



VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

Volunteer Application for Advisory Boards

BOARD APPLYING FOR: _____
(Planning Board/DRB, PR&G Board, and Board of Adjustment)

Name: _____

Address: _____

Subdivision: _____ Are you a resident of Marvin? _____

Years as resident of Marvin: _____ Phone: _____

Office/cell: _____ Fax: _____ Email: _____

Education: _____ Occupation: _____

Please list your area(s) of Expertise and Interest/Skills and describe how your background will benefit the Board:

Briefly describe the community planning issue that concerns you the most:

How would you propose addressing the issue that concerns you the most?

What is your long term vision for the Village of Marvin?

The various Boards meet each month, usually in the evening. Participation is important to establish a quorum for the meetings. Will you be able to participate in the majority of the meetings?

**The applicant understands and agrees that he or she must submit the prescribed Statement of Economic Interest and Code of Ethics Forms with this application. All information provided in the Forms are considered a matter of public record and is therefore subject to disclosure and copying upon request.*

Date: _____ Signature: _____

Note: Information provided in this application is considered a matter of public record. It may, therefore, be subject to disclosure upon request pursuant to North Carolina's Public Records Law. N.C.G.S., Section 132-1, et seq.

Return to: Village Clerk, Village of Marvin, 10004 New Town Rd, Marvin, NC 28173, Fax: 704-843-1660, clerk@marvinncc.org.

FOR OFFICE USE ONLY: Date Received: _____



Statement of Economic Interest

APPLICANT PACKET

Disclosure Form & Instruction Pamphlet

Adopted 1/14/2020



Statement of Economic Interest Form

Instruction Pamphlet & Definitions

Village of Marvin | 10004 New Town Road
Marvin, NC 28173 | Phone: (704) 843-1680
Website: www.marvinnc.org

PLEASE FILE & RE-FILE THIS FORM BY APRIL, EACH YEAR, PRIOR TO TAKING PART IN ANY VOTE OR DETERMINATION.

The NC State Government Ethics Act Can Be Found at NCGS 138a. The Village of Marvin's Code of Ethics Can Be Found [Here](#)

- 1. APPLICABILITY.** Statement of Economic Interest (SEI) Form is required from all Council Members and Advisory Board Applicants.
- 2. PUBLIC RECORDS.** The Village of Marvin collects and maintains disclosures from persons covered by the Village of Marvin Code of Ethics. By law, the information requested is public record and available to the public upon request, except for personal contact information, information with regard to minor children, and any personnel records protected pursuant to North Carolina Statute.
- 3. ANSWER EACH QUESTION.** It is important to answer each question, including all applicable sub-parts. Even if your answer is "no" or "not applicable", make certain you answer each question. Many of the questions have "yes" and "no" boxes to check for your convenience. Incomplete SEI Forms may cause delays in review.
- 4. PURPOSE FOR FILING.** You must list the complete name of the Village Board for which you are applying or elected. Without this information, review of your SEI Form may be delayed.
- 5. HOW TO FILE.** The Village recommends submitting this form in person, at Village Hall, located at 10004 New Town Road, Marvin, 28173. This form may also be submitted electronically via a PDF, submitted as a downloadable document from a hyperlink (e.g. Dropbox, OneDrive, etc.) or emailed to clerk@marvinnc.org
- 6. INCOME.** List each source of income as requested on the SEI Form. The actual dollar amount is not required. However, be sure to list your employer as a source of income.
- 7. REFLECT.** Please think carefully about why you are filing and whether it has any relationship to your position. Would your board or employment position regulate any business interests with which you are associated? Answering "yes" does not necessarily prohibit service on a board.
- 8. MAKE A COPY.** Make a copy of your SEI form for your own records and make a note as to when you submitted the form.
- 9. DEFINITIONS.** The terms defined in this Instruction Pamphlet apply to Village's SEI Forms. Please review the terms, on the following page, and answer questions in accordance with the definitions provided.

