

Supplemental Ethics Code for New Jersey State Council on the Arts

The New Jersey State Council on the Arts (Council) was created pursuant to N.J.S.A. 52:16A-25. The Council members and employees are expected to fully comply with all applicable provisions of the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq., and the regulations promulgated there under, N.J.A.C. 19:61-1.1 et seq. In accordance with N.J.S.A. 52:13D-23(a)1, the Council adopts this supplement to the Uniform Ethics Code to govern the conduct of the Council members and employees.

IV. Attendance at Events

1. Council members or employees when attending an event as part of their official state duties may accept one (1) complimentary ticket or admission from an interested party for the legitimate state purpose of conducting a site visit. The purpose of a site visit is to aid Council members or employees in better understanding the field they serve by seeing the programs of grantees; to learn of issues, challenges and accomplishments of those groups beyond those communicated through other means; to see the environments in which groups work; and to help informally monitor Council-funded activities (monitoring primarily includes independent peer panel review of activities through applications, grant contracts setting terms and conditions, interim and final reports, and independent financial audits). Site visits are voluntary and are not part of the Council's grant decision-making process.
2. For official site visits Council members and employees must submit a State Ethics Commission "Request for Approval for Attendance at Event" form prior to attending and a Site Visit Report form after attending all events that are sponsored by an interested party. Forms should be submitted to the Council office. Separate forms must be submitted for each event.
3. "Request for Approval for Attendance at Event" forms should be submitted at least seven (7) days prior to the event. In the event that a decision to attend an event is made less than seven (7) days prior, the "Request for Approval for Attendance at Event" form should be submitted immediately and must be submitted prior to the event. Response (approval/denial) to a "Request for Approval for Attendance" will be provided within five (5) business days of receipt of the form by the Department of State's Ethics Liaison Officer.
4. The Site Visit Report form should be submitted within ten (10) business days following the event.
5. For events sponsored by an interested party that are gala/fundraisers where the cost of a ticket or admission includes a donation beyond the actual cost of the attendance, Council members and employees must follow the same request procedure for any event as outlined above. If the request to attend is approved by the Department's Ethics Liaison Officer, the Council member or employee must pay the actual cost portion of the event ticket or admission but is not obligated to pay the donation portion.

6. When attending events that include a reception but that are not related to the speaker rule exception, Council members and employees may: a) elect not to partake of refreshments offered or b) accept modest light refreshments (snacks, pastries, soft drinks), however if accepting more substantial refreshments or alcoholic beverages, the interested party sponsoring the event must be reimbursed for their cost of the refreshments. Council members and employees should request a receipt or pay by check to provide documentation of the transaction.
7. Council members and employees are individually responsible for monitoring their compliance with all applicable ethics laws and this supplemental code. Council staff will assure Council members have the information related to their responsibilities under these codes, access to the forms needed, review of submitted forms for completeness, and a method of tracking visitations. However, since staff cannot know all the event attendance undertaken by a Council member, particularly those events attended as a private citizen, Council staff cannot assume responsibility for Council member submission of forms.

VI. Outside Activities and Business Interests

Council members shall not list any other titles, occupations, business or other affiliation on their Council business cards. Only the title "Council Member" or official Council office (e.g. "Chair," "1st Vice Chair," etc.) held may be listed.

Approved by State Ethics Commission 12/1/10