

Annual ethics disclosures due February 20, 2021

All legislators, legislative employees, and public members of the Ethics Committee are required to file annual disclosures within 30 days after the first day of session (February 20, 2021).

Annual disclosures examples include:

- Close economic associations
- Close economic association with a lobbyist spouse or partner
- Participation in state benefit and loan programs. See Appendix C in the Standards of Conduct Handbook for more information.
- Interest in state contracts and leases of \$5,000 or more
- Board membership with one or more of the following powers: advisory, investigatory, managerial, or supervisory power — even if you have no voting power — in a:
 - * Non-profit
 - * For profit
 - * Religious
 - * Educational
 - * Condo Association
 - * Native Corporation
 - * Governmental or National Board.

File your disclosure online. It's easy!

1. Go to <http://intranet.akleg.gov/> and scroll down to the "File an Ethics Disclosure" section and click.
2. Go to the line that begins with "CLICK HERE."
3. Double click on the word "HERE."
4. Enter your credentials (your computer log-in, not your email address).
5. Click on the type of disclosure you want to file.
6. Complete the form using drop down menus when available. **(Provide complete information. Gifts of travel are for the purpose of obtaining information about matters of legislative concern. Include one or two sentences about how the information you obtained is a matter of legislative concern.)**
7. Check your completed disclosure for accuracy, sign, and submit.

For a four-page detailed instruction handout for online filing or for other information, contact the ethics office at 269-0150 or 269-8179 for more information.

Campaign Fundraising Prohibition

Remember that AS 24.60.031(a) and (b) prohibit campaign fundraising

...on a day when either house of the legislature is in regular or special session, solicit or accept a contribution or a promise or pledge to make a contribution...

Check for and remove donation language and payment buttons from your campaign websites during session.

Contact the ethics office for further details at 907-269-0150 or Ethics.Committee@akleg.gov

Are you terminating your service with the Legislature?

Under AS 24.60.115, legislators, legislative employees, and public members of the Ethics Committee, must file — **within 90 days after leaving service** — a final disclosure reporting new associations or interests not disclosed prior to leaving office.

Below is a list of disclosures to review in determining the need to file a final disclosure.

- Appointed or reappointed to a board or commission - AS 25.60.030(f)
- Obtained a state contract or lease - AS 24.60.040
- Began participating in a state benefit program or obtained a state loan - AS 24.60.050
- Formed a close economic association (financial relationship) with an individual who must file a Financial Disclosure with the Alaska Public Offices Commission - AS 24.60.070 (i.e., legislator, legislative employee, lobbyist, or public official)
- Represented a client for pay before a state agency, board or commission - AS 24.60.100
- Received a gift not connected to legislative status that is \$250 or more in value - AS 24.60.080(c)(8)
- Received a gift of travel/hospitality for legislative matters that is \$250 or more in value - AS 24.60.080(c)(4)
- Family member received a gift because of legislative connection that is \$250 or more in value - AS 24.60.080(i)
- Began a new association relating to a transition to post legislative work.

Contact the Ethics Office at 269-0150 or 269-8179 for more information.

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7. Check the final disclosure box and sign the disclosure.
8. Check your completed disclosure for accuracy and submit.

For a four-page detailed instruction handout for online filing or for other information, contact the ethics office at 269-0150 or 269-8179 for more information.

Contact the Select Committee on Legislative Ethics

Mailing Address:

PO Box 90251
Anchorage, AK 99509-0251

Physical Location:

Anchorage Legislative Office Building
1500 W Benson Blvd Suite 220
Anchorage, AK 99503

Phone: 907-269-0150

FAX: 907-269-0152

Email: Ethics.Committee@akleg.gov

Website: <http://ethics.akleg.gov/>

Legislative Purpose Test

Before taking action or accepting a gift of travel, ask yourself:

- What is the legislative purpose of my action?
- Is the activity or service necessary to perform my official duties?

If not, do not take action or accept a gift of travel.

Remember:

- There is no definition of “legislative purpose” in the Legislative Ethics Act.
- Each situation may need to be determined on a case-by-case basis.
- Several statutes and formal advisory opinions provide guidance.
- Contact the Ethics Office at 907-269-0150 or Ethics.Committee@akleg.gov for more information.



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APOC Legislative Financial Disclosures

Legislators and legislative directors must file an annual report with the Alaska Public Offices Commission by Monday, March 15, 2021. Legislative staff is permitted to help with preparing and filing a legislator’s annual financial disclosure on state time using a government computer.

If you have questions, call APOC at 276-4176.

**Thank you for
filing your
disclosures
online.**

DISCLAIMER

Information in this newsletter is given as a general overview. Your circumstances may require more specific information and advice. Please contact the ethics office if you have any questions as to whether your intended action is in compliance with the Ethics Act AS 24.60.