ASSISTANCE. The Village of Marvin has staff who can assist you in completing and filing your form. Do not hesitate to contact the Village Administrator or the Village Clerk to assist you in your obligations under the Code of Ethics. For more information, please visit the Village website or contact the Village Administrator.

CONTACT INFORMATION:

Address & Phone No.	Website / Online Resources	Village Administrator & Village Clerk	
10004 New Town Road Marvin, NC 28173	marvinnc.org	Phone: 704.843.1680	Fax: 704.843.1660



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APPLICABLE DEFINITIONS

The terms and definitions that follow apply to the SEI form. Please review these terms and answer SEI questions in accordance with the definitions provided below.

Board/Board Member. Any Village board, commission, council, committee, task force, authority, or similar public body or a member thereof, however denominated, created by ordinance, policy or legislative order, by any public body which has the authority to create such a body.

Business, Interest/Finance Interest. A business interest exist when a Board member, Any member of their Immediate Family, or any Business Associate is a member, officer, manager, director, partner or proprietor of a limited liability company with which the Village of Marvin conducts business or has the potential to benefit from a Village of Marvin decision, determination or recommendation; irrespective of whether compensation has been received, the amount which may be received, the amount of interest owned and/or where the interest is owned.

Business: Any activity or enterprise entered into, or sought after, for the purpose of making profit, or creating opportunities for profit, whether for oneself, for one's family or for one's business associates; any such activity or enterprise may include, but is not limited to creating, producing, developing, selling, purchasing, gifting, trading, arranging or exchanging land, license, permits, goods, services, endorsements, influence, support, information, recommendation, determinations, legislation, remuneration, compensation, favor or anything of value, whatsoever.

Business, Associate(s): A person, party or entity with which a Board Member or Immediate Family member is engaged for the purpose of conducting 'Business', or creating the opportunity for 'Business', as defined, herein.

Family, Immediate: An unemancipated child of the covered person residing in the household and the covered person's spouse, if not legally separated. A member of a covered person's extended family shall also be considered a member of the immediate family if actually residing in the covered person's household as well as any significant other residing in the same household.

Employee. Any person hired for a specific job or labor, to work in the service of the Village of Marvin; whether employment be full-time, part-time, as specific wage or salary, or through an employment contract.

Emancipation. A minor child, under the age of 18 years, is emancipated by the following acts: marriage, enlistment in the United States armed forces, or court action for emancipation.

Honoraria. Payments for services for which fees are not legally or traditionally required.

Income: Any salary, wage, state/local government retirement income, professional fee, honoraria, interest, dividend, rental income, business income, finder fees, commissions and/or any other source of income which must be reported, by law, on a State and/or federal tax income form.

Nonprofit corporation or organization with which associated. Any not for profit corporation, organization, or association, incorporated or otherwise, that is organized or operating in the State primarily for religious, charitable, scientific, literary, public health and safety, or educational purposes and of which the covered person, filing person, or any member of the covered person's or filing person's immediate family is a director, officer, governing board member, lobbyist registered under Chapter 120C of the General Statutes, or independent contractor. Nonprofit corporation or organization with which associated shall not include any board, entity, or other organization created by this State or by any political subdivision of this State.

Person. Any individual, firm, partnership, committee, association, corporation, business, or any other organization or group of persons acting together. The term "person" does not include the Village, a political subdivision of the Village, or any other entity or organization created by the Village or a political subdivision of the Village.

Person with which the Board member is associated. Any of the following: a client of the board member, a business with which the board member t or a member of the board member's immediate family is associated, a nonprofit corporation or association with which the board member or a member of the board member immediate family is associated, and the Village



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In an effort to support and preserve transparent government, all applicable sections of this form must be completed to fulfill your ethics filing obligation. Please note that disclosure of information does not, necessarily equate to a conflict of economic interest; nor does the mere disclosure of information preclude an individual from participating in public office, or a position of employment.

