

**Plain Language Guide of the Town of North Castle Code of Ethics,  
Covering Municipal Officers and Employees**

The following material is only a summary of the Code of Ethics, Chapter 27 of the Town's Municipal Code. It is not intended to replace the text of the law. For more particular information refer to the actual Code, or to obtain guidance on specific questions, you may contact the Board of Ethics.

**Purpose** (Chapter 27-1). Municipal Officers and Employees hold their positions to serve and benefit the public, and not to obtain private gain in the performance of their duties. In furtherance of this principle, the Code of Ethics sets forth standards of conduct to prevent conflicts before they occur.

**Definitions** (Chapter 27-2).

- a. **Municipal Officer or Employee.** A paid or unpaid officer or employee of the Town, including volunteers or other members of any municipal board or committee.
- b. **Relative.** A spouse, parent, stepparent, sibling, stepsibling, sibling's spouse, child, stepchild, uncle, aunt, nephew, niece, first cousin, or household member of a Municipal Officer or Employee, and individuals having any of these relationships to the spouse of the Municipal Officer or Employee, including by adoption, marriage, civil union, or same-sex marriage.
- c. **Interest.** A direct or indirect financial or material benefit, to a Municipal Officer or Employee or a Relative, other than a benefit generally available to residents.

**Use of position for personal gain** (Chapter 27-4). No Municipal Officer or Employee shall use his or her position to financially or materially benefit himself or herself, a Relative or any organization in which he or she has an Interest.

**Treatment of the Public** (Chapter 27-5). A Municipal Officer or Employee shall treat all members of the public, whether a person or organization, with equal consideration and shall not give preferential treatment to any present or former Municipal Officer or Employee.

**Disclosure** (Chapter 27-6). Whenever an Interest of a Municipal Officer or

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Employee or a Relative may be in conflict with his or her duties as a Municipal Officer or Employee, the Interest shall be immediately disclosed as follows:

- a. If an elected official, the disclosure shall be filed with the Town Board.
- b. Disclosure shall also be made when a proposed or actual action may materially benefit a political supporter whose contributions to that Municipal Officer exceeded \$500 in the current or prior election cycle.
- c. If a member of a municipal board, disclosure shall be made at a public meeting of that board and included in the minutes of the meeting.
- d. In all other cases disclosure shall be made with the person's supervisor.
- e. Everyone, other than a seasonal employee, must complete an annual disclosure form.

***Recusal and Abstention*** (Chapter 27-7). No Municipal Officer or Employee may participate in any matter, when he or she or a Relative is deemed to have an Interest.

***Investments or contracts in conflict with Official Duties*** (Chapters 27-14 and 27-9.A). A Municipal Officer or Employee shall not invest in any enterprise or have any interest in a contract that would create an Interest in conflict with his or her official duties.

***Transactions in conflict with Official Duties*** (Chapter 27-9.B). A Municipal Officer or Employee shall not sell goods or services to any person or organization, which is licensed or whose rates are fixed by the Town.

***Private Employment*** (Chapter 27-10). No Municipal Officer or Employee may engage in private employment that would create a conflict with his or her duties as a Municipal Officer or Employee.

***Future Employment*** (Chapter 27-11). There are limitations with respect to future employment. Before accepting a position subsequent to employment by the Town, individuals are cautioned to read and comply with Chapter 27-11 of the Code of Ethics.

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***Municipal Resources*** (Chapter 27-13). Municipal resources, including the Town's personnel, money, vehicles, equipment, materials, supplies, or other property, shall be used only for lawful Town purposes.

***Nepotism*** (Chapter 27-15). Every Municipal Officer or Employee of a Relative seeking employment with the Town shall disclose the relationship in writing to the Town Clerk. No Municipal Officer or Employee may participate in any decision regarding employment of a Relative or the terms thereof. Except in exigent circumstances, which shall be promptly disclosed to the Town Supervisor, no Municipal Officer or Employee may supervise a Relative other than those in place when this Code first took effect.

***Political solicitations*** (Chapter 27-16). No Municipal Officer or Employee may (i) attempt to compel or induce a subordinate to make any political contribution, (ii) attempt to affect anyone's terms of employment based on the giving or withholding of a political contribution, or (iii) solicit a political contribution from any person or organization that has had, or in the next 12 months is expected to have, business dealings with the Town.

***Confidential Information*** (Chapter 27-17). No Municipal Officer or Employee shall disclose confidential information, unless the disclosure is required by law or in the performance of his or her duties.

***Gifts*** (Chapter 27-18). A Municipal Officer or Employee may not solicit, accept or receive any gift or thing of value from a person or organization that seeks, or has sought in the last 12 months, action on a transaction in which he or she has been involved. Chapter 27-18 lists some minor exceptions to the general rule re acceptance of gifts.

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