



**APPLICATION FOR CANDIDATE
FOR HUNTERDON COUNTY BOARD,
COMMISSION, COMMITTEE OR COUNCIL**

NAME: _____

PROPOSED BOARD, COMMITTEE, COUNCIL, COMMISSION:

INITIAL APPOINTMENT: Yes No **RE-APPOINTMENT:** Yes No

COPY OF MOST RECENT PROFESSIONAL RESUME INCLUDED:

**DO YOU HAVE A RELATIVE THAT IS CURRENTLY EMPLOYED BY THE COUNTY OF
HUNTERDON OR ANY AGENCY WHICH RECEIVES FUNDING FROM THE COUNTY?**

Yes No Unknown

If YES, PLEASE IDENTIFY THE DEPARTMENT OR AGENCY:

HOME ADDRESS: _____

_____ **PHONE NO.** _____
(name of municipality)

How long have you lived in HunterdonCounty? _____

BUSINESS ADDRESS: _____

_____ **PHONE NO.** _____
(name of municipality)

PLEASE PRINT AND RETURN THIS FORM TO THE HUNTERDON COUNTY BOARD OF COUNTY COMMISSIONERS, C/O THE CLERK TO THE BOARD, PO BOX 2900, FLEMINGTON, NJ 08822.

I certify that the above statements concerning this application are true to the best of my ability.

(Signature)



**County of Hunterdon, State of New Jersey
Policy Manual**

Policy: #2005-04

Date Adopted: 09/27/05

Policy Type: Personnel

Amended: October 21, 2008

POLICY ON CONFLICT OF INTEREST AND DECORUM AT MEETINGS

The Board of Chosen Freeholders of the County of Hunterdon represents and articulates the interests of all residents of the County. It is the policy of the Board of Chosen Freeholders that all elected, employed and appointed representatives of the County perform their duties while practicing and maintaining only the highest ethical standards.

When the Board of Chosen Freeholders, or any individual Freeholder, or any Constitutional Officer, or any Board, Commission, Committee of the County (or any member thereof), or any County employee, or contracted professional (all referred to as "County Representatives") takes action on behalf of the County, that action must be principled and not inappropriately influenced by a County representative's personal, political or financial interest. It is essential that decisions and actions be undertaken in a manner in which there is no conflict of interest or appearance of impropriety.

The Local Government Ethics Law (N.J.S.A:40A:9-22.1, et seq.) sets standards governing the ethical participation of local government officers or employees in government decisions or actions. The Board of Chosen Freeholders reinforces and reminds all County representatives of their obligation to comply with that law and the rulings interpreting it. The Courts of New Jersey have also made numerous determinations defining the circumstances under which an individual in public service has a conflict of interest. If, at any time, an officer, employee, or appointee has a question about the propriety of a circumstance, they should contact County Counsel.

The Board of Chosen Freeholders recognizes that holding public office and public employment are a public trust. The Board wishes to establish additional policies governing all County Representatives when they make decisions or act on behalf of the County. The policies below preclude participation in decisions or actions when County Representatives or their family members or organizations in which they have a financial or personal interest, can be "affected" by the action. The majority of public actions affect the County Representatives who make them, since most decisions affect the public generally. These policies are only intended to preclude participation when County Representatives or their family members, or organizations in which they have a financial or personal interest, would or could be affected by the decision or action in a manner other than one which affects the public generally.

In the event that there is a conflict, or during a Representative's term, a change in circumstances creates a conflict, and the conflict or the appearance thereof cannot be resolved or eliminated, the representative should immediately resign from such Board or Commission or their appointment will be rescinded by the Board of Chosen Freeholders. The representative has a continuing duty to inform the governing body of any material change of the information provided in their disclosure.

ACTS WHICH ARE PRECLUDED

The Board of Chosen Freeholders hereby establishes the following additional basic policies for all County Representatives (who are referred to at times as "person" below):

1. No person shall participate in the formulation of a decision or undertake any action which will affect an organization in which he or she (or an immediate family member) has a financial or personal interest. Financial or personal interest includes a variety of relationships. For example, a County representative has a financial interest when they have any current pending business relationship or transaction with the organization, its owners, officers, managers, or non-managerial employees who are involved in the decision or action which the County will be taking. As an additional example, a County representative has an personal interest in an organization when s/he sits on any Board, Advisory Board, Committee, or undertakes active fund raising on the part of the organization.

2. In the event an immediate family member (which includes the spouse of a family member) is employed by the County, a County Representative (including a Freeholder) is precluded from participating in the formulation of a decision or undertaking any action which affects the immediate area of operation, or the responsibilities of that immediate family member; however, they are not precluded from voting on matters involving the department generally.

No person shall participate in the formulation of a decision or undertake any action when an immediate family member (which includes the spouse of a family member) are on a Board or Committee (either paid or unpaid) or a part of an organization which is advocating or recommending an action. This precludes the participation of a Freeholder in decisions which are recommended by a Board or Committee of the County to which an immediate family member (which includes the spouse of a family member) have been appointed.

3. Volunteerism is important and the Freeholders encourage the participation of County employees in non-profit and community service organizations. Freeholders and Constitutional Officers themselves are often volunteer members of such organizations. Freeholders and Constitutional Officers shall annually list the organizations and entities in connection with which they serve on the Board, Advisory Boards, and Standing Committees in their Annual Disclosure Report set forth in paragraph E. below. A Freeholder shall recuse him (her) self from participating in discussions or decisions involving organizations with which they are involved.

