

LOCAL LAW NO. "B" FOR 2008

A LOCAL LAW OF THE COUNTY OF ALBANY, NEW YORK ESTABLISHING A NEW CODE OF ETHICS AND FINANCIAL DISCLOSURE LAW FOR OFFICIALS AND EMPLOYEES OF ALBANY COUNTY GOVERNMENT

Introduced: 2/11/08

By Messrs. Horstmyer, Nichols and Higgins:

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF ALBANY AS
FOLLOWS:

SECTION 1. Title.

This local law shall be known and may be cited as the "Code of Ethics and Financial Disclosure Law of the County of Albany."

SECTION 2. Repeal of Existing County Ethics Laws.

Local Law No. 8 for 1992 is hereby repealed and replaced by this Local Law.

SECTION 3. Purpose.

The purposes of this local law are:

- (a) To establish high standards of ethical conduct for officers and employees of the County;
- (b) To afford officers and employees of the County clear guidance on such standards;
- (c) To promote public confidence in the integrity of the governance and administration of the County and its agencies and administrative offices;
- (d) By requiring public disclosure of financial interests that may influence or be perceived to influence the actions of County officers and employees, to facilitate consideration of potential ethical problems before they arise, minimize unwarranted suspicion, and enhance the accountability of government to the people;
- (e) To provide for the fair and effective administration of this local law; and
- (f) The proper administration of the government of the County of Albany requires its members, officials and employees, whether elected or appointed, paid or unpaid, to be independent, impartial and free from conflicts of interest in fulfilling their public responsibilities so that the public will have confidence in the integrity of its county government. Therefore, the public interest requires that this Code of Ethics and Financial Disclosure Law be

adopted as a standard of conduct, in addition to the standards prescribed in Article 18 of the General Municipal Law of the State of New York, for the members, officials and employees of the County of Albany.

SECTION 4. Code of Ethics for County Officers and Employees.

1. General prohibition.

A County officer or employee shall not use his or her official position or office, or take or fail to take any action, in a manner which he or she knows or has reason to know may result in a personal financial benefit for any of the following persons:

- (a) the County officer or employee;
- (b) his or her outside employer or business;
- (c) a member of his or her household;
- (d) a customer or client;
- (e) a relative; or
- (f) a person from whom the officer or employee has received election campaign contributions of more than \$250 in the aggregate during the past twelve months.
- (g) a person with whom the County officer or employee has a financial relationship.
- (h) a person from whom the County officer or employee has received any valuable gift, as defined by rule of the Commission, during the preceding twelve months.

2. Recusal.

A County officer or employee shall promptly recuse himself or herself from acting on a matter before the County when acting on the matter, or failing to act on the matter, may financially benefit any of the persons listed in subdivision 1 of this section.

3. Gifts.

No County officer or employee shall accept any valuable gift, as defined by rule of the Commission, from any person or firm which such public servant knows is or intends to become engaged in business dealings with the County except that nothing contained herein shall prohibit a public servant from accepting a gift which is customary on family and social occasions.

4. Representation.

A County officer or employee shall not represent any other person in any matter that person has before the County nor represent any other person in any

matter against the interests of the County.

5. Appearances.

A County officer or employee shall not appear before any agency of the County, except on his or her own behalf or on behalf of the County.

6. Confidential information.

County officers and employees and former County officers and employees shall not disclose any confidential information or use it to further anyone's personal interests.

7. Use of County property.

No County Official or Employee shall use or permit the use of County property (including land, vehicles, equipment, materials and any other property) for personal convenience or profit, except when such use is available to County citizens generally or is provided as a matter of written County policy subject to review by the Albany County Ethics Commission.

8. Political solicitation.

A County officer or employee shall not knowingly request or knowingly authorize anyone else to request any subordinate of the officer or employee to participate in an election campaign or contribute to a political committee.

9. Revolving door.

A County officer or employee shall not appear or practice before the County, except on his or her own behalf, for a period of one year after the termination of his or her County service or employment. As to particular matters on which the County officer or employee personally worked while in County service, the officer or employee shall never appear or practice before the County and shall never receive compensation for working on any such matter.

10. Use of name or image prior to election.

The name or image of a County officer or employee shall not appear on any document mailed or distributed to County residents, the cost of which is incurred by the County, within 75 days of an election in which the County officer or employee is seeking election to any public office within the County.

11. Public safety.

1. No Public Safety officer who is an employee or an official shall have any interest in or be employed in the County of Albany by any company, corporation, partnership, association or individual for the purpose of providing private investigations, accident reconstruction, fire prevention, or fire inspection or any other activity related to such Public Safety officer's employment with the County of Albany except as provided in paragraph (2) hereof.

2. Paragraph (1) hereof shall not be construed as prohibiting membership or service in volunteer fire or emergency medical organizations. Additionally, public safety officers may be employed in the County of Albany for the purpose of providing security or traffic services.

12. Avoidance of conflicts.

County officers and employees shall not knowingly acquire, solicit, negotiate for, or accept any interest, employment, or other thing of value which would put them in violation of this Code of Ethics.

13. Inducement of others.

A County officer or employee shall not induce or aid another officer or employee of the County to violate any of the provisions of this Code of Ethics.

SECTION 5. Transactional Disclosure.

1. Whenever a County officer or employee is required to recuse himself or herself under the Code of Ethics set forth in this local law, he or she

- (i) shall immediately refrain from participating further in the matter,
- (ii) shall promptly inform his or her superior, if any, and
- (iii) shall promptly file with the County clerk a signed statement disclosing the nature and extent of the prohibited action or, if a member of a board, shall state that information upon the public record of the board.

2. An officer or employee shall not be required to file a disclosure statement pursuant to this section if he or she, with respect to the same matter, has filed with the County Legislature a disclosure statement complying with requirements of this local law.

SECTION 6. Exclusions from the Code of Ethics and from Transactional Disclosure.

