



# 2025 BOARD OF DIRECTORS

## DECLARATION OF CANDIDACY AND FINANCIAL COMMITMENT

FULL NAME \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_

E-MAIL \_\_\_\_\_

### CANDIDATE COMMITMENT

I hereby declare myself a candidate for:

President

Director, District 6 - North

Vice President

Director, District 8 - Yukon

Treasurer

Director, Mat-Su Borough

Director, District 2 - Kodiak/PWS

Director - Boroughs

Director, District 4 - Mat-Su

NACo Representative - NACo Member Borough

Director, District 7 - West (1 yr term)

and request my name be placed on the ballot for election at the **2024 Alaska Municipal League 74th Annual Conference**. I declare I will serve and participate actively in the designated office and that I will accept the time and financial commitment for the entire term if elected.

\_\_\_\_\_  
SIGNATURE OF CANDIDATE

\_\_\_\_\_  
DATE

**MUNICIPAL SUPPORT:** to include physical presence at 3 meetings paid for by municipality (Feb., Aug. and Dec.) and one meeting paid for by AML (May). All director seats are two-year terms except as noted above.

On behalf of the municipality, I am authorized to commit financial support of the above individual's active participation in the Alaska Municipal League and, if elected, on the AML Board of Directors.

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

Must be submitted to the AML office via fax, mail or email by 4:30 p.m. Friday 12/06/24, or submitted by hand no later than 4:00 p.m. Wednesday 12/09/24 at the Annual Conference registration desk.

Mail: One Sealaska Plaza, Ste. 302  
Juneau, AK 99801

Fax: (907) 463-5480  
Email: sarahk@akml.org

*OVER*

**BIOGRAPHICAL SKETCH**

FULL NAME \_\_\_\_\_

OFFICE HELD \_\_\_\_\_ NO. YRS. \_\_\_\_\_

PREVIOUS MUNICIPAL OFFICES HELD AND NO. YRS. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREVIOUS EXPERIENCE WITH AML (office held, committee participation, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER RELEVANT EXPERIENCE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Alaska Municipal League – Code of Ethics and Conflict of Interest**

### **I. Application and Purpose**

This Code of Ethics and Conflict of Interest Policy (hereinafter “Ethics Code”) applies to members of the Alaska Municipal League (“AML”) Board of Directors (“Directors”). It is intended to be broadly construed and should not be interpreted as an exhaustive policy. The purpose of this Code of Ethics is to encourage high ethical standards and practices, establish guidelines for ethical standards for Directors, and serve as a basis for enforcing said standards, practices, and guidelines.

### **II. Definitions**

Solely for the purpose of this code of ethics:

- a. ‘Adverse Action’ means an action adverse to AML includes, but is not limited to, an action negatively impacting AML assets, administration or operations, or its compliance with any state or federal law or regulation, or an action that does or could reasonably be foreseen to subject AML to a legal challenge or that is or could reasonably be foreseen to be harmful to AML’s reputation.
- b. ‘Conflict of Interest’ includes a situation in which it is reasonably foreseeable that a Director (or a member of the Director’s immediate family or the municipality they represent) would or expects to benefit from or be harmed personally or financially from an action taken by the Board; however, a conflict of interest would not include matters that have a similar general impact on substantially all AML members, such as a change in the membership dues structure, or a matter in which the Director has only a remote interest.
- c. ‘Decision’ means any formal action taken by the AML board.
- d. ‘Director’ means a member of the AML Board of Directors.
- e. ‘Employee’ means any person who is a full-time or part-time employee of AML. The term also means any individual providing services to AML as an independent contractor, or any individual employed by or working as an independent contractor for an entity providing services to AML.
- f. ‘Immediate family’ means spouse, parents, grandparents, children and grandchildren, brothers and sisters, mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law, sons-in-law, and adopted, half and step members. Domestic partners and their relations as described above are also considered immediate family.
- g. ‘Reasonably foreseeable’ means a result or event that can be reasonably anticipated or expected and is more than hypothetical or theoretical.
- h. ‘Remote interest’ means an interest of a person or entity, including a Director, which would be affected in the same way as the general public.

### **III. General**

- a. **Confidentiality.** Directors shall maintain the confidentiality of information pertaining to employees, participants, beneficiaries, dependents, investments and other non-public information, except as required by law.
- b. **Presentation of Potential Projects and Service Providers.** To ensure potential projects and service providers are thoroughly researched, appropriate and free of conflicts of interest, potential projects or service providers to be considered by the Board will be presented solely by the Executive Director or his or her designee, for consideration by the Board. In the event a Director is approached by service providers or other individuals with potential service opportunities, such Director shall promptly refer the matter to the Executive Director or his or her designee.

#### IV. **Conflicts of Interest**

- a. **Disclosure and Recusal.** If a Director has a conflict of interest, the Director shall disclose the nature of the conflict to the AML Board and shall recuse him or herself from participating in any related discussion, vote or action.
- b. **Outside Organizations**
  - i. **In General.** AML Directors often serve on outside boards, committees and other organizations (hereinafter “outside organizations”). However, service on an outside organization that a reasonable person would view as likely to result in a conflict of interest with AML should be avoided. The municipality that a Director represents as an elected or appointed officer or employee, and programs and organizations operated or administered by AML are not considered outside organizations.
  - ii. **Actions Adverse to AML.** If an outside organization on which a Director serves is contemplating a vote or other action that is adverse to AML, the Director shall recuse him or herself from participating in that vote or action and shall report the facts and circumstances of the vote or action to the AML Board; provided, however: the facts and circumstances of matters that the outside organization deems confidential shall not be reported to the AML Board, unless they are subject to the Alaska Open Records Act or otherwise become publicly available.

