

_____ School District
**Model Form for Board Member/Employee Disclosure Pursuant to the
New Mexico Governmental Conduct Act**

Name: _____ Date: ____/____/____

Position: _____

School or Location of Duty Assignment: _____

I, _____, as an employee or public official of the
_____ [School District], am required to make this disclosure of potential
conflicts of interest pursuant to the Governmental Conduct Act (NMSA 1978, § 10-16-1 et seq.):

- 1) I shall maintain, at all times, the integrity and ethically high responsibilities of public service and discharge my duties in the same manner.
- 2) I shall conduct myself in a manner that justifies the confidence placed in me by the public.
- 3) I shall treat my position with the _____
[School District] as a public trust and shall use the powers and resources of my position to advance the public interest and not to obtain personal benefits or pursue private interests.
- 4) I shall not request or receive nor offer a legislator, public official, or public employee any money, thing of value, or promise thereof that is conditional upon or given in exchange for the promised performance of an official act.
- 5) I shall not directly or indirectly coerce or attempt to coerce another public officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose. I shall not directly or indirectly coerce or attempt to coerce the political activities of another employee when they are acting as a private citizen.
- 6) I shall not use or disclose confidential information acquired by virtue of my position with the _____ [School District] for my or another's private gain.
- 7) I shall fully disclose real or potential conflicts of interest and shall make reasonable efforts to avoid undue influence and abuse of my position.
- 8) I am/am not (circle one) engaged in any employment outside of the
_____ [School District]. **If you answered that you are engaged in**

outside employment, please identify below the name of the employer, your position, a summary of your duties, and whether or not the employer has a contract with the _____ [School District]:

Employer; date of hire; hours of work per week:

Position and description of duties:

Does employer contract with _____ School District: Yes _____ No _____

9) Please identify and describe below any business in which you, or a family member (spouse, domestic partner, parent, sibling, and/or child), has/have a financial or substantial interest. *Financial interest* means an ownership interest in a business or any employment or prospective employment for which negotiations have already begun. *Substantial interest* means an ownership interest of a business that is greater than 20%.

Business: _____

Type of Interest: Financial _____ Substantial _____
Interested Person: Myself _____ Family Member _____ (identify relationship)

I will not participate in any decision or action involving the business identified in this section unless permitted to do so by the Governmental Conduct Act.

10) The statements contained herein are based on my personal knowledge and are true and correct. I understand that failure to comply with the above provisions and the Governmental Conduct Act may be grounds for disciplinary action, including dismissal, demotion, or suspension, and may be punishable in criminal or civil court. I understand that it is my responsibility to update the disclosure if a new financial interest or employment occurs prior to the annual review of this document.

Name: _____ (Print)

Signature: _____

Date: _____