

## Code of Conduct for Members of the Child Poverty Reduction Advisory Council

Congratulations on your appointment as a member of the Child Poverty Reduction Advisory Council. (CPRAC) Thank you for your service. This document provides easy-to-understand guidance on ethical considerations related to your Council service.

Employees of state agencies are also subject to New York's Code of Ethics, Public Officers Law §74. "State Agency" means any state department, or division, board, commission, or bureau of any state department, public benefit corporation or public authority at least one of whose members is appointed by the Governor of New York State.

Please review the Code of Conduct. If you are not employed by a state agency, you may address any questions to the Commissioner of the Office of Temporary and Disability Assistance (OTDA) or designee. If you are employed by a state agency, address any questions to your agency's general counsel (GC) or designee.

Please be aware that if you are a state employee and are obligated to file an annual financial disclosure statement with the New York State Joint Commission on Public Ethics (JCOPE), pursuant to Public Officers Law Section 73-a, JCOPE will notify you.

### Things to know about your Council Service

1. **Conflicts of Interest:** A conflict may exist when you or a family member has an interest, financial or otherwise, in a matter before the Council or when the public could reasonably conclude that you or a family member has an interest. Disclose any possible conflicts of interest as early as possible.
2. **Recusal:** After disclosing your conflict of interest, you should determine whether recusal is required. Recusal means not voting on or participating in any Council discussions related to your conflict. If you are employed by a state agency, discuss the matter with your agency's GC or designee.
3. **Confidential Information:** Information obtained as a result of Council membership, and not otherwise public, must not be disclosed, and may not be used to further your interests or the interests of a relative.
4. **Unwarranted Privileges:** Do not use or attempt to use your position on the Council to obtain preferential treatment for yourself or others.
5. **Nepotism:** Do not participate in any way in a decision to hire, promote or discipline a family member paid by your agency.
6. **Gifts:** Do not accept anything of value where (a) it could reasonably be inferred that it is a gift intended to influence you, in the performance of your Council duties; or (b) was given to you as a sign of appreciation for Council member action. Members employed by a state agency are subject to the state law governing gifts, including limits on the value of any gift. State employees should discuss any questions with their agency's GC to determine the appropriate course of action in a particular circumstance.

7. **Political Activity:** Certain Council members who are employed by a state agency cannot do the following:
  - a. Serve as an officer of any political party or political organization;
  - b. Serve as a member of any political party committee, including serving as a political party district leader or member of the national committee of a political party; or
  - c. Give or raise monetary contributions for the Governor's political campaign, or solicit political contributions for any state or federal candidate while performing their duties.

Council members who are employed by a state agency should ask their agency GC or designee whether these prohibitions apply.

PLEASE take notice that Executive Order 7, section C (Prohibition Against Campaign Contributions to the Governor) applies to all Council members. EO 7 states:

No State agency officer or employee who serves at the pleasure of the Governor or their appointing authority, and no member of a public authority appointed by the Governor, may make or offer to make any monetary contribution to the campaign of the Governor, or to any political campaign committee organized by or for the specific benefit of the Governor. In addition, no such individual may request or demand that any other person make or offer to make any monetary contribution to the campaign of the Governor, or to any political campaign committee organized by or for the specific benefit of the Governor.

**Failure to strictly follow the Code of Conduct may result in  
termination of your membership on the CPRAC.**