The provisions of this local law shall not prohibit, or require recusal or transactional disclosure as a result of:

1. An action specifically authorized by statute, rule, or regulation of the state of New York or of the United States.
2. A ministerial act.
3. Gifts or benefits having a value of \$75 or less that are received by a County officer or employee listed in section 11 of the Domestic Relations Law of the State of New York for the solemnization of a marriage by that officer or employee at a place other than his or her normal public place of business or at a time other than his or her normal hours of business.
4. Receipt of County services or benefits, or use of County facilities that are generally available on the same terms and conditions to residents or a class of residents in the County.
5. Representation of constituents by elected officials without compensation in matters of public advocacy.
6. County officers or employees appearing or practicing before the County or receiving compensation for working on a matter before the County after termination of their County service or employment where they performed only ministerial acts while working for the County.
7. Representation by an attorney employed by any department of the County or the County Legislature on behalf of such department, or member or members of the County Legislature against the interests of the County or a department of the County in a matter which does not relate to the personal benefit or interests of any employee or official of the County.

SECTION 7. Inducement of Violations of the Code of Ethics.

No person, whether or not a County officer or employee, shall induce or attempt to induce a County officer or employee to violate any of the provisions of this local law.

SECTION 8. Interests in Contracts with the County.

1. Prohibited interests.

No County officer or employee shall have an interest in a contract with the County, or an interest in a bank or trust company, that is prohibited by section 801 of the General Municipal Law of the State of New York. Any contract willfully entered into by or with the County in which there is an interest prohibited by that section shall be null, void, and wholly unenforceable, to the extent provided by section 804 of that law.

2. Disclosable interests.

Any County officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the County shall publicly disclose the nature and extent of that interest in accordance with section 803 of the General Municipal Law. The clerk of the County Legislature shall cause a copy of that disclosure to be filed promptly with the Ethics Commission.

3. Violations.

Any County officer or employee who willfully and knowingly violates the provisions of this section shall be guilty of a misdemeanor, to the extent provided by section 805 of the General Municipal Law.

SECTION 9. Definitions.

Unless otherwise stated or unless the context otherwise requires, when used in this local law:

1. "Candidate" shall mean any candidate for a position in the County Legislature or one of the Countywide elective offices set forth in Article 8 of the County Law who: a) receives the nomination of a political party, b) files a designating petition for nomination at a primary election, c) seeks independent nomination and who obtains the requisite number of signatures on an independent nominating petition as required by Election Law section 6-142(2), or d) receives the designation of a committee to fill vacancies pursuant to Election Law sections 6-148 and 6-152. The terms "party", "designation", "primary election", "nomination" and "independent nomination" as used in this Local Law shall have the same meanings as those contained in New York Election Law Section 1-104 and New York Election Law Section 6-140.
2. "Confidential Information" shall mean any data acquired through the course of employment or public office which the County of Albany protected from disclosure by law or that poses or may pose a conflict of interest.
3. "Corporation" includes an artificial person or being, endowed by law with the capacity of perpetual succession, and shall include corporations organized as public, private, charitable, civil, domestic, foreign, close, open, municipal and not-for-profit institutions.
4. "Family" shall include a spouse and unemancipated minor children residing in the same household with their parents.
5. "Household" shall mean a domestic unit consisting of the members of a family who live together along with non-relatives.
6. "Policy Making Official" includes the County Executive, all members of the County Legislature, the County Comptroller, the supervisors of all county departments, Chairman of any political party organized in Albany County pursuant to Election Law, all candidates for any of the foregoing offices, the

Chairman of the County Committee of each party, and those employees of officials involved in the negotiation, authorization, or approval of contracts, licenses, and permits. The Albany County Ethics Commission shall have the power to designate officials required to file a financial disclosure statement, but the Commission must notify the Chairman of the County Legislature whenever the list is changed.

7. "Spouse" shall mean the husband or wife of the reporting individual unless living separate and apart from the reporting individual pursuant to: (i) a judicial order, decree or a judgment, or (ii) a legally binding separation agreement.
8. "Relative" means your spouse, registered domestic partner, child, stepchild, brother, sister, parent, stepparent, any person you claimed as a dependent on your latest income tax return, and their spouses or registered domestic partners.
9. "Appear" and "appear before" mean communicating in any form, including, without limitation, personally, through another person, by letter, by telephone, or by electronic correspondence.
10. "Customer or client" means (a) any person to whom a County, officer or employee has supplied member or employee, (c) a corporation of which such officer or employee is an officer, director or employee and (d) a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee has supplied goods or services during the previous twenty-four months having, in the aggregate, a value greater than \$1,000 or (b) any person to whom a County officer's or employee's outside employer or business has supplied goods or services during the previous twenty-four months having, in the aggregate, a value greater than \$1,000 but only if the officer or employee knows or has reason to know the outside employer or business supplied the goods or services.
11. "Ethics Commission" means the Ethics Commission of the County of Albany established pursuant to this local law.
12. "Ministerial act" means an action performed in a prescribed manner without the exercise of judgment or discretion as to the propriety of the act.
13. "County" means the County of Albany but shall not include the County court.
14. "County officer or employee" means any officer or employee of the County whether paid or unpaid, and includes, without limitation, all members of any office, board, body, advisory board, council, commission, agency, department, district, administration, division, bureau, or committee of the County, or agency contracting with the County. "County officer or employee" shall not include:
 - (i) A judge, justice, officer, or employee of the unified court system;
 - (ii) A volunteer fire fighter or civil defense volunteer, except a fire chief or assistant fire chief; or
 - (iii) A member of an advisory board of the County if, but only if, the

advisory board has no authority to implement its recommendations or to act on behalf of the County, or to restrict the authority of the County to act. No entity established pursuant to the General Municipal Law of the State of New York shall be deemed an advisory board for purposes of this paragraph.

15. "Outside employer or business" means:

- (i) Any activity, other than service to the County from which the County officer or employee receives compensation for services rendered or goods sold or produced;
- (ii) Any entity, other than the County of which the County officer or employee is a member, officer, director, or employee and from which he or she receives compensation for services rendered or goods sold or produced; or
- (iii) Any entity in which the County officer or employee has an ownership interest, except a corporation of which the County officer or employee owns less than five percent of the outstanding stock. For purposes of this definition, "compensation" shall not include reimbursement for necessary expenses, including travel expenses.

16. "Person" shall include both individuals and entities.

17. "Subordinate" of a County officer or employee shall mean another County officer or employee over whose activities he or she has direction, supervision, or control, except those who serve in positions that are in the exempt classification under section 41 of the Civil Service Law of the State of New York or in the unclassified service under subdivisions (a) through (f) of section 35 of that law.

SECTION 10. Appearances by Outside Employers and Businesses of County Officers and Employees.

1. Except as provided in subdivision 3 of this section, the outside employer or business of a County officer or employee shall not appear before the particular agency in which the County officer or employee serves or by which he or she is employed.

