

CECIL COUNTY ETHICS COMMISSION  
c/o Cecil County Department of Human Resources  
200 Chesapeake Boulevard, Suite 2800  
Elkton, Maryland 21921  
410-996-5250 (ph.) 1-866-230-2578 (fax)  
<http://www.ccgov.org/government/boards-and-commissions/ethics-commission>

## **INSTRUCTIONS for Financial Disclosure Statement, Form 1:**

### **County Elected Officials and Candidates for County Office and County Department Heads**

(Pursuant to the Public Ethics Law, Annotated Code of Maryland, State Government, Title 15 and Cecil County Public Ethics Law, Chapter 39)

*\*Note: Office of Sheriff, the State's Attorney, the Register of Wills, and the Clerk of the Court are subject to the State of Maryland Disclosure Requirements and Forms*

**All Cecil County Government Employees are required to review annually the Cecil County Government Employee Ethics Training available on [www.ccgovportal.org](http://www.ccgovportal.org).**

#### **A. Filing Period / When to File**

Incumbent officials - Council Members, County Executive:

1. An incumbent official shall file a financial disclosure statement with the Ethics Commission annually no later than April 30<sup>th</sup> of each year for the preceding calendar year.
2. An official who is appointed to fill a vacancy in an office who has not already filed a financial disclosure statement shall file a statement with the Ethics Commission for the preceding calendar year within 30 days after appointment.
3. An incumbent official who, other than by reasons of death, leaves an office shall file a statement with the Ethics Commission for the calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual, *and* for the portion of the current year during which the individual held the office, within 60 days after leaving the office.

Candidates for County Office - Council Members, County Executive:

1. A candidate for nomination for or election to County office shall file a disclosure statement, together with that person's certificate of candidacy, for the calendar year preceding the year in which the certificate of candidacy is filed, at the Board of Elections office, unless a statement has already been filed with the Ethics Commission for that year.
2. If the candidate files the certificate of candidacy in a year prior to the election year, the statement shall report for the period up to the filing or signature date. The candidate must also file in subsequent years, through the year of the election, by the earlier of April 30 or (in the election year) the last day for the withdrawal of candidacy, for the prior year reporting period.
3. The County Clerk or Board of Election Supervisors may not accept any certificate of candidacy unless a statement has been filed in proper form. If a candidate fails to file a required statement, the candidate is deemed to have withdrawn the candidacy.

## **B. Where to Get Forms / Where to File**

A financial disclosure statement can be acquired from and must be filed with the Cecil County Ethics Commission, c/o Human Resources Department, Cecil County Administration Building, 200 Chesapeake Boulevard, Suite 2800, Elkton, Maryland, 21921, except candidates for county office may obtain and file the form at the Board of Elections office at 200 Chesapeake Blvd., Suite 1900. Forms may also be downloaded from the County web site at <http://www.ccgov.org/government/boards-and-commissions/ethics-commission>.

## **C. Questions /Assistance**

Please contact the County Ethics Commission for any questions regarding proper completion of the form. The Ethics Commission will also issue a formal advisory opinion concerning the application of the Public Ethics Law, including financial disclosure provisions, at written request of any person subject to the law. To the extent possible, a published opinion will not contain material identifying the person who is its subject, unless the subject waives confidentiality. Requests for advisory opinions should be in writing and addressed to the Cecil County Ethics Commission, 200 Chesapeake Blvd., Suite 2800, Elkton, Maryland 21921.

## **D. Legal Requirements**

Financial disclosure statements are public records, which may be examined or copied by the public. Upon request, the Commission will send you the names and addresses of any persons who have examined or copied your statement.

§39-24 B. The Commission or office designated by the Commission shall make financial disclosure statements available during normal office hours, for examination and copying by the public, subject to reasonable fees and administrative procedures established by the Commission. The Commission may not, however, provide public access to the portion of a financial disclosure statement that includes an individual's home address as identified by the individual (i.e., the Commission must redact the information before making it publicly available). This provision applies to all statements, whether posted on the internet or viewable only in the office.

[Amended 10-2-2018 by Bill No. 2018-15]

A stated purpose of the Public Ethics Law is to assure that the impartiality and independent judgment of public officials, employees, and board and commission appointees are maintained. The Public Ethics Law provides for disclosure and standards of conduct. The financial disclosure statements are a mechanism for monitoring potential conflicts of interest and also assist in fostering public confidence by showing that conflicts of interest do not exist. The information requested on the form covers areas specifically mandated by the law. The areas covered are those that in special circumstances can suggest an actual or potential conflict of interest. The conflict of interest sections cover ownership interests, employment, receipt of gifts, misuse of confidential information, activities of former officials, representational activities, misuse of position, and other matters.

The Cecil County Ethics Commission is required by the Public Ethics Law to review all financial disclosure statements filed under the law. Please read the instructions carefully and be sure to supply all information requested for each interest you list on your statement. Your careful attention to submission of a complete and legible statement will make it unnecessary for the Commission to contact you later for additional information. A complete report submitted this year will make it easier for you to complete your report in future years.

Some schedules may require knowledge regarding whether an entity does business with Cecil County. To verify, contact the Cecil County Purchasing Dept. at 410-996-5395, <http://www.ccgov.org/government/purchasing>.

Information which is in the public records or is otherwise attainable can not be considered "not known" and must be reported. Late filing and willful and false filing is subject to penalty or invalidation of candidacy pursuant to Chapter 39. **An incomplete or unsigned form will be returned to you.**

Thank you for your cooperation.