A. APPLICANT'S INFORMATION (First, Middle, Last)				
Prefix	First Name	Middle Name	Last Name	Suffix

B. PURPOSE FOR FILING (Check and complete the designations that apply below)				
<input type="checkbox"/> Employment Position (Specify position) →		<input type="checkbox"/> Advisory Board or Committee (Name applicable board) →		
<input type="checkbox"/> Village Council (Specify Mayor or Council)		<input type="checkbox"/> Appointed Officer (Specify Office)		
<input type="checkbox"/> Mayor	<input type="checkbox"/> Council	<input type="checkbox"/> N/A	→	

C. EMPLOYMENT INFORMATION	
Current Employer (Complete any that apply.)	Job Title
Nature of Employer's Business	

D. CONTACT INFORMATION				
Mailing Address (Required)		City	State	Zip
Home Address	<input type="checkbox"/> Same as Mailing Address	City	State	Zip
Day Time Phone Number (Required)		Alternative Phone Number		
Email Address (Required)		Date of Birth (MM/DD/YYYY)		

STAFF USE ONLY		
Date Received	Checked for Completion	Staff Name and Initials



**Statement of Economic Interest
DISCLOSURES**

E. PROPERTY INTERESTS

1. Aside from your principal dwelling, do either you, any member of your immediate family, or any business associate, have business interests in land, land development or real estate in the Village of Marvin, or within Marvin's planning area?

Yes No If yes, please provide the information below:

Party with Interest (Self, Family Member, Business Associate)	Address / Location of Land and/or Real Estate of Interest	The Type or Nature of the Real Estate and/or Land Interest

2. Do you, any member of your immediate family, or any business associate, own land or real estate, within the Village of Marvin, or within Marvin's planning area, with a market value exceeding \$5,000, which is leased and/or rented for profit?

Yes No If yes, please provide the information below:

Party with Interest (Self, Family Member, Business Associate)	Describe Nature of Lease / Rental	Provide Real Estate Address

3. Have you or any member of your immediate family ever been employed by, or engaged in a business contract, with the Village of Marvin, exceeding \$10,000, in the past five years?

Yes No If yes, please provide the information below:

Party with Interest (Self, Family Member, Business Associate)	Nature of Contract or Engagement	When: Month, Year & Duration

4. Have any of your business associates, ever been employed by, or engaged in a business contract with the Village of Marvin, exceeding a value of \$10,000 in the past five years?

Yes No If yes, please provide the information below:

Party with Interest (Self, Family Member, Business Associate)	Nature of Contract or Engagement	When: Month, Year & Duration

F. FINANCIAL INTERESTS

1. Do you or any member of your immediate family have business interests in any privately-owned business entity, which may gain a valued benefit, directly or indirectly, from a Village of Marvin recommendation, determination or decision?

Yes No If yes, please provide the information below:

Party with Interest (Self, Family Member, Business Associate)	Nature of Business Entity	Describe Conflicts or Potential Conflicts

3. Do you or any members of your immediate family receive income of \$5,000 or more as defined herein, from a business associate, organization, or business entity, of any kind, which may gain a valued benefit, directly or indirectly, from a Village of Marvin recommendation, determination or decision? Please provide applicable information below.

I receive, or have received, reportable income as defined herein	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know.
My spouse receives, or has received, reportable income as defined herein.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know.
A member of my immediate family receives, or has received, reportable income as defined herein	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know.
A member of my extended family receives, or has received, reportable income as defined herein	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know.
I have business associates from whom I receive, or have received, reportable income as defined herein	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know.

Recipient of Income	Name of Source	Type of Business/Industry	Type of Income

G. PROFESSIONAL AND CIVIC RELATIONSHIPS

1. Are you now, or have you ever been a director, officer, board member of a zoning and/or land development organization, contractor, consultant, advocate or lobbyist of a zoning or land development organization or non-profit organization (which may benefit, directly or indirectly, from a Village of Marvin recommendation, determination or decision?)

