



## Summary of Ordinance 593: An Ordinance establishing policies and procedures governing Professional Ethics and Conflicts of Interest of Grand County Officers and Employees

**What is a Conflict of Interest?** A conflict of interest (restricted or non- restricted) is any interest that creates a potential or actual conflict between the interest and the public duties of the County officer, employee or volunteer.

**Non- Restricted:** A financial interest in a business entity generally regulated by the County; a personal (political, family, fraternal, social) interest that may create the appearance or the actuality of a Conflict of Interest with County Responsibilities; or any campaign contribution made to an elected official or to any member of their household totaling more than five hundred dollars during the prior calendar year. (Common Examples: You have a/ or work for business or overnight rental that is licensed by the county , you have a family member who works for the county (both should fill one out disclosing this), you donated \$500 or more in total to a political campaign in 2023, you assisted/ volunteered in an political campaign)

**Restricted:** A financial interest in a business entity doing business with County or a Financial Interest involving a person doing business with the County. Outside public sector employment does not constitute a Restricted Conflict of Interest.

As used herein “doing business with the County” includes, without limitation, the process of contracting with the County to provide services, supplies, materials, or real property owned by the business entity or person.

**What is a disclosure statement?** The Disclosure Statement is a written and sworn public document which discloses financial interests, non- restricted conflicts of interest, and restricted conflicts filed with the County Commission.

**When is a disclosure required?** All county officers, employees and volunteers shall disclose all restricted and non-restricted conflicts of interest relating to

- a. An interest in a business entity or person regulated by the County or doing business with the County.
- b. Compensation for assistance in transactions involving the County.
- c. Any other conflict of Interest which creates a potential or actual conflict with their County duties.

These types of conflicts of interest need a yearly written disclosure alongside an oral disclosure prior to **each and every discussion** or deliberation related to the matters specified in the Ordinance.

Written Disclosure: within 30 days of being sworn in, and on or before January 31<sup>st</sup> of each year thereafter. At least 10 days prior to the date of any agreement to provide assistance or receive compensation. Prior to a meeting at which a transaction involving a Conflict of Interest.

**When is a recusal required?** If you have made the necessary disclosures, all County officers, employees and volunteers with a Restricted Conflict of Interest shall recuse themselves from all discussions, deliberations, decision-making or voting relating to:

- a. An interest in a business entity or person regulated by the County or doing business with the County.
- b. Any other Conflict of Interest which creates an actual conflict with their County Duties. Such recusal shall be entered into the minutes of the meeting.