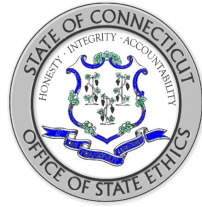




# Citizen's Ethics Advisory Board

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## Contact Us



**Agency Address:** Connecticut Office of State Ethics  
165 Capitol Avenue  
Suite 1200  
Hartford, CT 06106

**Telephone:** 860-263-2400

**Facsimile:** 860-263-2402

**Website:** [ct.gov/ethics](http://ct.gov/ethics)

**Business Hours:** 8:30 am to 5:00 pm

**Specific E-mail Contacts:** For the timeliest responses, please be sure to direct your questions to the appropriate e-mail address; for example, "I am interested in becoming a Board member," please be sure to send your query to [ose@ct.gov](mailto:ose@ct.gov)

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|--|--|
| ➤ Legal Advice Regarding Code of Ethics      | <a href="mailto:ethics.code@ct.gov">ethics.code@ct.gov</a>               |
| ➤ Lobbyist Filing/Reporting Questions        | <a href="mailto:lobbyist.ose@ct.gov">lobbyist.ose@ct.gov</a>             |
| ➤ Public Official Filing/Reporting Questions | <a href="mailto:sfi.ose@ct.gov">sfi.ose@ct.gov</a>                       |
| ➤ Enforcement/Filing a Complaint             | <a href="mailto:ethics.enforcement@ct.gov">ethics.enforcement@ct.gov</a> |
| ➤ All Other Inquiries                        | <a href="mailto:ose@ct.gov">ose@ct.gov</a>                               |

[Staff Phone Number Listing](#)

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## OFFICE OF STATE ETHICS

### Introduction

Created on July 1, 2005, under Public Act [05-183](#), the Office of State Ethics (“OSE”) is an independent regulatory agency charged with administering and enforcing the Connecticut Codes of Ethics (“Ethics Codes”), which are found in Chapter 10 of the Connecticut General Statutes.

The OSE’s duties include educating all those covered by the Ethics Codes; interpreting and applying the Ethics Codes; investigating violations of, and otherwise enforcing, the Ethics Codes; and providing information to the public.

The OSE’s jurisdiction:

- Part I**                    Code of Ethics for Public Officials  
General Statutes [§§ 1-79](#) to [1-90a](#)
  
- Part II**                    Code of Ethics for Lobbyists  
General Statutes [§§ 1-91](#) to [1-101a](#)
  
- Part III**                    Lobbying: Miscellaneous Provisions  
General Statutes [§§ 1-101aa](#) and [1-101bb](#)
  
- Part IV**                    Ethical Considerations Concerning Bidding and State Contracts  
General Statutes [§§ 1-101mm](#) to [1-101rr](#)

The OSE Executive Director has overall responsibility for the welfare and effectiveness of the OSE, which has three divisions, the legal division, the enforcement division, and the administrative division.

The OSE’s governing body is the Citizen’s Ethics Advisory Board (“CEAB”), which has nine members appointed by the Governor and legislative leadership. The CEAB holds monthly meetings that are open to the public. A schedule of CEAB meeting dates, times, and locations is available at [ct.gov/ethics](http://ct.gov/ethics).

## CITIZEN'S ETHICS ADVISORY BOARD

### CEAB Member Volunteer Position Description

#### Key Responsibilities:

- Attend monthly Citizen's Ethics Advisory Board meetings
- Prepare for monthly Citizen's Ethics Advisory Board meetings
- Appoint and evaluate the Executive Director of the Office of State Ethics
- Serve as a Hearing Officer for non-confidential UAPA hearings
- Attend Board hearings to determine whether violations occurred and to assess penalties
- Attend special meetings if necessary
- Assist Executive Director in conducting new board member orientation
- Oversee legislative agenda

#### Advisory Board Chair (Additional Responsibilities):

- Serve as the team leader of the CEAB
- Preside at meetings and conference calls of the CEAB
- Advocate for the interests of the CEAB
- Periodically consult with Board members on their roles and help assess their performance
- Provide strategic focus and leadership to the group relative to the interest area represented by the CEAB
- Maintain communication and contact with the Executive Director

#### Board Member Qualifications / Restrictions (Selection Criteria):

- Is an elector of the state
- Is not a state employee
- Does not hold any public office
- Does not campaign for any public office
- Has not held public office for a three-year period before appointment
- Has not been a candidate for public office for a three-year period before appointment
- Does not hold office in any political party
- Does not hold office in any political committee
- Is not a member of an organization or association organized primarily for the purpose of influencing legislation or decisions of public agencies
- Is not a registered lobbyist

## Citizen's Ethics Advisory Board

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### **Time Commitment and Compensation:**

- Prepare for and attend monthly CEAB meeting, Board hearings and special meetings
- Members of the board shall be compensated at the rate of two hundred dollars per day for each day they attend a meeting or hearing and shall receive reimbursement for their necessary expenses incurred in the discharge of their official duties

### **Additional Statutory Criteria for Selection:**

General Statutes § 1-80 (a) mandates that no more than five board members shall be from the same political party. Any member may be reappointed.

