

OVERVIEW OF SELECTED CODE OF ETHICS' PROVISIONS

In conjunction with the annual disclosure process, the following is an overview regarding recusal, disclosure and other provisions that the Ethics Board has found to be particularly relevant to Village officers, board members, employees and consultants. If you have questions regarding the below, please reach out to the Ethics Board at BofEthics@vomny.org.

The Code of Ethics requires that the Village Manager provide each Village officer, board member, employee, and consultant with a copy of the Code of Ethics when commencing services to the Village. Each Village official, board member, employee and consultant is required to read the Code of Ethics and acknowledge, in writing, that they have received, read and understood it. In addition, every time an individual changes capacity in the Village, the Village Manager is required to provide them with a new Code of Ethics, which requires reconfirmation that they have read and understood the document. If you have not been provided with a copy of the Code of Ethics in either manner outlined above, please reach out to the Village Manager's office.

STANDARDS OF CONDUCT:

§ 21-4 of the Code of Ethics provides specific standards of conduct for each Village officer, board member, employee and consultant acting on behalf of the Village. While each provision is important, the Ethics Board would like to highlight the following standards of conduct as particularly relevant to Village officers, board members, employees and consultants:

1. **GIFTS:** Village officers, board members, employees and consultants are not allowed to directly or indirectly solicit gifts or accept gifts from any individual, partnership, corporation or other entity that has a business relationship with the Village. However, Village officers, board members and consultants can accept a gift that is customary on family, social, holiday or civic occasions if the total amount, from a single individual, is \$50 or less in one calendar year. If you are unclear as to what qualifies as a gift, please refer to § 21-4(D)(2) or contact the Ethics Board for clarification.
2. **DISCLOSURE:** Village officers, board members, employees and consultants must disclose direct and indirect interests to the Ethics Board, their own committee or board, or the Board of Trustees (depending on the type of disclosure required), that they or their family members may have in matters before Village boards or committees, including matters addressed at that time or during outcome deliberation. For further information, please refer to § 21-4 and § 21-5 of the Code of Ethics.
3. **RECUSAL:** Village officers, board members, employees and consultants are required to recuse themselves from acting on a matter before the Village when acting on the matter (or not acting on the matter) may benefit them, their place of business, financially or otherwise, or give the reasonable appearance of conflict of interest or impropriety. If recusal is required, it must be done so on the record and/or in writing, and the subject individual must refrain from participating any further in the matter.

The Ethics Board encourages you to review the Code of Ethics and in particular, the standards of conduct outlined at § 21-4, before signing your annual disclosure form.

ADVISORY OPINIONS:

If you are unsure as to whether any provision of the Code of Ethics is applicable to you as a Village officer, board member, employee or consultant, please contact the Ethics Board at BofEthics@vomny.org for either informal assistance or to request a formal advisory opinion.