2. Except as provided in subdivision 3 of this section, the outside employer or business of a County officer or employee shall not appear before any other County agency if the County officer or employee has the authority to appoint any officer, employee, or member of the agency or to review, approve, audit, or authorize any budget, bill, payment, or claim of the agency.

3. Nothing in this section shall be construed to prohibit the outside employer or business of a County officer or employee from

- (a) Appearing on its own behalf, or on behalf of the County before a County agency;
- (b) Seeking or obtaining a ministerial act; or
- (c) Receiving a County service or benefit, or using a County facility,

which is generally available to the public.

SECTION 11. Annual Disclosure.

1. Officers and employees required to file.

Policy Making Officials, as defined in Section 9(6) of this local law, candidates, and officers and employees holding the job titles or positions indicated in Appendix A shall be required to file a signed annual disclosure statement.

2. Time and place for filing.

Annual disclosure statements shall be filed with the Ethics Commission:

- (a) Within 45 days after becoming subject to the requirements of subdivision 1 of this section, unless the person is a candidate as defined in section 9(1) of this local law, in which case the annual disclosure form shall be filed within 15 days after becoming subject to the requirements of subdivision 1 of this section; and
- (b) No later than May 15 of each year thereafter.

3. Extension of time for Filing a County of Albany Annual Financial Disclosure Statement

1. The Ethics Commission shall be empowered to grant extensions of time for filing the financial disclosure statements. In order for the Ethics Commission to grant a request for an extension of time to file the financial disclosure statement beyond the May 15 deadline, the Commission shall find that there is justifiable cause for filing after the deadline or that application of the deadline will impose an undue hardship.

2. A request for an extension of time shall be filed with the Ethics Commission on or before April 1 in the year for which the extension is sought, or in the case of a new Reporting Employee or Policy-Making Official, no more than fifteen (15) days after such person commences their duties with the County of Albany, in Form C.

4. Contents of annual disclosure statement.

The annual disclosure statement shall disclose:

- (a) The location of any real property within the County, or within one mile of the boundary of the County, in which the officer or employee, or his or her relative, has a financial interest.
- (b) With respect to each outside employer or business of the County officer or employee:

- (i) Its name (if any);
 - (ii) The nature of its business;
 - (iii) Whether it is self employment, a sole proprietorship, or an entity and, if an entity, what type of entity;
 - (iv) The County officer's or employee's relationship to it, such as owner, partner, officer, director, member, employee, or shareholder.
- (c) With respect to each outside employer or business of the County officer's or employee's spouse, the information required by paragraph (b) of this subdivision.

5. Disclosure forms.

There shall be two forms of the annual statement of financial disclosure which shall contain all of the information in the forms at the end of this local law. Form A shall be the form utilized by paid reporting officers and employees, including candidates for county elected office. Form B shall be the form utilized by individuals who voluntarily serve on County boards, commissions and advisory councils. Form C shall be utilized by individuals requesting an extension of time for filing an annual statement of financial disclosure.

6. Good faith efforts.

Failure to disclose the information required by this section with respect to a County officer's or employee's spouse or other relative shall not constitute a violation of that subdivision if the officer or employee has made a good faith effort to obtain the information and if he or she also set forth those efforts in his or her disclosure statement.

SECTION 12. Applicant Disclosure: Generally.

1. Where a person requests the County or a County officer or employee to take or refrain from taking any action (other than a ministerial act) that may result in a financial benefit both to the requestor and to either any officer or employee of the County or one of the other persons listed in this local law, the requestor shall disclose the names of any such persons, to the extent known to the requestor at the time of the request.

2. If the request is made in writing, the disclosure shall accompany the request. If the request is oral and made at a meeting of a public body, the disclosure shall be set forth in the public record of the body. If the request is oral and not made at a meeting of a public body, the disclosure shall be set forth in a writing filed with the county clerk.

3. A person shall not be required to file a disclosure statement pursuant to this section if he or she, with respect to the same matter, has filed a

disclosure statement complying with requirements of this local law.

4. A copy of the appropriate financial disclosure form shall be included with every letter of appointment to paid reporting officers and volunteers to a County board or commission.

SECTION 13. Void Contracts.

1. Any contract or agreement entered into by or with the County which results in or from a violation of any provision of this local law shall be void unless ratified by the County Legislature. Such ratification shall not affect the imposition of any criminal or civil penalties pursuant to this local law or any other provision of law.

2. Any person, whether or not a County officer or employee, who intentionally or knowingly violates any provision of this local law shall be prohibited from entering into any contract with the County for a period not to exceed three years, as provided in this local law.

3. No person, whether or not a County officer or employee, shall enter into a contract in violation of a bar imposed pursuant to subdivision 1 of this section.

4. Nothing in this section shall be construed to prohibit any person from receiving a service or benefit, or from using a facility, which is generally available to the public.

5. Under this section, a corporation, partnership, or other entity shall not be held vicariously liable for the actions of an employee. A corporation, partnership, or other entity shall not be debarred because of the actions of an employee unless the employee acted in the execution of company policy or custom. A store, region, division, or other unit of an entity shall not be debarred because of the actions of an employee of that unit unless the employee acted at the direction, or with the actual knowledge or approval, of the manager of the unit.

SECTION 14. Penalties.

1. Disciplinary action.

Any County officer or employee who engages in any action that violates any provision of this local law may be warned or reprimanded or suspended or removed from office or employment, or be subject to any other sanction authorized by law or collective bargaining agreement, by the appointing authority or person or body authorized by law to impose such sanctions. A warning, reprimand, suspension, removal, or other authorized sanction may be imposed in addition to any other penalty contained in this local law or in any other provision of law.

In its discretion, after a hearing providing for due process procedural mechanisms and subject to any applicable provisions of law and collective bargaining agreements, the Ethics Commission may recommend appropriate

disciplinary action pursuant to this local law. The recommendation of the Ethics Commission shall be made to the appointing authority or person or body authorized by law to impose such sanctions. The Commission shall conduct and complete the hearing with reasonable promptness, unless in its discretion the Commission refers the matter to the authority or person or body authorized by law to impose disciplinary action or unless the Commission refers the matter to the appropriate prosecutor. If such a referral is made, the Commission may adjourn the matter pending determination by the authority, person, body, or prosecutor.