#### V. **Appearance of Impropriety**

- a. **In General.** Directors shall at all times meet the highest ethical standards. Directors shall make every reasonable effort to avoid even the appearance of impropriety or improper influence.
- b. **Social Media.** There are no specific limitations on Directors with regard to their use of social media. However, Directors shall make every reasonable effort to consider how their communications over social media, including photographs and comments or captions thereto, may be interpreted by third parties.
- c. **Gifts and Honoraria.** There are no specific limitations on a Director’s ability to receive gifts or honoraria. However, Directors shall make every reasonable effort to consider how their receipt of a gift or honoraria, taking into consideration the frequency, cost and source of the gift or honoraria, may be interpreted by the source

of the gift or honoraria and by third parties.

- d. **AML Name and Logo.** No Director shall utilize the AML name or logo for the purpose of endorsing any business or for any purpose not specifically authorized by the AML Executive Director or his or her designee.

## **VI. The Workplace**

- a. **Demeanor.** Directors shall create and maintain an atmosphere that encourages candid, collegial and productive discussions. Directors shall act with courtesy and mutual respect toward each other, AML employees, service providers, and other individuals working or partnering with AML.
- b. **Discrimination and Harassment.** Federal and Alaska laws prohibit discrimination in hiring and employment on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability and genetic information. Harassment, including the creation and maintenance of a hostile work environment, is a form of discrimination. Any Director whose actions are the subject of a complaint may face limits on Board participation until such time as an investigation has been concluded and any appropriate corrective action taken.
- c. **Reporting.** Complaints alleging discrimination or harassment should be made to the President or Vice President, if from the board, or Executive Director or the employee's immediate supervisor, if by staff. Such complaints will be investigated promptly and confidentially by AML in accordance with AML's policies and procedures for such investigations. An investigation will be confidential to the extent allowed by law.
- d. **Staff and Resources.** Directors shall not direct staff to engage in research or other activities, or use resources, unless it is for a Board-authorized project and staff engagement is approved by the Executive Director, or relates to the provision of usual and customary services to the municipality for which the Director is employed or serves as an elected official.

## **VII. Violations of Ethics Code**

If the Board determines that a Director has failed to comply with the Ethics Code, the Board shall take disciplinary or corrective action, up to, and including dismissal from the Board or referral to legal counsel, as appropriate.

## **VIII. Periodic Training and Review**

Members of the Board of Directors of AML shall participate in training related to the provisions of the Ethics Code on an annual basis. The entire Ethics Code shall be subject to review at least once every five (5) years.

**Applicability:** Members agree to abide by these terms as part of the condition of their application to the board of directors.

## **Whistleblower Policy**

### **General**

Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of AML, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within AML prior to seeking resolution outside AML.

### **Reporting Violations**

The Code addresses AML’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to AML’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following AML’s open door policy, individuals should contact AML’s Compliance Officer directly.

### **Compliance Officer**

AML’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. AML’s Compliance Officer is the chair of the audit committee.

### **Accounting and Auditing Matters**

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint

and work with the committee until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### **Code of Conduct**

The recent state of business scandals has focused attention on the importance of well developed and communicated code of conduct in promoting a culture of honesty and ethical behavior and deterring unethical business activity. To be effective, a code of conduct must be well communicated to, and understood by, those expected to adhere to it. The code of conduct should be presented to Agency personnel and conduct periodic training sessions to ensure that they remain aware of the code and understand its implications for their behavior.

AML is committed to the highest possible ethical standards and we encourage everyone associated with our Organization to commit to acting in the best interest of AML and its mission.

Our mission demands that we, Board and Committee Members, staff and volunteers, as stewards of our mission, uphold the public trust and act in an ethical manner in all that we do in the name of our Organization. These ethical values include integrity, openness, honesty, accountability, fairness, respect and responsibility. These values are the basis of our Code of Conduct and commitment to act in a manner befitting AML and mission.

As a public charity, we rely on the public for funding and volunteer support, which is critical to the success of our mission? The public trusts us to carry out our stated mission and to act in the best interest of AML. If we abuse the public trust, our ability to fulfill our mission is severely weakened.

Therefore, it is critical that we operate in a manner that is above reproach in all aspects, including governance, fundraising, mission operations, legal matters and human resources.

As a public charity we are committed to:

- Acting responsibly and with integrity;
- Following not just the letter of the law, but the spirit of the law as well;

- Promoting financial accountability, transparency, and best governance practices;
  - Respecting the wide variety of people who support our mission through donations of their time, talent and money;
- Being responsible stewards of our Organization, its mission, reputation and resources;
- Being open and honest in all of our dealings with both internal and external audiences.

This Code of Conduct applies to all staff members, the Board of Directors and Committee Members, and volunteers.

### Accountability and Responsibility

All staff, Board and Committee members, and volunteers will:

- Be open and honest with colleagues, stakeholders, volunteers, donors, and all others involved in AML;
- Abide by the by-laws and policies of AML;
- Take responsibility for their actions, and care in their dealings as representatives of our Organization;
- Exercise best governance and accounting practices and procedures;
- Use the resources of AML in a responsible and wise manner;
- Promote financial transparency while working to fulfill the mission of AML.
- All who serve in a position of authority over AML will:
  - Place AML above other interests, financial or otherwise;
  - Act in the best interest of AML;
  - Disclose any actual or perceived conflict of interest.

### Professional Excellence

All members of our staff, Board, Committees and all volunteers will:

- Act in a responsible, ethical manner that promotes openness, fairness and integrity;
- Treat people with dignity and respect;
- Work together to achieve our mission to the best of our ability.

AML is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, or national origin. We value the diversity of all people.

Name

Date