### **Interested Candidates:**

Interested candidates should submit a resume with details of experience and a letter of interest; which includes party affiliation to:

**Office of State Ethics**  
**165 Capitol Avenue, Suite 1200**  
**Hartford, CT 06106.**  
**Telephone: 860-263-2400**  
**Fax: 860-263-2402**  
**E-Mail: [ose@ct.gov](mailto:ose@ct.gov)**

## Citizen's Ethics Advisory Board

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### Citizen's Ethics Board Code and Conduct

Board members are advised to consult the General Counsel of the Office of State Ethics and/or the Connecticut General Statutes.

#### **Citizen's Ethics Advisory Board Members are required to:**

- ☒ Observe high standards of conduct so that the integrity and independence of the Citizen's Ethics Advisory Board and the Office of State Ethics may be preserved.
- ☒ Respect and comply with the law, including the Code of Ethics for Public Officials, and conducts himself or herself at all times in a manner which promotes public confidence in the integrity and impartiality of the board and the Office of State Ethics.
- ☒ Be faithful to the law and maintains professional competence in the law. Is unswayed by partisan interests, public clamor or fear of criticism.
- ☒ Maintain order and decorum in proceedings of the board and Office of State Ethics.
- ☒ Be patient, dignified and courteous to all persons who appear in board or Office of State Ethics proceedings and with other persons with whom the members and employees deal in their official capacities.
- ☒ Refrain from making any statement outside of a board or Office of State Ethics proceeding, which would have a likelihood of prejudicing a board or Office of State Ethics proceeding.
- ☒ Refrain from making any statement outside of a board or Office of State Ethics proceeding that a reasonable person would expect to be disseminated by means of public communication if the member or employee should know that such statement would have a likelihood of materially prejudicing or embarrassing a complainant or a respondent.
- ☒ Preserve confidences of complainants and respondents.
- ☒ Exercise independent professional judgment on behalf of the board and Office of State Ethics.
- ☒ Represent the board and Office of State Ethics competently.
- ☒ Recuse himself or herself from participating in any proceeding or matter that involves the person who appointed such member to the board.
- ☒ Annually and timely file a statement of financial interests.

## Citizen's Ethics Advisory Board

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**In addition to the revolving-door restrictions imposed upon all public officials, Board members also must comply with two additional revolving-door restrictions:**

1. No former member of the board may represent any business or person, other than himself or herself, before the board for a period of one year following the end of such former member's service on the board. No business or person that appears before the board shall employ or otherwise engage the services of a former member of the board for a period of one year following the end of such former member's service on the board. General Statutes § 1-80 (k)
2. No member of the board may hold any other position in state employment for a period of one year following the end of such member's service on the board, including, but not limited to, service as a member on a state board or commission, service as a judge of the Superior Court or service as a state agency commissioner. The provisions of this subsection shall not be construed to prohibit any former board member from holding a volunteer or unpaid position in state service within one year of the end of his or her service on the board. General Statutes § 1-80 (l)

**Board members must also comply with requirements for filing Statements of Financial Interests.**

Citizens Ethics Advisory Board members are required to file statements of financial interests, pursuant to General Statutes § 1-83, and are subject to additional restrictions during and after their service on the Board. See General Statutes § 1-80.



## Enabling Statute

### CHAPTER 10 CODES OF ETHICS

#### PART I

#### *CODE OF ETHICS FOR PUBLIC OFFICIALS*

#### **Sec. 1-80. Office of State Ethics. Citizen's Ethics Advisory Board. Members; appointment; qualifications; vacancies; compensation; restrictions. Hearings.**

(a) There shall be established an Office of State Ethics. Said office shall consist of an executive director, general counsel, ethics enforcement officer and such other staff as hired by the executive director. Within the Office of State Ethics, there shall be the Citizen's Ethics Advisory Board that shall consist of nine members, appointed as follows: One member shall be appointed by the speaker of the House of Representatives, one member by the president pro tempore of the Senate, one member by the majority leader of the Senate, one member by the minority leader of the Senate, one member by the majority leader of the House of Representatives, one member by the minority leader of the House of Representatives, and three members by the Governor. Members shall be appointed to serve a four-year term commencing on October first of the year in which the prior four-year term expires. Any member may be reappointed. No more than five members shall be members of the same political party.

