

THE ADVISOR

COMMITTEE MEMBERS

Herman G. Walker, Jr.,
Chair

Dennis "Skip" Cook
Vice-Chair

Sen John Coghill

Rep Carl Gatto

Antoinette "Toni" Mallott

Sen Gary Stevens

H. Conner Thomas

Rep Chris Tuck

Gary J. Turner

Staff:

Joyce Anderson
Administrator
269-0150

Linda Leigh, Support Staff
269-8179

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

Ph (907) 269-0150
Fax (907) 269-0152

JANUARY 2012 EDITION

Annual Disclosures

Important!

Deadline to file "annual" disclosures

Thursday, February 16, 2012

If any association begins after February 16,
a disclosure is due within 30 days of the association

Filing Online

Filing 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 and phone number and employer name will automatically generate on the form for you, saving you time!

After you have filled in the rest of the form, and have clicked on "proceed" and "submit", your disclosure goes directly to the Ethics office; **a copy of the disclosure** also goes immediately to YOUR email inbox as confirmation that your disclosure has been successfully submitted!



Don't remember what you filed last year?

No sweat! Find it on our yearly summary listings. Select the year you want to search for and use Ctrl F to find your disclosures filed in that year.

[Disclosures 2011](#)
[Disclosures 2010](#)

INSIDE THIS ISSUE:

Annual Disclosures deadline; Filing Disclosures Online	cover
Annual Disclosures	2
More on Disclosures	3
Ethics Training Make-up Classes & Ethics Training-Campaign Aspects; Ethics Committee Meeting Announcement; Constituent Database	4

Annual Disclosures

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

Question: *Are you an elected or appointed officer or board member of an organization?*

Answer: If yes, you must file a disclosure in 2012, even if you filed a disclosure in 2011.



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

Question: *Have you recently participated in a benefit or loan program administered through the State?*

Answer: If yes, call the Ethics Office to determine if you need to disclose. You may or may not as it depends on award criteria.

Question: *Did you file a disclosure in 2011?*

Answer: If yes, and you are still a participant in the program, you must file a disclosure in 2012.

Representation Before a State Agency AS 24.60.100



Question: *Are you on contract/agreement to represent a client before a state agency, board or commission?*

Answer: If yes, you must file a disclosure in 2012, even if you filed a disclosure in 2011.

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

Question: *Did you have a state contract or lease that required disclosure in 2011?*

Answer: If yes, and you still have the state contract or lease, you must file a disclosure in 2012.

Question: *Have you or any immediate family members signed a contract or lease with the state with an annual value of \$5,000 or more?*

Answer: If yes, call the Ethics Office to determine if you must disclose participation.

Close Economic Associations AS 24.60.070

Question: *Any financial relationships with a person covered by the Legislative Ethics Code? i.e. legislators, legislative employees (if one supervises the other), public officials who must file a Financial Disclosure with APOC, and registered lobbyists.*

Answer: If yes, you must file a disclosure in 2012. Ongoing financial relationships must be filed yearly even if you filed a disclosure in 2011. *Examples:* Share housing expenses in Juneau, or business partners, or a paid 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. □

More on Disclosures

The following “Gift” disclosures are always **due within 30 days of receipt of the gift**; starting on the first day the gift was received.

Gift of Travel/Hospitality for Legislative Matters

AS 24.60.080(c)(4)

Q: Have you taken a trip for legislative matters that was paid for with other than legislative funds? (This includes trips paid for by other branches of state government, the federal government, NCSL, CSG, etc.) If yes, then you would need to disclose the gift within 30 days starting from the first day of travel.

Gift of Travel/Hospitality-Family Member

(Because of Legislative Connection)

AS 24.60.080(i)

Q: Did an immediate family member receive a gift worth \$250 or more because of your legislative connection? If yes, then you would need to disclose the gift. A good example would be when a family member accompanied

you on a legislative trip and some or all of the costs of the trip were paid for with other than legislative funds.

Gift of Legal Services Related to Legislative Matters

AS 24.60.08(c)(8)

Q: Did you receive a gift of legal services related to a legislative matter worth \$250 or more? If yes, then you must file a disclosure. Call the Ethics office for further clarification.

Gifts Not Connected to Legislative Status

AS 24.60.080(c)(6)

Q: Have you received a gift worth more than \$250 in a calendar year from the same person/entity other than an immediate family member? If yes, then you must file a disclosure.

FYI

Gift of Travel/Hospitality Disclosures

If you attended a seminar in the Lower 48, and need to disclose it, please provide the “purpose” or “reason” for attending besides stating that you “attended a conference”. For example: The seminar was on energy issues or federal education policies.

****NOTE****

If you should find yourself having to fill out a disclosure by hand, please do not use your home address or home phone number. Rather, write in your State address and phone number.

TIP!

If you need to file a “Gift of Travel/Hospitality” disclosure but don’t have all the information, and the 30 day deadline is fast approaching, file one with the information you currently have. Call us to amend the disclosure when you do receive the rest of the information.

ETHICS TRAINING MAKE-UP CLASSES

for employees who have not attended training in 2011 or 2012:

Bring
your
lunch!

FOR STAFF OUTSIDE JUNEAU
Wednesday, February 8, 2012

11:00am - 1:00pm

Anchorage LIO, Room 220

Teleconference

(NOTE: Staff in the Anchorage area may attend in person)

JUNEAU STAFF

Friday, February 17, 2012

11:30am—1:30pm

Room 106, State Capitol

Bring
your
lunch!

ETHICS TRAINING Campaign Aspects

Thursday, February 16, 2012

10:15am to 11:15am

Room 106, State Capitol

ANYONE IS WELCOME!

NOTICE:

Ethics Committee Meeting

Thursday, February 23 and Friday, February 24

State Capitol

Time and Location will be noticed on BASIS



The committee will hear the following advisory opinion request:

- ♦ **Advisory Opinion 11-04**, Define and interpret participation in a sanctioned charity event.

The committee will revisit:

- ♦ **Advisory Opinion 04-01**, Constituent database information (see article below)



IMPORTANT NOTICE!

Constituent Database



Until the committee makes a decision on the applicability of AO 04-01 to a year in which redistricting takes place, do not combine your campaign list with your constituent list.

In AO 04-01 the committee found that, "constituent information gathered by a candidate using private resources can be used by that person if subsequently elected to serve as a legislator."

Due to the unique circumstances surrounding Redistricting of Legislative Boundaries, AO 04-01 has been added to the Ethics Committee agenda on Thursday, February 23, for discussion. A campaign list would most certainly contain names of individuals in the new district boundaries.