Yes No If yes, please provide the information below:

Party with Interest (Self, Family Member, Business Associate)	Name of Organization	Relative Position	Purpose / Nature of Business

2. Are you, or have you ever been, employed by a real estate and/or land development business, or provided professional services or consulting services for a real estate and/or land development business?

Yes No If yes, please provide the information below:

Type of Employment, Consulting or Professional Service	Type of Real Estate/Land Development (Commercial, Residential, Office, etc.)	Nature of Employment (Purchase, Lease, Design, Development, Investment, etc.)

5. Is any member of your immediate family now, or have they ever, been employed by a real estate and/or land development business, or provided professional services or consulting services for a real estate and/or land development business?

Yes No If yes, please provide the information below:

Type of Employment, Consulting or Professional Service	Type of Real Estate/Land Development (Commercial, Residential, Office, etc.)	Nature of Employment (Purchase, Lease, Design, Development, Investment, etc.)

I. OTHER DISCLOSURES

1. During the last 12 months, have you received any 'gift(s)' or favors from an individual person, business entity, organization or group of persons acting together, under circumstances that would lead a reasonable person to conclude the gifts were given for lobbying?

Yes No If yes, please provide the information below:

Date Item Received	Name & Address of Donor(s)	Describe Item Received	Estimated Market Value

2.	Have you ever been convicted of a felony for which you have not received either (i) a pardon; or (ii) an order of expungement? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Offense	Date of Conviction	County of Conviction
3.	Are you aware of any other information that you believe may assist in advising you concerning your compliance with the Village of Marvin's Code of Ethics? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide that information below.		

J. DISCLOSURE AFFIRMATION STATEMENT

I, _____ (*Full Name*) hereby affirm that the information provided in this Statement of Economic Interest Form and any attachments are true, complete, and accurate to the best of my knowledge and belief.

- I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.
- I understand that disclosure of any potential conflict of interest and any attachments; except for personal contact information, ~~or~~ information regarding minor children, and personnel records protected pursuant to North Carolina law, are public record.
- I have read and understand the Village of Marvin's Code of Ethics:

I affirm that I have reviewed my most recently filed Statement of Economic Interest Form and as of the date signed hereto, and under penalty of perjury, attest that my responses are true, correct, and complete to the best of my knowledge and belief.

_____	_____	_____
<i>Board Member / Public Officer's Signature</i>	<i>Printed Name</i>	<i>Date</i>
_____	_____	_____
<i>Administrator / Village Clerk's Signature</i>	<i>Printed Name</i>	<i>Date</i>



Code of Ethics

APPLICANT PACKET

**Disclosure Form &
Instruction Pamphlet**

Adopted 1/14/2020



VILLAGE OF MARVIN - CODE OF ETHICS

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a “frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty,” and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina’s state motto, *Esse quam videri*, “To be, rather than to seem” and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this Village, and with obeying the law.

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the Village of Marvin and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Marvin Village Council do hereby adopt the following General Principles and Code of Ethics to guide for the Village board members and employees in their lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- ◆ The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- ◆ Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- ◆ Board members and employees as used herein shall mean any member of a Village Board including any governing board or advisory board must be able to act in a manner that maintains their integrity and independence yet is responsive to the interests and needs of those they represent.
- ◆ Board members and employees must always remain aware that at various times they play different roles:
- ◆ As advocates, who strive to advance the legitimate needs of their citizens
- ◆ As legislators who balance the public interest and private rights when enacting ordinances, orders, and resolutions
- ◆ As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations
- ◆ Board members and employees must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- ◆ Board members and employees must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

PURPOSE

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Village Board members and employees and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member or employee’s best judgment.

1. Board members and employees should obey all laws applicable to their official actions as employees and members of the board. Staff and Board members should be guided by the spirit as well as the letter of the law in whatever they do.
2. Board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that a board member is behaving unethically because one disagrees with that board member on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.
3. Board members and employees should endeavor to keep up to date, through the Village's attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day legal advice the board members and employees may receive concerning specific situations that arise.

