

**TOWN OF WESTPORT CONFLICT OF INTEREST STATEMENT**  
**For all appointed and elected officials**

I \_\_\_\_\_, \_\_\_\_\_  
(name) (Position/Title)  
of 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_,  
(Board, Commission, Committee, RTM – please list each if you are a member of more than one Board, Commission or Committee)

acknowledge receipt of Chapter C38-2 (Conflict of Interest) of the Westport Town Charter and Article VI (Code of Ethics) of the Representative Town Meeting Rules of Procedures.

I hereby certify that I have read and understand the provisions of Chapter C38-2 and (for RTM members) the Code of Ethics of the Representative Town Meeting.

(CHECK THE APPROPRIATE BOX(S) AND **PLEASE SIGN BELOW**)

**For all appointed and elected officials**

I have no conflict of interest as that term is described in Chapter C38-2 of the Charter.

I hereby disclose that the following may be considered a conflict of interest with my duties as an elected/appointed official/employee of the Town:

- 1.
- 2.

**For RTM members only**

I agree to uphold the Code of Ethics of the Representative Town Meeting Rules of Procedures.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign name

\_\_\_\_\_  
Email Address

**PLEASE RETURN THIS FORM TO:**

**Gary G. Conrad – Finance Director**  
**Westport Town Hall RM 313, 110 Myrtle Avenue, Westport, CT 06880**

**IMPORTANT NOTE – A SIGNED PDF OF THIS FORM CAN BE EMAILED TO**

**[gconrad@westportct.gov](mailto:gconrad@westportct.gov)**

**§ C38-2. Conflict of Interest.**

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall participate in any official capacity in the hearing or decision upon any matter in which such person has, directly or indirectly, a personal or financial interest. In the event of such disqualification, such fact shall be entered on the records of the commission or board.

Any Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall disclose any financial interest or any personal beneficial interest, either directly or indirectly, in any contract or purchase order for supplies, materials, equipment or services furnished to or used by the Town. Such disclosure shall be immediate and thereafter shall be made annually to the Office of the Town Clerk of the Town of Westport. This disclosure shall not apply to the mere ownership of up to 5% of the outstanding shares of publicly traded companies.

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall accept or receive, directly or indirectly, from any person, firm or corporation to which any contract or purchase order has been awarded by the Town, any money, or anything of value whatsoever, or any promise for future reward. This prohibition shall not apply to political contributions made in accordance with applicable laws and regulations, nor to items of de minimus value.

**REPRESENTATIVE TOWN MEETING RULES OF PROCEDURES**

**Article VI. Code of Ethics**

**§ Sec. A162-20 Purpose of the RTM Code of Ethics**

It is a guiding principle of the RTM that its members be independent, impartial, and responsible to the people of the Town of Westport. To ensure that the public retains full confidence in the integrity of the RTM the following Code of Ethics is hereby adopted.

**§ Sec. A162-21 General Standard; Responsibility of the RTM Members; Conflicts of Interest; Misuse of RTM Position or Resources**

**A. Responsibility of RTM Members:**

It shall be the responsibility of all RTM Members to carry out their official duties to the best of their abilities and with the highest moral

and ethical standards. Members shall conduct themselves in a manner to be above reproach and be in accordance with all applicable laws, regulations and codes, including the Town Charter, Town Ordinances and the Rules of Procedure of the RTM.

**B. Conflicts of Interest for RTM Members**

All members should be most sensitive to permitting an actual conflict of interest or the appearance of a conflict of interest to exist, even though a complete disclosure of all circumstances would show that an actual conflict did not exist in a particular case. The individual member shall decide in any given situation whether he or she is faced with such conflict. Such decision shall not preclude the Representative Town Meeting from determining that a conflict of interest does, in fact, exist; but the determination of the Representative Town Meeting shall not prevent the member from voting or participating.

**C. Misuse of RTM Position or Resources**

RTM Members shall not use the power or authority of their position in any manner intended to induce or coerce any person or entity to provide, directly or indirectly, anything of value which shall accrue to the private advantage, benefit, or economic gain, of the RTM Member. As used in this section, the term “private advantage, benefit, or economic gain” means any advantage, benefits or economic gain, distinct from that enjoyed by members of the public without regard to official status or not resulting naturally from lawful and proper performance of duties.

**§ Sec. A162-22 Ethics Concerns**

Potential ethics concerns should be discussed with the RTM Moderator or the RTM Deputy Moderator for resolution as appropriate.

**§ Sec. A162-23 Ethics Code & Conflicts of Interest Acknowledgements**

RTM Members, at the start of each term, shall sign and submit to the Town Clerk an acknowledgement form stating that they have read and agree to uphold the “RTM Code of Ethics” and relevant guidelines as adopted by the RTM. RTM members, at the start of each term, shall sign and submit to the Town Clerk the Town Disclosure Form related to “Conflicts of Interest.”