Policy

The guidelines for ethical conduct are expressed in State of Alaska *Ethics Information for Members of Boards and Commissions* (AS 39.52). The Ethics Act prohibits substantial and material conflicts of interest. Each member should review the Ethics Act and disclose any conflict of interest that occurs during their service on the commission.

Each commission member who becomes aware of a conflict of interest before a meeting or in the course of their personal activities should promptly notify the chair of the commission. Furthermore, the chair shall disclose the potential conflict of interest to the other members of the commission before any vote on the matter, and the disclosure shall be recorded in the commission minutes at the meeting at which it is made. In such cases, a written disclosure statement containing all the material facts should be submitted. The material facts include the identification of any outside employment or consulting work, any membership, affiliation, or relationship that could constitute a conflict.

A board member will refrain from deliberating, voting, or participating on the matter in which a conflict or potential conflict of interest occurs. However, a disclosed conflict of interest shall not bar a commission member from participation in commission activities unrelated to the conflict of interest.

Where doubt arises whether a conflict exists or appears to exist, a written disclosure containing the material facts of the situation should be provided to the chair of the commission. The commissioners, excluding the interested commissioner, will determine if the situation constitutes a conflict of interest and shall determine the required action.

Dissemination

Each commission member will be given a copy of this policy and AS 39.52 and asked at each commission meeting to disclose any conflicts and sign the attached acknowledgement concerning the report of potential conflicts of interest.

Disclosure and Acknowledgment

Please describe below any relationships or circumstances in which you are involved that you believe can contribute to a conflict of interest (as defined in AS 39.52).

☐ **Check if no conflict of interest exists.**

I hereby certify that I have read and understand the commission's ethics policy and AS 39.52. I agree to report promptly any such conflicts that arise in my duties as commissioner and, in other respects, to comply with the policy.

Signature: _____ ***Date:*** _____