SECTION 2 INTEGRITY AND INDEPENDENCE

Board members and employees should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- ◆ Adhering firmly to a code of sound values
- ◆ Behaving consistently and with respect toward everyone with whom they interact
- ◆ Exhibiting trustworthiness
- ◆ Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- ◆ Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner
- ◆ Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
- ◆ Disclosing contacts and information about issues that they receive outside of public meetings and refraining from giving, seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves
- ◆ Treating other board members, other employees and the public with respect and honoring the opinions of others even when the board members disagree with those opinions
- ◆ Not reaching conclusions on issues until all sides have been heard
- ◆ Showing respect for their offices and not behaving in ways that reflect badly on those offices
- ◆ Recognizing that they are part of a larger group and acting accordingly
- ◆ Recognizing that individual board members are not allowed to act on behalf of the board but may only do so if the board specifically authorizes it, and that board may only take official action as a body.

SECTION 3 AVOIDING IMPROPRIETY

Board members and employees should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate. If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the Village Attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it.

Board members and employees should faithfully perform the duties of their offices.

- ◆ They should act as the especially responsible citizens' whom others can trust and respect.
- ◆ They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.
- ◆ Board members and employees should faithfully attend and prepare for meetings.
- ◆ They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.
- ◆ They should require full accountability from those over whom the board has authority.
- ◆ Board members should be willing to bear their fair share of the board's workload.
- ◆ To the extent appropriate, they should be willing to put the board's interests ahead of their own.

SECTION 5 OPENNESS AND TRANSPARENCY

Board members and employees should conduct the affairs of the board or Village, as applicable, in an open and public manner.

- ◆ They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust.
- ◆ They should remember when they meet that they are conducting the public's business.
- ◆ They should also remember that local government records belong to the public and not to board members or employees. In order to ensure strict compliance with the laws concerning openness, board members and employees should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit.
- ◆ They should prohibit unjustified delay in fulfilling public records requests.
- ◆ They should take deliberate steps to make certain that any closed sessions held by any board of the Village are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

SECTION 6 GUIDELINES FOR ETHICAL BEHAVIOR

The following guidelines are designed to translate current legal requirements into specific behaviors board members and employees should avoid. While statutory provisions should be viewed as a minimum standard, board members and employees should always consider whether there are ethical problems with other behaviors, even if such behavior does not violate criminal or other statutes dealing with conflicts of interest or other subjects.

1. Avoid deriving a direct benefit from contracts in which you are involved in creating on behalf of the public agency. (G.S.14-234(a)(1))
2. Avoid attempting to influence others involved in making or administering a contract on behalf of the public agency, even if you aren't involved, if you will derive a direct benefit from the contract. (G.S. 14-234(a)(2))
3. Avoid soliciting or receiving any gift or reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency you serve. (G.S. 14-234(a)(3))
4. Consider the ethical and practical consequences of deriving a direct benefit from a contract authorized under any exception to the statute and weigh these considerations against the potential advantage to the public agency and to yourself. Follow reporting requirements to ensure transparency. (G.S. 14-234(b); (d1)).
5. Avoid participating in deliberations about or voting on a contract in which you have a direct benefit, when the contract is undertaken as allowed under any exception to the statute. (G.S. 14-234(b1) Criminal penalty.)
6. Avoid using your knowledge of contemplated action by you or your unit, or information known to you in your official capacity and not made public, to acquire a financial interest in any property, transaction, or enterprise, or to gain a financial benefit that may be affected by the information or contemplated action. Avoid intentionally aiding another to do any of these things. (G.S. 14-234.1)

