

THE ADVISOR

Annual Disclosures

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Wednesday, February 13, 2013,
is the deadline for filing annual disclosures. If any new association begins after February 13, a disclosure is due within 30 days of the date of the association.

Membership on a Board of Directors
 AS 24.60.050(c)(d)

If you are an elected or appointed officer or board member of an organization, you must file a disclosure in 2013, even if you filed in 2012.

State Benefit & Loan Programs
 AS 24.60.050(c)(d)

If you recently participated in a benefit or loan program administered through the state, you may or may not need to disclose it as it depends on award criteria. The Ethics office can assist you in determining if you need to file.

If you filed a disclosure in 2012, and you are still a participant in the program, then you would need to file.

Interests in State Agency, Contracts, & Leases (including certain family members)
 AS 24.60.040

If you had a state contract or lease that required disclosure in 2012, you must file a disclosure in 2013, if the contract or lease is ongoing.

If you or any immediate family members signed a contract or lease with the state with an annual value of \$5,000 or more, call the Ethics office to determine if you need to disclose participation.

Representation Before a State Agency
 AS 24.60.100

If you are on contract/agreement to represent a client before a state agency, board, or commission, you must file a disclosure, even if you filed in 2012.

Close Economic Associations
 AS 24.60.070

If you have any type of financial relationship with a person covered by the Legislative Ethics Act, such as with a legislator, another legislative employee (if one supervises the other), a public official who is required to file a Financial Disclosure with APOC, or a registered lobbyist, you are required to file a disclosure. Ongoing financial relationships must be filed yearly even if you filed a disclosure in 2012.

More examples: Sharing housing expenses in Juneau, business partners, or paid as a consultant on a legislator's campaign.

The dollar amount of the financial relationship does NOT need to be disclosed; only the fact that a close economic association exists. □

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SELECT COMMITTEE ON LEGISLATIVE ETHICS

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We're on the web!

<http://ethics.legis.state.ak.us>



Filing Ethics Disclosure Online

Filing ethics disclosures online is easy as *one, two, three!*

It's also more accurate and efficient than handwritten submissions. Just go to the Ethics website and click on "[Disclosures](#)". Click on "[HERE](#)" to access the on-line process and enter the filer's USER NAME and PASSWORD. You are now ready to select the disclosure form you want to file. Once you select the appropriate form, fill in the blanks and you are done!

You will notice that by logging in with your user name and password, your name, legislative address, phone number, and employer name will automatically generate on the form for you, saving you time!

After you have filled in the pertinent information, click on "proceed" and "submit". Your disclosure goes directly to the Ethics office, and a **copy** immediately goes to YOUR email inbox! This is confirmation that your disclosure has been successfully filed and a great way to keep a record of it!



"I kept a copy of all of my disclosures but now I can't find them!"

No Sweat! New this year, the disclosure database is available to everyone who has a legislative "User Name" and "Password". This means that you can pull up any disclosure you previously filed online. Just go to the Ethics website and click on

[Disclosure Search](#)—Search electronically filed disclosures

Enter your "LAST NAME" and select the "type" of disclosure you want to review from the drop down box.

IS YOUR OFFICE CONSIDERING HIRING AN INTERN FOR THE 2013 LEGISLATIVE SESSION?

*Legislative internship programs, (other than those sponsored by the University of Alaska *), must be approved by the Ethics office, pursuant to AS 24.60.080(h) and the committee's Rules of Procedure, Section 2(f), Internship Program Approval.*

Below is a list of LEGISLATIVE INTERNSHIPS that HAVE BEEN APPROVED:

- ❖ First Alaskans Institute
- ❖ JobXperience Internship
- ❖ McCombs School of Business
- ❖ Mercer University
- ❖ DePaul University
- ❖ Tlingit/Haida Tribal Vocational Rehabilitation (TVR) Program
- ❖ IDEA (Individuals with Disabilities Education Act) Alaska Close Up Program
- ❖ MASST (Mature Alaskans Seeking Skills Training) Intern Program
- ❖ Bob Jones University
- ❖ REACH, Inc.
- ❖ University of Alaska Political Science Department Course PSA495 Internship

The process is quick and easy! For additional information visit the Ethics Website at

<http://ethics.legis.state.ak.us>

*A legislative internship program through the University of Alaska is established by the Legislative Council under AS 24.20.060(8).

Ethics Training—Make Up Sessions

FOR JUNEAU STAFF ONLY

Thursday, February 7, 2013
10:30 am - 1:00 pm
Beltz Room
Thomas Stewart Building
(Juneau)

FOR STAFF OUTSIDE JUNEAU

Tuesday, February 12, 2013
9:00 am—11:30 am or 1:30 pm—4:00 pm
Conference Room 220
Anchorage LIO
(NOTE: Teleconferenced. Staff in the Anchorage area should attend in person.)