(b) All members shall be electors of the state. No member shall be a state employee. No member or employee of said board shall (1) hold or campaign for any public office; (2) have held public office or have been a candidate for public office for a three-year period prior to appointment; (3) hold office in any political party or political committee or be a member of any organization or association organized primarily for the purpose of influencing legislation or decisions of public agencies; or (4) be an individual who is a registrant as defined in subdivision (17) of section 1-91. For purposes of this subsection, "public office" does not include the offices of justice of the peace or notary public.

(c) Any vacancy on the board shall be filled by the appointing authority having the power to make the original appointment within thirty days.

(d) The board shall elect a chairperson who shall, except as provided in subsection (b) of section 1-82 and subsection (b) of section 1-93, preside at meetings of the board and a vice-chairperson to preside in the absence of the chairperson. Six members of the board shall constitute a quorum. Except as provided in subdivision (3) of subsection (a) of section 1-81, subsections (a) and (b) of section 1-82, subsection (b) of section 1-88, subsection (e) of section 1-92, subsections (a) and (b) of section 1-93 and subsection (b) of section 1-99, a majority vote of the members shall be required for action of the board. The chairperson or any three members may call a meeting.

## Citizen's Ethics Advisory Board

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(e) Any matter before the board, except hearings held pursuant to the provisions of subsection (b) of section 1-82 or subsection (b) of section 1-93, may be assigned by the board to two of its members to conduct an investigation or hearing, as the case may be, to ascertain the facts and report thereon to the board with a recommendation for action. Any hearing held pursuant to this subsection shall be held in accordance with the provisions of chapter 54.

(f) Members of the board shall be compensated at the rate of two hundred dollars per day for each day they attend a meeting or hearing and shall receive reimbursement for their necessary expenses incurred in the discharge of their official duties.

(g) The board shall not be construed to be a board or commission within the meaning of section 4-9a.

(h) The members and employees of the Citizen's Ethics Advisory Board and the Office of State Ethics shall adhere to the following code of ethics under which the members and employees shall: (1) Observe high standards of conduct so that the integrity and independence of the Citizen's Ethics Advisory Board and the Office of State Ethics may be preserved; (2) respect and comply with the law and conduct themselves at all times in a manner which promotes public confidence in the integrity and impartiality of the board and the Office of State Ethics; (3) be faithful to the law and maintain professional competence in the law; (4) be unswayed by partisan interests, public clamor or fear of criticism; (5) maintain order and decorum in proceedings of the board and Office of State Ethics; (6) be patient, dignified and courteous to all persons who appear in board or Office of State Ethics proceedings and with other persons with whom the members and employees deal in their official capacities; (7) refrain from making any statement outside of a board or Office of State Ethics proceeding, which would have a likelihood of prejudicing a board or Office of State Ethics proceeding; (8) refrain from making any statement outside of a board or Office of State Ethics proceeding that a reasonable person would expect to be disseminated by means of public communication if the member or employee should know that such statement would have a likelihood of materially prejudicing or embarrassing a complainant or a respondent; (9) preserve confidences of complainants and respondents; (10) exercise independent professional judgment on behalf of the board and Office of State Ethics; and (11) represent the board and Office of State Ethics competently.

(i) No member or employee of the board or Office of State Ethics may make a contribution, as defined in section 9-601a, to any state employee, public official, candidate for state-wide office or candidate for the office of representative or senator in the General Assembly.

(j) Members of the board shall recuse themselves from participating in any proceeding or matter undertaken pursuant to this chapter that involves the person who appointed such member to the board.

## Citizen's Ethics Advisory Board

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(k) No former member of the board may represent any business or person, other than himself or herself, before the board for a period of one year following the end of such former member's service on the board. No business or person that appears before the board shall employ or otherwise engage the services of a former member of the board for a period of one year following the end of such former member's service on the board.

(l) No member of the board may hold any other position in state employment for a period of one year following the end of such member's service on the board, including, but not limited to, service as a member on a state board or commission, service as a judge of the Superior Court or service as a state agency commissioner. The provisions of this subsection shall not be construed to prohibit any former board member from holding a volunteer or unpaid position in state service within one year of the end of his or her service on the board.

(m) Upon request of any aggrieved party, the board may delay the effect of any decision rendered by the board for a period not to exceed seven days following the rendering of such decision.