7. Avoid receiving any gift or favor from a current, past, or potential contractor. (G.S. 133-32(a))
8. Consider the ethical and practical consequences of accepting a gift or favor under any exception to the statutory prohibition and follow reporting requirements to ensure transparency. (G.S. 133-32(d))
9. Avoid voting on matters involving your own financial interest or official conduct. (G.S. 160A-75; 153A-44.) Identify and disclose these matters in advance so your board can determine whether you have a conflict allowing you to be excused by the board from voting. When in doubt, obtain an opinion from your local attorney about whether you must vote or may be excused.
10. Avoid voting on any zoning map or text amendment where the outcome of the vote is reasonably likely to have a direct, substantial, and readily identifiable financial impact on you. (G.S. 153A-340(g); G.S. 160A-381(d)).
11. Do not participate in or vote on any quasi-judicial matter, including matters that come before the board when the board is acting in a quasi-judicial capacity under G.S.153A-345 or G.S. 160A-388, if participation would violate affected persons' constitutional right to an impartial decision-maker. Impermissible conflicts under this statutory standard include "having a fixed opinion prior to hearing the matter that is not susceptible to change"; "undisclosed ex parte communications [communications between a board member and someone involved in the matter that occur outside the official quasi-judicial proceeding]"; "a close familial, business, or other associational relationship with an affected person"; or "a financial interest in the outcome of the matter." (G.S. 153A-345 (e1), G.S.160A-388 (e1))
12. Fulfill your statutory obligation to vote on all matters that come before you even when there are appearances of conflict, and only refrain from voting when there is a legal basis for being or a requirement to be excused from voting.(G.S.153A-44; G.S.160A-75.)

SECTION 7 APPLICATION FORMS, STATEMENTS OF ECONOMIC INTEREST & SUPPLEMENTAL INFORMATION

1. All current and prospective board members shall complete a Village of Marvin Application form and a Marvin Statement of Economic Interest Disclosure Form ("SEI Disclosure Form"). All employees shall complete an Application Form and an Employee Statement of Interest (ESI) Form.
2. The and SEI Form or ESI Form, as applicable, must be completed prior to being considered for an appointment to a Village Board, and prior to taking an oath of office and commencing office in an elected position and/or prior to commencing a term of employment.
3. The Marvin Application form, any SEI form, and any supplement provided, shall contain information which is true and accurate. An SEI Form or ESI Form must be accompanied by the signature page, upon which the applicant has attested to the accuracy of the information contained therein. All completed SEI forms and ESI forms shall be kept on file with the Village Clerk or Village Administrator.
4. The Administrator and/or Clerk shall strive to re-distribute SEI forms and ESI forms to all board members and employees, as applicable, in April of each year or such other time as deemed appropriate by the governing body and/or administrator for providing the opportunity to update information which must be disclosed. If board member or employee determine their status has not changed, they may re-attest to the form's accuracy, re-submit the affirmation page only with a notation of "no change", and no further information shall be required.
5. Notwithstanding the provisions above, it shall be the responsibility of all board members and employees to notify the Village staff of any change in their circumstance, should it occur, and submit amendments to their SEI forms, as soon as a change in circumstance occurs. Failure to report a change in one's circumstance could result in negative consequences.

SECTION 8 CODE OF ETHICS ACKNOWLEDGEMENT FORM

A printed and signed Code of Ethics Acknowledgement Form is required from each Board member and employee of the Village of Marvin, indicating they will endeavor to follow the standards set out in the Code of Ethics,

Please print, sign and submit the following page.



VILLAGE OF MARVIN - CODE OF ETHICS

ACKNOWLEDGEMENT FORM

I have read and understand the Village of Marvin Code of Ethics. As a Village Board Member or Employee of the Village, I will endeavor to follow the standards set out in the Code of Ethics,

Signature of Public Official

Printed Name

Date

Signature of Board Member

Printed Name

Date

Signature of Employee

Printed Name

Date

Signature of Village Clerk

Printed Name

Date

Important Note: A copy of this signed acknowledgement form must be kept on file along with a completed and signed application form and/or Statement of Economic Interest Disclosure form, as applicable.