2. Civil penalty.

Any County officer or employee who violates any provision of this local law may be subject to a civil penalty of up to \$2,500 for each violation. A civil penalty may be imposed in addition to any other penalty contained in any other provision of law or in this local law, other than a civil forfeiture pursuant to subdivision 4 of this section. A civil penalty may not be imposed for a violation of Section 8 of this local law.

In its discretion and after a hearing providing for due process procedural mechanisms, the Ethics Commission may assess a civil penalty, not to exceed \$2,500 for each violation, upon any municipal officer or employee found by the Commission to have violated this local law. The Commission shall conduct and complete the hearing with reasonable promptness. The civil penalty shall be payable to the County.

3. Damages.

Any person, whether or not a County officer or employee, who violates any provision of this local law shall be liable in damages to the County for any losses or increased costs incurred by the County as a result of the violation. Such damages may be imposed in addition to any other penalty contained in any other provision of law or in this local law, other than a civil forfeiture pursuant to subdivision 4 of this section.

4. Civil forfeiture.

Any person, whether or not a County officer or employee, who intentionally or knowingly violates any provision of this local law may be subject to a civil forfeiture to the County of a sum equal to three times the value of any financial benefit he or she received as a result of the conduct that constituted the violation. A civil forfeiture may be imposed in addition to any other penalty contained in any other provision of law or in this local law, other than a civil penalty pursuant to subdivision 2 or damages pursuant to subdivision 3 of this section. Civil forfeiture shall not be available for a violation of Section 8 of this local law.

The County Legislature, or the Ethics Commission on behalf of the County, may initiate an action or special proceeding, as appropriate, in the court of appropriate jurisdiction to obtain civil forfeiture.

5. Misdemeanor.

Any person, whether or not a County officer or employee, who intentionally or knowingly violates any provision of this Local Law shall be guilty of a class A misdemeanor and, upon conviction thereof, if a County officer or employee, shall forfeit his or her County office or employment. This subdivision shall not apply to a violation of Section 8 of this local law.

SECTION 15. Injunctive Relief.

1. The County Legislature, or the Ethics Commission on behalf of the County, any resident, officer, or employee of the County may initiate an action or special proceeding, as appropriate, in the court of appropriate jurisdiction for injunctive relief to enjoin an officer or employee of the County from violating this local law or to compel an officer or employee of the County to comply with the provisions of this local law. In lieu of, or in addition to, injunctive relief, the action or special proceeding, as appropriate, may seek a declaratory judgment.

2. No action or special proceeding shall be prosecuted or maintained pursuant to subdivision 1 of this section, unless (a) the plaintiff or petitioner shall have filed with the Ethics Commission a sworn complaint alleging the violation by the officer or employee, (b) it shall appear by and as an allegation in the complaint or petition filed with the court that at least six months have elapsed since the filing of the complaint with the Ethics Commission and that the Ethics Commission has failed to file a determination in the matter, and (c) the action or special proceeding shall be commenced within ten months after the alleged violation occurred.

SECTION 16. Duties of the Legislative Clerk.

The Legislative Clerk shall maintain a copy of the following documents:

- (1) A copy of the County's code of ethics and amendments thereto
- (2) A statement that the municipality has established the Ethics Commission and the composition of the commission;
- (3) A copy of the County's form of annual statement of financial disclosure
- (4) The County Clerk shall transmit promptly to the Ethics Commission each transactional and applicant disclosure statement filed pursuant to this local law.
- (5) The Ethics Commission shall index and maintain on file for at least seven

years all disclosure statements filed with the Commission.

SECTION 17. Designation of Officers and Employees Required to File Annual Disclosure Statements.

1. Within 90 days after the effective date of this local law, and during the month of March each year thereafter, the County Executive shall:

- (a) Cause to be filed with the Ethics Commission a list of the names and offices or positions of all County officers and employees required to file annual disclosure statements pursuant to this local law; and
- (b) Notify all such officers and employees of their obligation to file an annual disclosure statement.

SECTION 18. Ethics Commission.

1. Establishment; Qualifications of Members; Appointment of Members; Term of Office.

1. There is hereby established an Ethics Commission consisting of five members.

2. Members shall be chosen for their independence, integrity, civic commitment and high ethical standards. No person while a member shall hold any public office, seek election to any public office, be a public employee in any jurisdiction, hold any political party office, or be registered as a lobbyist with the New York Temporary State Commission on Lobbying. Of the total membership of the Commission, no more than two shall be enrolled in the same political party.

3. No Ethics Commission member shall hold office in a political party. An Ethics Commission member may not make a political contribution to any candidate for elective County office or to any County officer or employee who is a candidate for any elective office. An Ethics Commission member may not participate in any election campaign.

4. Three (3) members of the Ethics Commission shall be recommended for appointment by the Majority Leader of the Albany County Legislature and two (2) members shall be recommended for appointment by the Minority Leader of the Albany County Legislature. Said recommendation shall be to the Chairman of the Albany County Legislature, who may accept or reject such recommendations. The Chairman of the Albany County Legislature is the appointing authority for said Commission. However, he or she may act only upon the recommendation of the Majority and Minority Leaders.

5. The original members selected shall serve at staggered terms of three (3) years for two (2) of the original members, two (2) years for one (1) original member and one (1) year for one (1) original member. No member shall serve for more than two (2) consecutive three (3) year terms.

6. An Ethics Commission member shall serve until his or her successor has been appointed. Consecutive service on the Ethics Commission shall not exceed two three-year terms.

7. The members of the Ethics Commission shall not receive compensation but shall be reimbursed for reasonable expenses incurred in the performance of their official duties.

8. The appropriations to pay for the expenses of the Ethics Commission during each fiscal year shall not be less than two-hundredths of one percent of the net total expense budget of the County.

2. Vacancies.

When a vacancy occurs in the membership of the Ethics Commission, the vacancy shall, within 60 days, be filled for the unexpired portion of the term in the same manner as the original appointment. Any person appointed to fill a vacancy on the Ethics Commission shall meet the qualifications set forth in Section 18 of this local law.

3. Removal of Members.

An Ethics Commission member may be removed from office in the same manner in which he or she was appointed, after written notice and opportunity for reply. Grounds for removal shall be failure to meet the qualifications set forth in Section 18 of this local law, substantial neglect of duty, gross misconduct in office, inability to discharge the powers or duties of office, or violation of this local law.

