

CITY OF SACRAMENTO OFFICE OF ARTS AND CULTURE CONFLICT OF INTEREST POLICY

INTRODUCTION

The Office of Arts & Culture's Conflict of Interest Policy applies to the following persons: Arts, Culture & Creative Economy Commissioners, Commission committee members and review panelists. As interested participants in the arts and cultural life of the greater Sacramento area, such persons are required to avoid any potential conflicts of interest and to refrain from any actions which may be interpreted as using their association with the Arts Commission to further their personal financial interests or that of the individuals or organizations with which they are affiliated.

Each person covered by this policy is required to review his or her professional and personal affiliations and should consider those activities which might create a conflict of interest with the duties and responsibilities of Commissioners, Commission committee members, and review panelists. Each person covered by this policy is asked to read the policy carefully before completing a disclosure statement setting forth financial interests in and affiliations with individuals and organizations.

POLICY

I. DEFINITIONS

- A. *Major Financial interest.* A person has a major financial interest in an individual, or in a non-profit organization, if the individual or organization is financially obligated to that person or if the person has received income (including, but not limited to wages, consulting fees, and gifts) aggregating \$1,000 or more in value from the individual or organization within the twelve months prior to the date when the determination of financial interest is made, or any subsequent twelve-month period ending no later than twelve months after the date of the determination, in which he or she reasonably anticipates that he or she will have received income aggregating \$1,000 or more in value from the individual or organization.
- B. *Minor Financial interest.* A person has a minor financial interest in an individual, or in an organization, if the individual or organization is financially obligated to that person or if the person has received income (including, but not limited to wages, consulting fees, and gifts) aggregating more than \$250 but less than \$1,000 in value from the individual or organization within the twelve months prior to the date when the determination of financial interest is made, or any subsequent twelve-month period ending no later than twelve months after the date of the determination, in which he or she reasonably anticipates that he or she will have received income aggregating more than \$250 but less than \$1,000 in value from the individual or organization.

- C. *Affiliation.* A person is affiliated with an individual or an organization if the person or the person's spouse, child or registered domestic partner:
1. Serves on the organization's board of directors.
 2. Is a volunteer officer, consultant or manager for the organization for more than three months.
 3. Is the mother, father, sister, brother, child, spouse, or registered domestic partner of the individual.

Note: General membership in an organization does not constitute affiliation.

II. PROHIBITED ACTIVITY

A. Prohibited Activity by Review Panelist

1. No person having a major financial interest in an individual or organization which is an applicant for funds administered by the Office of Arts & Culture may serve on a review panel which evaluates that individual or organization's application.
2. No review panelist having a minor financial interest in and/or an affiliation with an individual or non-profit organization which is an applicant for any funds administered by the Office of Arts & Culture shall participate in the making of any decision (including review, discussion, recommendation or voting) on that individual's or organization's application, shall be present during consideration of the application by any review panel, or shall advocate before any Commission committee, the Commission, City Council, or Board of Supervisors in support of the application.

B. Prohibited Activity by Commission Committee Member

No member of a Commission committee having a major or minor financial interest in, and/or an affiliation with, an individual or organization which is an applicant for funds administered by the Office of Arts & Culture shall participate in the making of any decision (including review, discussion, recommendation, or voting) on that individual's or organization's application, shall be present during consideration of the application by that Commission committee, or shall advocate before any review panel, any other Commission committee, the Commission, City Council, or Board of Supervisors in support of the application.

C. Prohibited Activity by Commissioner

No Commissioner having a major or minor financial interest in, and/or an affiliation with, an individual or organization which is an applicant for funds administered by the Office of Arts & Culture shall participate in the making of any decision (including review, discussion, recommendation, or voting) on that individual's or organization's application, shall be present during consideration of the application by the Commission, or shall advocate before any review panel, Commission committee, the Commission, City Council, or Board of Supervisors in support of the application.

III. DISCLOSURE STATEMENTS

Every Commissioner, Commission committee member, and review panelist shall file a disclosure statement describing his or her financial interests (including employment) in, or affiliations with, an individual or non-profit organization that is eligible to receive funds administered by the Commission. Disclosure must be made upon invitation to join a Commission body and updated annually or whenever a disclosable affiliation or financial interest arises.

IV. THE REQUIREMENTS OF THIS POLICY DO NOT SUPERSEDE ANY REQUIREMENTS OF THE FAIR POLITICAL PRACTICES ACT.

V. DISCRETION IN DISQUALIFICATION

There are many other situations not covered by these rules in which the appearance of a bias for or against an individual or organization may occur (e.g., work colleagues, past contract disputes, distant relatives, etc.).

1. You are required to publicly disclose all relationships in which a bias for or against an individual or organization may be perceived.
2. You are asked to use your discretion in disqualifying yourself from any Commission, Commission committee or panel proceedings in which the appearance of a bias for or against an individual or organization may be perceived.

CERTIFICATION

I have read and carefully considered this policy of the Office of Arts & Culture and agree to abide by its requirements.

Date: _____ Signature: _____

Attachment: Disclosure Statement

DISCLOSURE STATEMENT

Name: _____
Address: _____
Phone: _____

I have received a copy of, and am familiar with the contents of, the Office of Arts & Culture’s Conflict of Interest Policy.

1. Please list the following:
 - a. Professional affiliations in the arts community of Sacramento (e.g., member of Board of Directors during past year, currently, or anticipated in future):
 - b. Business dealings with artists and/or arts organizations (e.g., contractor wages, consulting fees, gifts, commissions, temporary assignments, purchases) in the twenty-four month period including the year prior and the year after:
 - c. Family or personal ties to artists or arts organizations which might appear to affect your ability to be impartial in rendering a decision (e.g., child is employed by an arts organization or sister is a practicing artist).
 - d. Other known relationships or associations that might be perceived as creating bias for or against an individual or organization.
2. I have a major financial interest, as defined in the Policy, in the following individuals and organizations:
3. I have a minor financial interest, as defined in the Policy, in the following individuals and organizations:
4. I am affiliated, as defined in the Policy, with the following individuals or organizations not mentioned above:

Date: _____ Signature: _____