

Citizen's Ethics Advisory Board

Contact Us



Agency Address: Connecticut Office of State Ethics
18-20 Trinity Street
Suite 205
Hartford, CT 06106

Telephone: 860-263-2400

Facsimile: 860-263-2402

Website: www.ct.gov/ethics

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

Visitors must enter the building through the door next to the Bushnell Memorial Theater.

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.

- | | |
|---|---|
| <ul style="list-style-type: none">➤ Legal Advice Regarding Code of Ethics➤ Lobbyist Filing/Reporting Questions➤ Public Official Filing/Reporting Questions➤ Enforcement/Filing a Complaint➤ All Other Inquiries | <p>ethics.code@ct.gov
lobbyist.ose@ct.gov
sfi.ose@ct.gov
ethics.enforcement@ct.gov
ose@ct.gov</p> |
|---|---|

[Staff Phone Number Listing](#)

TABLE OF CONTENTS

Office of State Ethics	4
Introduction	4
Citizen's Ethics Advisory Board	4
Citizen's Ethics Advisory Board	5
CEAB Member Volunteer Position Description	5
Key Responsibilities	5
Advisory Board Chair (Additional Responsibilities)	5
Board Member Qualifications	5
Time Commitment and Compensation	6
Additional Statutory Criteria for Selection	6
Interested Candidates	6
CEAB Restrictions Checklist	7
Enabling Statute	9

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 division of the Office of Governmental Accountability 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.

Citizen's Ethics Advisory Board

The governing body of the OSE is the Citizen's Ethics Advisory Board (CEAB), comprised of 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 on the OSE website at www.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

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.

Section 1-80 (a) also mandates that members appointed by the majority leaders in the House of Representatives and the Senate, and one of the three members appointed by the Governor, shall be selected from a list of nominees proposed by a citizen group (selected by the respective appointing authority) having an interest in ethical government.

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
18-20 Trinity Street, 2nd Floor
Hartford, CT 06106.
Telephone: 860-263-2397
Fax: 860-263-2402
E-Mail: ose@ct.gov

Citizen's Ethics Advisory Board

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.

In accordance with General Statutes § 1-80, a member, while serving, on the Citizens Ethics Advisory Board:

- ☒ Is an elector of the state.
- ☒ Is not a state employee.
- ☒ Does not hold any public office.
- ☒ Does not campaign for any public office.
- ☒ 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 or an individual required to register as a lobbyist.
- ☒ Does not make political contributions to any person subject to the Code of Ethics.

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

Citizen's Ethics Advisory Board

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.

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 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.
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.

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 an Office of State Ethics that shall be an independent state agency and shall constitute a successor agency to the State Ethics Commission, in accordance with the provisions of sections 4-38d and 4-39. 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 of the board shall serve for four-year terms which shall commence on October 1, 2005, except that members first appointed shall have the following terms: The Governor shall appoint two members for a term of three years and one member for a term of four years; the majority leader of the House of Representatives, minority leader of the House of Representatives and the speaker of the House of Representatives shall each appoint one member for a term of two years; the president pro tempore of the Senate, the majority leader of the Senate and the minority leader of the Senate shall each appoint one member for a term of four years. No individual shall be appointed to more than one four-year term as a member of the board, provided, members may not continue in office once their term has expired and members first appointed may not be reappointed. No more than five members shall be members of the same political party. The members appointed by the majority leader of the Senate and the majority leader of the House of Representatives shall be selected from a list of nominees proposed by a citizen group having an interest in ethical government. The majority leader of the Senate and the majority leader of the House of Representatives shall each determine the citizen group from which each will accept such nominations. One member appointed by the Governor shall be selected from a list of nominees proposed by a citizen group having an interest in ethical government. The Governor shall determine the citizen group from which the Governor will accept such nominations.

Citizen's Ethics Advisory Board

Enabling Statute (Continued)

(b) All members shall be electors of the state. No member shall be a state employee. No member or employee of such 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 subsection (q) of section 1-91.

(c) Any vacancy on the board shall be filled by the appointing authority having the power to make the original appointment. An individual selected by the appointing authority to fill a vacancy shall be eligible for appointment to one full four-year term thereafter. Any vacancy occurring on the board shall be filled 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, subdivision (5) 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.

(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.

(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

Enabling Statute (Continued)

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 person subject to the provisions of this part.

(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.

(k) No 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 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.

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