4. Meetings.

At its first meeting each year, the Ethics Commission shall elect a chair from among its members. A majority of the Commission shall be required for the Commission to take any action. The chair or a majority of the Commission may call a meeting of the Commission. The Commission shall have no fewer than four meetings in each calendar year beginning in the first full calendar year after the effective date of this local law.

5. Jurisdiction, Powers, and Duties.

1. The Ethics Commission may only act with respect to officers and employees of the County, except as otherwise provided in subdivisions 2 and 4 of section 808 of the General Municipal Law.

2. The termination of a municipal officer's or employee's term of office or employment with the County shall not affect the jurisdiction of the Ethics Commission with respect to the requirements imposed on him or her by this local law.

3. The Ethics Commission shall have the following powers and duties:
- (a) To prescribe and promulgate rules and regulations governing its own internal organization and procedures in a manner consistent with this local law;
 - (b) To appoint hearing officers and request the services of attorneys from the Department of Law, if necessary, and such other staff as are necessary to carry out its duties under this local law.
 - (c) To review, index, and maintain on file lists of officers and employees, and disclosure statements filed with the Commission, pursuant to this local law;
 - (d) To review, index, maintain on file, and dispose of sworn complaints and to make notifications and conduct investigations;
 - (e) To conduct hearings, recommend disciplinary action, assess penalties, make referrals, and initiate appropriate actions and proceedings;
 - (f) To grant waivers;
 - (g) To render, index, and maintain on file advisory opinions;
 - (h) To provide training and education to County officers and employees;
 - (i) To prepare an annual report and recommend changes to this local law;
 - (j) To provide for public inspection and copying of certain records; and
 - (k) To select provisions of this local law for reproduction and distribution.

SECTION 19. Review of Lists and Disclosure Statements.

1. The Ethics Commission shall review:
- (a) The lists of officers and employees, prepared pursuant to this local law, to determine whether the lists are complete and accurate. The Commission shall add the name of any other officer or employee who the Commission determines should appear on the list pursuant to section 11.
 - (b) All annual disclosure statements to determine whether any person required to file such a statement has failed to file it, has filed a deficient statement, or has filed a statement that reveals a possible or potential violation of this local law.
 - (c) All transactional disclosure statements.
2. If the Commission determines that an annual disclosure statement or a transactional disclosure statement is deficient or reveals a possible or potential violation of this local law, the Commission shall notify the person in writing of the deficiency or possible or potential violation and of the penalties for failure to comply

with this local law.

SECTION 20. Investigations.

1. Upon receipt of a sworn complaint by any person alleging a violation of this local law, or upon determining on its own initiative that a violation of this local law may exist, the Ethics Commission shall have the power and duty to conduct any investigation necessary to carry out the provisions of this local law. In conducting any such investigation, the Ethics Commission may administer oaths or affirmations, subpoena witnesses, compel their attendance, and require the production of any books or records which it may deem relevant and material.

2. The Ethics Commission shall state in writing the disposition of every sworn complaint it receives and of every investigation it conducts and shall set forth the reasons for the disposition. All such statements and all sworn complaints shall be indexed and maintained on file by the Commission.

3. Any person filing a sworn complaint with the Ethics Commission shall be notified in writing of the disposition of the complaint.

4. Nothing in this section shall be construed to permit the Ethics Commission to conduct an investigation of itself or of any of its members or staff. If the Ethics Commission receives a complaint alleging that the Commission or any of its members or staff has violated any provision of this local law, or any other law, the Commission shall promptly transmit to the County Legislature a copy of the complaint.

SECTION 21. Criminal prosecutions and Commission restrictions

1. Prosecutions.

The Ethics Commission may refer to the appropriate prosecutor possible criminal violations of this local law. Nothing contained in this local law shall be construed to restrict the authority of any prosecutor to prosecute any violation of this local law or of any other law.

2. Limits on Commission.

1. Nothing in this section shall be construed to permit the Ethics Commission to take any action with respect to any alleged violation of this local law, or of any other law, by the Commission or by any member or staff member thereof.

2. Any hearings of the Ethics Commission, or recommendations for disciplinary action by the Ethics Commission, are subject to section 75 of the New York State Civil Service Law.

SECTION 22. Waivers.

1. Upon written application and upon a showing of compelling need by the applicant, the Ethics Commission may in exceptional circumstances grant the applicant a waiver of any of the provisions of subdivisions 1 through 9 of section 100, paragraph (i) of subdivision 1 of section 101, section 106, section 107, or section 108 of this local law, provided, however, that no such waiver shall permit conduct otherwise prohibited by Article 18 of the General Municipal Law of the State of New York.

2. Waivers shall be in writing and shall state the grounds upon which they are granted. Within 10 days after granting a waiver, the Ethics Commission shall publish a notice setting forth the name of the person requesting the waiver and a general description of the nature of the waiver in the official newspaper designated by the County for the publication of local laws, notices, and other matters required by law to be published. All applications, decisions, and other records and proceedings relating to waivers shall be indexed and maintained on file by the Ethics Commission.

SECTION 23. Advisory Opinions.

1. Upon written request, the Ethics Commission may render a written advisory opinion with respect to the interpretation or application of this local law or of Article 18 of the General Municipal Law of the State of New York. The request may be made only by the person whose conduct is at issue or by a supervisory official of such a person.

2. Advisory opinions and requests for advisory opinions shall be indexed and maintained on file by the Ethics Commission.

3. Any person aggrieved by an advisory opinion of the Ethics Commission may seek judicial review and relief pursuant to Article 78 of the Civil Practice Law and Rules of the State of New York.

4. Any person who has submitted to the Ethics Commission a written request for an advisory opinion may bring a special proceeding pursuant to Article 78 of the Civil Practice Law and Rules for an order compelling the Ethics Commission to issue the advisory opinion. In addition to, or in lieu of, such injunctive relief, the person may seek a judgment in accordance with section 3001 of the Civil Practice Law and Rules determining the question posed in the request for the advisory opinion. No action or special proceeding shall be prosecuted or maintained pursuant to this subdivision unless (a) it shall appear by and as an allegation in the petition or complaint that at least six months have elapsed since the filing of the request and that the Ethics Commission has failed to file any determination in the matter and (b) the action or special proceeding shall be commenced within ten months after the submission of the request for the advisory opinion.

SECTION 24. Judicial Review.

Any person aggrieved by a decision of the Ethics Commission may seek judicial review and relief pursuant to Article 78 of the Civil Practice Law and Rules of the State of New York.

