



## City of Laredo Recusal and Disclosure

*For use of this form, see Section 2.01 of the Ethics Code*

**READ THE INSTRUCTIONS BELOW PRIOR TO COMPLETION OF THIS DISCLOSURE  
AND ATTACH ADDITIONAL SHEETS IF SPACE PROVIDED IS NOT SUFFICIENT**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Select Type of Recusal</b>		
<input type="checkbox"/> Improper Economic Benefit <span style="margin-left: 150px;"><input type="checkbox"/> Unfair Advancement Of Private Interests</span>		
<b>Status of Reporting Party:</b> Check appropriate box and fill in required blank		
<input type="checkbox"/> <b>City Official</b> <sup>1</sup>	<b>Board/Commission title</b>	
<input type="checkbox"/> <b>City Employee</b> <sup>2</sup>	<b>Job Class/ Department</b>	
<input type="checkbox"/> <b>Elected Official</b>	<b>Office held</b>	
<p>I certify that I must recues myself from the official action below as it may substantially affect the economic interests of an individual or entity appearing in Section 2.01 or Section 2.02 of the Ethics Code. I further certify that I will immediately refrain from further participation in the matter, including discussions with any persons likely to consider the matter:</p> <p style="text-align: center;"><b>Describe Official Action Recused From:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p><sup>1</sup> a member of a board shall promptly disclose the conflict to other members of the board and shall not be present during the bard's discussion of, or voting on, the matter.</p> <p><sup>2</sup> a supervised employee shall promptly bring the conflict to the attention of his or her supervisor, who will the, if necessary, reassign responsibility for handling the matter to another person.</p>		

**Disclose The Nature And Extent Of The Prohibited Conduct:**

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**Signature:**

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**Date: (MM/DD/YYYY)**

## DIVISION 2: Present City Officials and Employees

### Section 2.01 Conflicts of Interest

- (a) **General Rule.** To avoid the appearance and/or risk of impropriety, an official or employee shall not take any action that he or she knows is likely to affect the economic interests of:
- (1) the official or employee;
  - (2) his or her parent, child, spouse, or other family member within the second degree of affinity or within the fourth degree of consanguinity;
  - (3) his or her outside client;
  - (4) a member of his or her household;
  - (5) any outside employer of the official or employee or of his/her parent, child, spouse, or member of the household;
  - (6) a business entity in which the official or employee knows that any of the persons listed in Subsections (a)(1) or (a)(2) of this Section holds an economic interests as that term is defined in Section 1.02 (Definitions);
  - (7) a business entity which the official or employee knows is an affiliated business or partner of a business entity in which any of the persons listed in Subsection (a)(1) or (a)(2) of this Subsection holds an economic interest as defined in Section 1.02 (Definitions);
  - (8) a business entity or nonprofit entity for which the city official or employee serves as an official or director or in any other policy making position; or
  - (9) a person or business entity with whom, within the past twelve months:
    - (A) the official or employee, or his or her spouse, directly or indirectly has
      - (i) solicited an offer of employment for which the application is pending;
      - (ii) received an offer of employment which has not been rejected,
      - (iii) accepted an offer of employment, or
    - (B) the official or employee, or his or her spouse, directly or indirectly, engaged in negotiations pertaining to business opportunities, where negotiations are pending or not terminated.
- (b) **Recusal and Disclosure.** A city official or employee whose conduct violates Subsection (a) must recuses him or herself, and from the time that the conflict is, or should have been recognized, if applicable, he or she shall:
- (1) immediately refrain from further participation in the matter, including discussions with persons likely to consider or participate in the matter;
  - (2) file the appropriate form with the external auditor within three (3) business days disclosing the nature and extent of the prohibited conduct;
  - (3) promptly bring the conflict to the attention of his or her supervisor who will then, if necessary, reassign responsibility for handling the matter to another employee; and
  - (4) promptly disclose the conflict to other members of the council, board or commission in which he or she serves and shall not be present during the board's discussion of, or voting on, the matter.
- (c) For purposes of this Section, an action is likely to affect an economic interest if it is likely to have an effect on that interest that is distinguishable from its effect on members of the public in general or any segment thereof.

## Section 2.02 Unfair Advancement of Private Interests

- (a) **General Rule.** A city official or employee shall not use his or her official position to unfairly advance or impede private interests, or to grant or secure, or attempt to grant or secure, for any person (including himself or herself) any form of special consideration, treatment, exemption, or advantage beyond that which is lawfully available to other persons. A city official or employee who represents to a person that he or she may provide an advantage to that person based on the official's or employee's violates this rule.
- (b) **Special Rules.** The following special rules additionally apply:
- (1) **Acquisition of Interest in Impending Matters.** A city official or employee shall not acquire an interest in, or affected by, any contract, transaction, zoning decision, or other matter, if the official or employee knows or has reason to know, that the interest will be directly or indirectly affected by impending official action by the city.
  - (2) **Reciprocal Favors.** A city official or employee may not enter into an agreement or understanding with any other person wherein any official action or inaction by the official or employee will be rewarded or reciprocated by the other person, directly or indirectly.
  - (3) **Appointment of Relatives.** A city official shall not appoint any relative within the fourth degree of consanguinity or second degree of affinity to any office or position of employment within the city.
  - (4) **Supervision of Relatives.** No official or employee shall be permitted to be in the line of supervision of a relative within the fourth degree of consanguinity or second degree of affinity. Department Directors are responsible for enforcing this policy. If an employee, by reason of marriage, promotion, reorganization, or otherwise, is placed into the line of supervision of a relative, one of the employees will be reassigned or other appropriate arrangements will be made for supervision.
- (c) **Recusal and Disclosure.** A city official or employee whose conduct violates this section shall adhere to the recusal and disclosure provisions provided in Section 2.01(b), (Recusal and Disclosure).