

**Moultonborough Code of Conduct  
Ordinance #21  
Form #1  
Disclosure of an Actual or Appearance of Conflict**

**Determination of Applicability – Section 6. a.**

	<b>Employee or Officer Information</b>
Name:	
Title or Position:	
Board/Department:	
My Mailing Address:	
Phone:	
Office E-mail:	
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from the Board about how I should proceed.
	<b>PARTICULAR MATTER TO COME BEFORE ME</b>
Particular matter:  E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter.
Your required participation in the particular matter:  E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter.
	<b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>
<b>Write an X by all that apply.</b>	<input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter. <input type="checkbox"/> I, or any of the above named parties, may receive an indirect benefit from a resolution of the matter.

Financial interest Or Indirect Benefit in the matter	Please explain the financial interest or indirect benefit and include a dollar amount if you know it.
Signature:	
Date:	

**DETERMINATION BY THE BOARD**

<b>Write an X by the one that applies</b>	<p>As allowed by Ordinance #21 Section 6 a. we have reviewed the particular matter and the financial interest identified above by the employee or officer and determined that</p> <p><input type="checkbox"/> the financial interest is not substantial enough as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee or officer</p> <p><input type="checkbox"/> the financial interest is substantial enough that it may be deemed likely to affect the integrity of the services which the municipality may expect from the employee or officer</p>
Date of Public Meeting:	
Signature of the Chair:	
Vote of the Board and Comments:	