SECTION 25. Training and Education.

The Ethics Commission:

- (a) shall make information concerning this local law and Article 18 of the General Municipal Law available to the officers and employees of the County, to the public, and to persons interested in doing business with the County; and
- (b) shall develop educational materials and an educational program for the officers and employees of the County on the provisions of this local law and on Article 18 of the General Municipal Law.

SECTION 26. Annual Reports; Review of Ethics Laws.

1. The Ethics Commission shall prepare and submit an annual report to the County Executive and County Legislature, summarizing the activities of the Commission. The report may also recommend changes to the text or administration of this local law.

2. The Ethics Commission shall periodically review this local law and the Commission's rules, regulations, and administrative procedures to determine whether they promote integrity, public confidence, and participation in County government and whether they set forth clear and enforceable, common sense standards of conduct.

SECTION 27. Public Inspection and Copying of Records; Public Access to Meetings.

1. The only records of the Ethics Commission which shall be available for public inspection and copying are those whose disclosure is required by Article 6 of the Public Officers Law of the State of New York or by some other State or Federal law or regulation.

2. No meeting or proceeding of the Ethics Commission concerning misconduct, nonfeasance, or neglect in office by a County officer or employee shall be open to the public except upon the request of the officer or employee or as required by the provisions of Article 7 of the Public Officers Law or by some other State or Federal law or regulation.

3. The Commission shall maintain an index of all persons found to be in violation of this local law, by name, office and date of order. The index and the determinations of probable cause and orders in such cases shall be made available for public inspection and copying.

SECTION 28. Miscellaneous provisions.

1. No existing right or remedy shall be lost, impaired, or affected by reason of this local law.

2. Nothing in this local law shall be deemed to bar or prevent a present or former County officer or employee from timely filing any claim, account, demand, or suit against the County on behalf of himself or herself or any member of his or her family arising out of personal injury or property damage or any lawful benefit authorized or permitted by law.

3. If any provision of this local law is held by a court of competent jurisdiction to be invalid, that decision shall not affect the validity and effectiveness of the remaining provisions of this local law.

SECTION 29. Distribution and posting.

1. Within 90 days after the effective date of this section, and thereafter as appropriate, the Ethics Commission shall transmit to the County Executive in a form suitable for posting, copies of those provisions of this local law which the ethics Commission deems necessary for posting in the County. Within ten days after receipt of those copies, the County Executive shall cause the copies to be posted conspicuously in every public building under the jurisdiction of the County, as well as on the County's website.

2. Within 90 days after the effective date of this section, and thereafter as appropriate, the Ethics Commission shall transmit to the County Executive in a form suitable for distribution, copies of those provisions of this local law which the Ethics Commission deems necessary for distribution to the officers and employees of the County. Within ten days after receipt of those copies, the County Executive shall cause the copies to be distributed to every officer and employee of the County and made readily available to the public. Every County officer or employee elected or appointed thereafter shall be furnished a copy of those provisions within ten days after entering upon the duties of his or her position. Every County officer or employee elected or appointed shall be notified by the County Executive of their obligation to file a disclosure statement required by this local law within ten days after entering upon the duties of his or her position.

3. Failure of the County to comply with the provisions of this section or failure of any County officer or employee to receive a copy of the provisions of this local law shall have no effect on the duty of compliance with this local law or on the enforcement of its provisions.

SECTION 30. Effective Date.

This local law shall take effect immediately upon filing in the office of the Secretary of State and in compliance with all applicable provisions of law, except that Section 4(1)(f) of this local law shall take effect one year after such filing..

APPENDIX A

1. Clerk of Legislature
2. Deputy Clerk
3. First Deputy Clerk
4. Director of Research
5. Chief Assistant District Attorney
6. Assistant District Attorney
7. Chief Investigator
8. Assistant Public Defender
9. Public Defender
10. Assistant Alternate Public Defender
11. Alternate Public Defender
12. Chief Criminal Investigator
13. Coordinator of Assigned Counsel
14. Alternative Sentencing Coordinator
15. Alternative Sentencing Asst. Coordinator
16. Assistant County Executive
17. Budget Director
18. Senior Program Analyst
19. Program Analyst
20. Director of Operations
21. Executive Assistant
22. Business Development Analyst
23. Executive Legislative Liaison
24. Assistant Program Analyst
25. Motor Pool Coordinator
26. Director of Finance
27. Executive Deputy Director
28. Deputy Director
29. Director
30. Manager of Data Processing
31. Manager of Systems and Programming
32. Senior Computer System Analysts
33. Senior Computer Programmer
34. Associate Operating Supervisor
35. Supervisor of User Services
36. Executive Deputy Comptroller
37. Deputy Comptroller
38. First Deputy Comptroller
39. Purchasing Agent
40. Deputy Purchasing Agent
41. Business Office Manager

42. Printing Coordinator
43. Assistant Administrator
44. Maintenance Supervisor
45. Deputy County Clerk
46. Executive Deputy County Clerk
47. Executive Director
48. County Attorney
49. First Assistant County Attorney
50. Assistant County Attorney
51. Commissioners
52. Senior Associate Personnel Technician
53. Election Administrator
54. Deputy Commissioner
55. Superintendent of Buildings
56. Deputy Superintendent
57. Undersheriff
58. Personnel Administrator
59. Chief Deputy
60. Director II
61. Probation Supervisor
62. Superintendent
63. Assistant Superintendent
64. Chief Correctional Officer
65. Business Manager
66. Special Traffic Program Coordinator
67. Chief Deputy Fire Coordinator
68. Deputy Fire Coordinator
69. Director of Handicapped Service
70. Contracts Director
71. Director of Public Health Nursing
72. Director of Environmental Health Services
73. Public Health Administrator
74. Medical Director
75. Assistant Medical Director
76. Director of Children Services
77. Supervisor/Coordinator
78. CSS Coordinator
79. Program Coordinator
80. Director of Records
81. Director of Administration Services
82. Director of Social Services
83. Director III
84. Director of Weights and Measures
85. Executive Deputy Commissioner

86. Fiscal Director
87. Rink Manager
88. Assistant Rink Manager
89. Assistant Administrator
90. County Historian
91. Deputy County Historian
92. Operations Coordinator
93. Grant Administrator
94. Traffic Safety Program Coordinator
95. Director of Engineering
96. County Engineer
97. Assistant Director
98. Assistant Medical Director
99. Director of Nursing
100. Commissioner
101. Deputy Commissioner

RETURN TO:
Albany County Ethics Commission
County of Albany
Clerk of the Legislature
112 State Street, Rm. 1114
Albany, NY 12207

FORM A

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE FOR
ALBANY COUNTY FOR
OFFICER, EMPLOYEES, AND POLICY MAKERS
CALENDAR YEAR _____**

Last Name	First Name	Initial
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Title	Department or Agency
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Work Address	Work Phone No.
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If the answer to any of the following questions is “none,” please so state. Attach additional pages if necessary.

