

Appendix E

Sample

**ANNUAL CERTIFICATION OF ELECTED OFFICIAL TO THE EXECUTIVE OF THE
"BLANK CITY OR TOWN" ON COMPLIANCE WITH MUNICIPAL NEPOTISM POLICY
INVOLVING DIRECT LINE SUPERVISION**

I, _____ (printed name), the elected
insert office _____ of "Blank City or Town" certify that I have not
violated the "Blank City or Town" Nepotism Policy in hiring and supervision of IC 36-1-20.2, as
amended or supplemented, relating to my relatives' employment with the "Blank City or Town"
as further described in document adopting the policy _____. I understand that
Relative means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother,
stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and
adopted children). I intend for this to be submitted to the Mayor or Town Council President
prior to the end of this calendar year.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this ____ day of _____, 20__.

(signature)

(printed name)

From IACT's "Complying with Indiana's New Anti-Nepotism Law" dated May 29, 2012

Appendix D

Sample

CERTIFICATION OF ELECTED OFFICIAL TO THE EXECUTIVE OF THE "BLANK CITY OR TOWN" ON COMPLIANCE WITH MUNICIPAL CONTRACTING POLICY

I, _____ (printed name), the elected _____ insert office _____ of "Blank City or Town" certify that I have not violated the "Blank City or Town" Contracting with a Unit Policy of IC 36-1-21, as amended or supplemented, relating to contracts of my relatives' business interests with the "Blank City or Town" as further described in document adopting the policy. I understand that Relative means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children). I intend for this to be submitted to the Mayor or Town Council President prior to the end of this calendar year.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this _____ day of _____, 20____.

(Signature)

(Printed name)

MAYOR/COUNCIL MEMBER DISCLOSURE OF RELATIVE'S CONTRACT WITH MUNICIPALITY

Indiana Code 36-1-21-5

A governing body of a municipality may enter into a contract or renew a contract for goods, services, or public works with an individual who is or a business entity that has an ownership interest by an individual who is a relative of the Mayor or a council member of the municipality if a Disclosure of Relative's Contract is made by the above-noted elected official and the elected official does not violate IC 35-44.1-1-4, the criminal Conflict of Interest law. In addition the appropriate municipal governing body makes certain certified statements regarding price or selection of the contractor.

The foregoing consists only of excerpts and clarifying language from IC 36-1-21-5. Care should be taken to review IC 36-1-21-5 and IC 35-44.1-1-4 in their entirety.

1. Name of Elected Official (Mayor/Councilmember Submitting Disclosure): _____

2. Name of Office: _____

3. Name of Municipality: _____

4. Description of Contract for purchase or public works. (Describe the kind of contract, the project name, the governing body or person(s) proposing to execute the contract for the municipality, the length of the contract term and the contractor):

Attach extra pages if needed

5. Describe all of the ownership interests of the Contractor:

6. Describe the relationship of the Contractor (from which the municipality is contracting for the purchase of goods, services or public works) to the Elected Official submitting this Disclosure (Elected Official is Mayor or Councilmember) (the relationship is the disclosure of which of the following relatives: spouse, parent, stepparent, child, stepchild, adopted child, brother, half-brother, stepbrother, sister, half-sister, stepsister, niece or nephew, aunt or uncle, daughter-in-law or son-in-law is the Contractor or has an ownership interest in the Contractor):

Attach extra pages if needed

7. The appropriate agency of the municipality contracting for the goods, services, or public works made its certified statements as required by law on the _____ day of _____, 20 ____ and believes that it has complied with state law.

8. Effective Dates: (Disclosure of a Relative's contract must be submitted to the Legislative Body of the municipality prior to final action on the contract for goods, services, or public works.):

9. Affirmation of Elected Official: This disclosure was submitted to the municipality of _____ for acceptance by its Legislative Body in a public meeting prior to final action on the contract or purchase. I affirm, under Penalty of perjury, the truth and completeness of the statements made above, and that I am the above name public servant.

Signed: _____
(Signature of Elected Official)

Dated: _____

10. Acceptance of Disclosure: The Council of the _____ municipality this _____ day of _____, 20____ took action at its public meeting to accept the above Disclosure prior to the final action on the contract.

Signed: _____
(Signature of Presiding Officer of the Council)

From IACT's "Complying with Indiana's New Anti-Nepotism Law" dated May 29, 2012