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STAFF:

**JERRY ANDERSON,
ADMINISTRATOR
269-0150**

**LINDA LEIGH,
ADMINISTRATIVE ASSISTANT
269-8179**

FAX (907) 269-0152

Ethics Final Training Sessions

If you are an employee of the Legislature, you are required to attend legislative ethics training within the first 10 days of legislative session. If you were unable to attend the training sessions in January of 2015, Ethics is offering "MAKE UP" training for those in Juneau and for those outside of Juneau.

Ethics Training Dates: Two Sessions in Anchorage

Training for legislative employees OUTSIDE of Juneau:

Monday, February 9, 2015 9:00am—12Noon ANC LIO-Conf Rm #203 716 W. 4th Avenue Teleconferencing available!	Friday, February 13, 2015 1:30pm—4:30pm ANC LIO-Conf Rm #203 716 W. 4th Avenue Teleconferencing available!
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Ethics Training Date: One Session in Juneau

Training for legislative employees IN Juneau:

**Date, Time, & Location
TBD
Juneau**

****** Remember to sign in on the sign-in sheets at training! ******

Please contact **Linda Leigh** at **269-8179** or
linda.leigh@akleg.gov if you are unable to attend.

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Annual Disclosures

*Annual Disclosures are due within 30 days of session; therefore
Wednesday, February 18, 2015,
is the FILING DEADLINE.*

If any new association begins *after* February 18, 2015, a disclosure is due within 30 days of when the association begins.

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

See "Statement of Facts" on page 3 of this newsletter.

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. Also, see Appendix C in the Standards of Conduct Handbook.

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

If you filed a disclosure in 2014, and you are still a participant in the program, then you would need to file for 2015.

If you, or an immediate family member, had a state contract or lease that required disclosure in 2014, you must file a disclosure in 2015, 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 an annual disclosure, *even if you filed in 2014.*

Close Economic Associations AS 24.60.070

If you have any type of substantial 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 2014.*

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**, nor is it encouraged; only the fact that a close economic association exists. Additionally, **the Ethics Committee has determined through [advisory opinion 14-01](#), that a substantial financial relationship is when the value is \$250 or more; which means that if the value is less than \$250, a disclosure is NOT required.**

Note: *Although hand written disclosures are acceptable, electronic filing is strongly recommended, if at all possible. This saves time for the Ethics office, the Clerk's office, and the Senate Secretary's office. We thank you in advance for your consideration!*

To file ethics disclosures online, go to the Ethics website at:

<http://ethics.akleg.gov/disclosures.php>

SELECT COMMITTEE ON LEGISLATIVE ETHICS

Physical Address:
716 W. 4th Ave., Rm 217
Anchorage, AK 99501

Mailing Address:
P. O. Box 101468
Anchorage, AK 99510-1468



Statement of Facts

Here are some facts that were generated from at the 2015 training sessions:

Membership on a Board of Directors – AS 24.60.030(f). A legislator or legislative employee must disclose membership on a Board of Directors or other governing body of an organization. Sometimes this may be in a less formal status than a board of directors. If the officers of the organization comprise all or part of the governing body, a person serving as an officer must disclose. In order to determine whether the officers are the governing body, a formal document such as the articles of incorporation or the bylaws of the organization may have to be consulted. For more specific advice see [Advisory Opinion 13-02](#).

The gift provisions of the Ethics Act AS 24.60.080 relate to the solicitation, acceptance and receiving of gifts. NO disclosure is ever required for the giving of a gift. The only restriction under the Ethics Act related to the giving of a gift would be the situation where there exists a “quid pro quo” arrangement. An example of this is the giving of a gift in exchange for legislative influence. This is forbidden under AS 24.60.030(a)(1).

Food or drink for immediate consumption from a lobbyist – AS 24.60.080(a)(2)(A). Can a legislative employee or legislator take home a “doggie bag” from a meal originally ordered for “immediate consumption?” The answer is YES. Note, however, that you can’t order 2 meals and take one home.