1. Outside Employers and Businesses. List the name of every employer or business, other than the County, from which you received more than \$1,000 for services performed or for goods sold or produced, or of which you were a paid member, officer, director, or employee during the year 2007. Do not list individual customers or clients of the business. Do not list businesses in which you were an investor only (they are listed in Question 2 below). Identify the nature of the business and the type of business, such as a partnership, corporation, or sole proprietorship, and list your relationship(s) to the employer or business (*i.e.*, owner, partner, officer, director, member, employee, and/or shareholder). Provide the same information for your relatives. “Relative” means your spouse, registered domestic partner, child, stepchild, brother, sister, parent, stepparent, any person you claimed as a dependent on your latest income tax return, and their spouses or registered domestic partners.¹

¹ “Relative” should be defined to include only those relatives whom, under the ethics code, an official may not take an action to benefit.

Name of Family Member	Relationship to You	Name of Employee or Business	Nature of Business	Type of Business
<i>[E.g.: John Smith]</i>	<i>Self</i>	<i>TechIM</i>	<i>Computers</i>	<i>Corp. Pres./Shareholder]</i>
<i>[E.g.: Rose Smith]</i>	<i>Wife</i>	<i>Monument Realty</i>	<i>Real Estate</i>	<i>Partnership Employee]</i>

2. **Investments.** List the name of any entity in which you have an investment of at least 5% of the stock or debt of the entity or \$10,000,² whichever is less. Do not list any entity listed in response to Question 1 above. Identify the nature of the business and the type of business (e.g., corporation). Provide the same information for your spouse or registered domestic partner and any of your children who are under age 18.

Name of Family Member	Relationship	Name of Entity	Nature of Business	Type of Business
<i>[E.g.: John Smith]</i>	<i>Self</i>	<i>Verizon</i>	<i>Communications</i>	<i>Corp.]</i>

3. **Real Estate.** List the address of each piece of real estate that you or your relatives, as defined in Question 1, own or rent, in whole or in part, or otherwise have a financial interest in. List only real estate that is located in Albany County and the counties of Columbia, Greene, Rensselaer, Saratoga, and Schenectady. For residential property, list as the address only the city or village (or, if none, the town) in which the property is located.

² The amount should equal the threshold for a conflict of interest under the municipal ethics law. If an official does not violate the ethics law by acting to benefit a company in which he or she has an investment of less than \$10,000 or 5%, then disclosure of that interest should not be required.

Name of Family Member	Relationship to You	Address of Real Estate	Type of Interest
<i>[E.g.: Robert Smith]</i>	<i>Father</i>	<i>2 Main St., Teatown</i>	<i>Hold mortgage]</i>

4. Gifts. List each gift that you or your spouse or registered domestic partner received worth \$10 or more during the year 2007, except gifts from relatives, as defined in Question 1. A “gift” means anything of value for which you or your spouse or registered domestic partner paid nothing or paid less than the fair market value and may be in the form of money, services, reduced interest on a loan, travel, travel reimbursements, tickets, entertainment, hospitality, or in any other form. Separate gifts from the same or affiliated donors during the year must be added together for purposes of the \$10 rule. You **do not** need to list a gift if you know that the donor has had no business dealings with the County during the previous 24 months and contemplates no business dealings with the County during the next 24 months.

Recipient of Gift	Donor of Gift	Relationship to Donor	Nature of Gift
<i>[E.g.: John Smith]</i>	<i>Acme Corp.</i>	<i>Former employer</i>	<i>Free trip to Las Vegas]</i>

5. Political Contributions. List each person or firm that made to you or your campaign committee, within the previous 12 months, financial contributions, in money, goods, or services, totaling \$250³ or more to assist in your election to public office.

³ The amount should equal the threshold for a conflict of interest under the municipal ethics law. If an official does not violate the ethics law by acting to benefit a person who donated \$500 to the official’s campaign, then disclosure of that contribution should not be required on the annual disclosure statement.

Name of Contributor

[E.g.: *Alfred Jones*]

6. Relatives in County's Service. List each relative, as defined in Question 1, who is an officer or employee of the County whether paid or unpaid, including the relative's name, relationship to you, title, and department.

Name of Family Member	Relationship to You	Title	Department
[E.g.: <i>Alex Jones</i>]	<i>Sister's husband</i>	<i>Code Enf. Officer</i>	<i>Building</i>

7. Volunteer Positions. List each volunteer office or position that you hold with any not-for-profit organization. **Do not** list entities of which you were a member only or for which you volunteered only in a non-policymaking, non-administrative capacity, such as a Little League coach. Provide the same information for your spouse or registered domestic partner.

You or Spouse/RDP	Name of Entity	Position	Nature of Business
[E.g.: <i>Spouse</i>]	<i>Shepherd's Food Pantry</i>	<i>Bd. of Directors member</i>	<i>Distributes free food</i>

8. Money You Owe [Elected Officials and Policymakers Only]. List each person or firm to which you or your spouse or your registered domestic partner owes \$1,000 or more. Do not list money owed to relatives, as defined in Question 1.

	Debtor	Creditor	Type of Obligation
<i>[E.g.:</i>	<i>John & Rose Smith</i>	<i>Chase Bank</i>	<i>Mortgage loan]</i>

9. Money Owed to You [Elected Officials and Policymakers Only]. List each person or firm that owes you or your spouse or your registered domestic partner \$1,000 or more. Do not list money owed by relatives, as defined in Question 1.

	Creditor	Debtor	Type of Obligation
<i>[E.g.:</i>	<i>John Smith</i>	<i>Alexis Doe</i>	<i>Personal loan]</i>

I certify that all of the above information is true to the best of my knowledge and that, within the past two weeks, I have read the two-page ethics guide attached to this form.

