 21, 2019
Action/Adoption: November 21, 2019
Effective Date: November 21, 2019

November 21, 2019

Oath of Committee/Board Member

State of Maryland)
) ss.
Montgomery County)

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, a notary public, this _____ day of _____, 201____.

(Seal)

Name: _____, Notary Public

My commission expires: _____

Oath of Executive Officer

State of Maryland)
) ss.
Montgomery County)

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.

Member Name:

Signed and sworn before me, a notary public, this ____ day of _____, 201__.

Name: _____, Notary Public

(Seal)

My commission expires: _____

Oath of Employee

[illegible]

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, a notary public, this _____ day of _____, 201____.

(Seal)

Name: _____, Notary Public

My commission expires: _____

**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. This questionnaire also implements Policy No. 2019-10-3.

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, provide details:

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, provide details:

During the period, have you or any Related Party of yours been indebted to VMA? Yes___ No___ If Yes, provide details:

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, provide details:

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, provide details:

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, provide details:

During the period, have you or any Related Party of yours received any gift from any Village resident or property owner? 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, provide details:

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, provide details:

.....
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 (e.g., spouses, 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 judgment of a person.
Conflict of Interest	Means the potential to influence in reality of the perception of others 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.