No County employee shall sit on any Board, Advisory Board, or Standing Committee of any organization which solicits or receives funding from the County if the organization is monitored, or the funding request is reviewed or must be approved, by the employee's Department or through the employee's area of operation unless:

- a) required to do so by statute; or,
- b) unless specifically authorized or directed to do so by the Freeholders.

Any County employee currently sitting in such a position shall obtain Freeholder approval for their continued participation with sixty (60) days of the adoption of this policy.

4. No person shall participate in the formulation of a decision or undertake any action when they are aware in good conscience that their independence of judgment or their ability to make an unbiased decision is affected by a friendship or personal relationship they have with those who would be effected by the decisions or those who are participants in the action.

5. No person shall use or attempt to use his or her public position to secure unwarranted privileges or advantages for themselves, their family or their friends, or an organization in which they have a financial or personal interest.

6. After becoming a County Representative, no person shall undertake employment or service, compensated or not, which might prejudice his or her judgment in the exercise of his or her official duties.
7. No County Representative shall participate in any vote or discussion involving any of the organizations or persons (or the organizations that they represent) if:
 - A. They are listed in that County Representative's Form R-1 (see D. below) as having contributed more than \$400.00 to the County Representative within a period of four years prior to the vote or discussion; or
 - B. Involving any person, business, organization or entity listed in the County Representative's Annual Disclosure Report (as described in Paragraph E below).

RELATIONS WITH THE PUBLIC

PUBLIC DISCLOSURE REQUIREMENTS

All elected or appointed Officials, County Employees and all other County Representatives (as defined above) must display the highest degree of respect and decorum when dealing with County residents. It is also important that employees, agents, representatives and professionals acting on behalf of the residents, be afforded the same respect when appearing at public meetings. All County Boards, Committees and Commissions are required to uphold the following standards at all times:

A. All persons appearing before and addressing a meeting must be treated with common courtesy, decency and respect. This does not preclude criticism or intense questioning of opinions or any information presented. This does not preclude advocacy or the exercise of First Amendment rights. However, comments made should not attack the person or character of the individual addressing the meeting.

B. Person(s) who are precluded from participating in making decisions at meetings under either the Local Government Ethics Law, existing legal interpretations of Conflict Standards, or a policy of the Board of Chosen Freeholders, are not only required to recuse themselves from voting, but also must remove themselves from the decision-making process. They must leave the meeting table until the discussion of the subject is completed. Prior to leaving, they must disclose publicly the specific reason for the recusal, which specific reason shall be set forth in the minutes of the meeting. To avoid the appearance of impropriety, it is preferable for the individual to leave the meeting room. However, as a citizen member of the public, they have a right to participate in the meeting and hear the discussion if they wish. The decision as to whether to leave the meeting room is an individual one. In all instances where a matter is discussed in Executive Session, the person must leave the Executive Session meeting room.

C. At the beginning of any deliberation or topic of discussion at a meeting, any County Representative who is a member of the deliberating body or in attendance, shall make a public disclosure if they, any family member, or any organization with which they are affiliated or in which they have a personal or financial interest, has any special interest in the outcome, other than an interest which affects the public generally.

D. All County Representatives who hold an elective position or who are campaigning or running for an elective position, are required to file Campaign Contribution Reporting Forms (Form R-1) with the Election Law Enforcement Commission. All County Representatives are required to file a copy of the report with the Freeholder Clerk simultaneously with their filing with the Election

Law Enforcement Commission. These reports will be made readily available by the Freeholder Clerk upon request.

Within sixty (60) days of the initial adoption of this Policy, all current County Representatives shall file with the Freeholder Clerk, copies of the last most recent Form R-1 which s/he filed for any elective office. Any County Representative who takes office or any current employee who is elected to a public office after the effective date of this Policy, shall make an initial filing of their last Form R-1, and complete an Annual Disclosure Report and file it with the Clerk on or before the date of their swearing in as a public elected official.

E. Annually, but no later than January 31st, all County Representatives shall disclose in writing (Annual Disclosure Report) to the Freeholder Clerk:

1. The name of any person, business, organization or entity who contracts with or receives funding from the County and:

- (i) in which they are a member; or
- (ii) with which they are affiliated; or
- (iii) in connection with which they are a member of the governing body or advisory board unless it is a position to which a Freeholder has been appointed as the Freeholder Representative by the Board; or
- (iv) of whom they are an employee or a paid or unpaid contractor or consultant; and

2. The public office to which they are elected and a list of the Form R-1's which they have filed in connection with the campaign for those office(s). A copy of the last Form R-1 which they have filed must be attached to the Annual Disclosure Statement.

During the course of the year, these disclosure statements shall be amended as required. The statements shall be made readily available by the Freeholder Clerk during any Freeholder meeting. Anyone who appears before the Board may ask to see these statements during the course of any meeting.

Interpretations of these policies and any determination of any specific application of them shall be made by the Board of Chosen Freeholders and they shall take the appropriate action.

Definition: "County Representative" includes any member of the Board of Chosen Freeholders, all Constitutional Officers, any member of any Board, Commission, Committee of the County, all County Employees and all contracted County Professionals.