Signed: _____

Date Signed: _____

RETURN TO:
Albany County Ethics
Commission
County of Albany
Clerk of the Legislature
112 State Street, Rm. 1114
Albany, NY 12207

FORM B

**ANNUAL STATEMENT OF FINANCIAL DISCLOSURE FOR
ALBANY COUNTY FOR
MEMBERS OF VOLUNTARY BOARDS AND COMMISSIONS
FOR
CALENDAR YEAR _____**

Last Name _____ First Name _____ Middle Initial _____

Advisory Council/Board/Commission Appointment[s]

Current Employer/Business _____ Title/Position _____

Work Address _____ Work Phone No. _____

Home Address _____ Home Phone No. _____

Marital Status _____. If married, please give spouse's full name, including maiden name where applicable. _____

List the names of all children under 21 living with you at home:

The purpose of this disclosure statement is to identify potential conflicts that may exist between private and public life with respect to your duties while serving on a voluntary Albany County board, commission, or advisory council. Please follow all directions carefully and attach additional pages, if necessary. Disclosure of the information on this form is required for compliance with the Albany County Code of Ethics and New York State General Municipal Law.

1. Outside Employment & Businesses

List the name of every employer or business from which you were paid more than \$2,500 for services performed or for goods sold or produced, whether you were a paid member, officer, director, or employee, during the reporting period. Do not list the County of Albany as an employer (this information is covered in question 3 below) or individual customers or clients of the business. Do not list businesses in which you were an investor only (these are identified in question 2 below). Identify the nature and type of the business, such as a partnership, corporation, limited liability company, or sole proprietorship, and list your relationship(s) to the employer or business (i.e., owner, partner, officer, director, member, employee and /or shareholder) and state your position with the employer. Provide the same information for your spouse.

<u>Name</u>	<u>Relationship to You</u>	<u>Name of Employer or Business</u>	<u>Nature of Business</u>	<u>Type of Business</u>	<u>Position Held</u>
<i>E.g.: John Doe</i>	<i>Husband</i>	<i>ABC Realty</i>	<i>Real estate</i>	<i>Partnership</i>	<i>Employee</i>

2. Privately Held Investments

List the name of any privately held entity in which, during the reporting period, you had an ownership interest of at least 20% of the entity or an investment with a total value of at least \$50,000 in the entity. Do not list any entity listed in response to question 1 above or any publicly traded entity. Identify the nature of the business and the type of business (e.g., corporation, limited liability company, partnership). Provide the same information for your spouse or children under 21 living with you at home.

<u>Name</u>	<u>Relationship to You</u>	<u>Name of Entity</u>	<u>Nature of Business</u>	<u>Type of Business</u>
<i>E.g.: Mary Doe</i>	<i>Self</i>	<i>R&D Investigations</i>	<i>Private investigations</i>	<i>Corporation</i>

3. Albany County Employment

List any and all relatives, defined with respect to this question only as your spouse, children, siblings, parents or in-laws, including yourself, who were employed by the County of Albany in a permanent, full time capacity during the reporting period. Please include the position, or title, and the department.

<u>Name</u>	<u>Relationship to You</u>	<u>Position Held/Title</u>	<u>County Department</u>
<i>E.g.: Ralph Roe</i>	<i>Father-in-law</i>	<i>Attorney</i>	<i>Law Dept.</i>

4. Government and Not-for-Profit Positions

List each office or position, whether paid or unpaid, that you held during the reporting period with any federal, state, or municipal government entity or with any not-for-profit organization. Do not list entities where you were only a member but had no office or position. Do not list entities where you only volunteered in a non-policymaking, non-administrative capacity, such as a neighborhood Girl Scout leader or a Little League coach. Do not list any office or position reported elsewhere on this form.

<u>Entity or Organization</u>	<u>Position</u>
<i>E.g. Albany County League of Women Voters</i>	<i>Board Member</i>

5. Gifts

List each gift that you or your spouse received from any person, firm or entity that has or had a matter pending during the reporting period before the voluntary board or commission upon which you serve. For purposes of this question, "matter pending" means a formal request for a contract, goods, services, funding, license or permit.

Name	Relationship to You	Donor of Gift	Nature of Gift
<i>E.g. Mary Doe</i>	<i>Self</i>	<i>XYZ Corp.</i>	<i>Free trip to Atlantic City</i>

The reporting of information in this statement is required by New York State General Municipal Law and the Laws of Albany County. Improper use of the information contained in this statement by any third person or entity in violation of privacy or other rights is separately punishable in accordance with the law. Please be advised that, pursuant to New York State law, this statement is available in its entirety for public inspection and reproduction, but any information within the statement deemed exempt by New York State law or the Laws of Albany County shall be redacted accordingly.

I certify that all of the above information is true to the best of my knowledge and that, within the past two weeks, I have read the attached summary of the Albany County Code of Ethics.

Dated: _____

Signature: _____

RETURN TO:
 Albany County Ethics Commission
 County of Albany
 Clerk of the Legislature
 112 State Street, Rm. 1114
 Albany, NY 12207

FORM C

**APPLICATION TO THE ALBANY COUNTY ETHICS COMMISSION
 REQUESTING AN EXTENSION OF TIME FOR FILING
 A COUNTY OF ALBANY ANNUAL FINANCIAL DISCLOSURE STATEMENT
 CALENDAR YEAR:**

NAME:	DATE:
--------------	--------------

HOME ADDRESS:	Street:	Apt. No.:	PO Box:
	City/Town:	State:	Zip Code:

CHECK APPLICABLE:	
	Currently employed by the County of Albany
	Candidate for a County of Albany Office
	Currently holding an appointed, unpaid position with the County of Albany

List all the positions you hold as a County of Albany employee or member of a County of Albany Board, Commission, Committee or Agency:

For each position you hold, list the name of your immediate Supervisor and their job title:

If you are a candidate for a County of Albany elective office, please list the county office you are seeking:

List the telephone number(s) you may be contacted at with respect to this document between 9:00 AM and 4:00 PM from Monday through Friday:

1. Set forth the date you are required to file a County of Albany Annual Financial Disclosure Statement:

2. Set forth below the item numbers contained in the County of Albany Financial Disclosure Statement you required additional time to address:

3. Briefly state the reason(s) why you believe you are entitled to an extension of time for filing your financial disclosure form:

Signature: _____

Date Signed: _____

Referred to Law Committee. 2/11/08