

Application for Volunteer Boards and Advisory Committee
Park County, Montana

Date: _____ Name of Board: _____

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____ Fax Number: _____

Are you a resident of Park County? _____

Reasons you are interested in this position: _____

Describe any background, experience and interests that you have which may assist you in performing the responsibility of this appointment:

Occupation: _____

Education: _____

Experience: _____

(Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past?

If yes, please explain: _____

Circle which meetings you would be available for: Night Daytime Both

Do you foresee any potential conflicts of interest that you might have in performing the duties as a board member? (*See attached letter as example*) If yes, please explain:

If a conflict of interest arose for you, how would you deal with it as an appointed member of the board? _____

Please return this application to Park County Commissioners office. It can be returned in person, fax, by mail to 414 E. Callender St. Livingston, MT 59047 Fax- 222-4160

**PARK COUNTY
ATTORNEY'S OFFICE**

414 East Callender Street • Livingston, MT 59047 • Telephone: (406) 222-4150 • Fax (406) 222-4152

DATE: *May 17, 2010*

TO: *All Park County Boards*

FROM: *Shannan M. Piccolo, civil deputy county attorney*

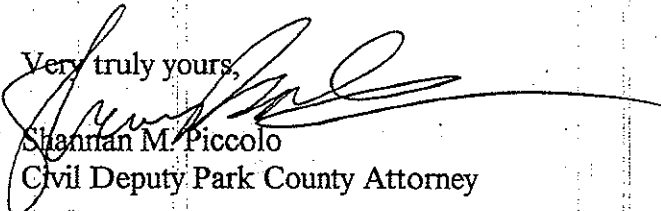
RE: *Conflict of Interest Update*

The Montana Code of Ethics applies to all members of a quasi-judicial board or a board with rule-making authority. As a board member you have a duty to do what is in the best interest of the state, county and public as a whole. A member of a board may not perform an official act that may directly or substantially affect the member's private business or in which the member has a substantial financial interest. An official act means a vote, decision, recommendation, approval, disapproval, or other action, including inaction, that involves the use of discretionary authority. The law governing conflict of interest is very narrow and only applies to financial interests. However, if a board member has any other conflict such as a personal relationship (positive or negative) that would interfere with their duty the member should refrain from acting.

At the beginning of each board meeting, there must be a request by the chair for all board members to disclose any conflict of interest they may have. If a board member has a conflict of interest they may not vote on that issue, but may take part in the rest of the meeting. However, if a situation arises where a member may appear to have a financial interest in a matter before the board, the board member must disclose the interest. If there is no conflict and only an appearance of one, the member may vote after disclosing the situation.

An example of a conflict of interest would be the Airport Board hearing a request to resurface the runway and a member owns a paving company that submitted a bid to do the resurfacing. Another example would be the Board of Adjustments hearing a variance request for a gravel pit next to a member's property and the gravel pit would have a negative impact on the value of the member's property. If you have a concern regarding whether or not there is a conflict, please feel free to contact me.

Very truly yours,


Shannan M. Piccolo
Civil Deputy Park County Attorney


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