



CHARLES COUNTY GOVERNMENT
Office of the County Attorney

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Dear Official/Employee/Member:

Chapter 170 of the Charles County Code of Ethics requires certain officials, employees and members of certain boards and commissions to annually file a Financial Disclosure Statement.

Form 1 is designed for County Elected Officials, Candidates for County Office, County Administrator, County Attorney, County Department Heads and members of the following boards, which receive stipends: Board of Appeals, Board of Electrical Examiners, Board of License Commissioners and Planning Commission. **Form 2** is designed for qualifying employees as listed in Section 170-6 of the Code and members who volunteer on the remaining boards listed in Section 170-7 of the Code. Regardless of the form completed, members of boards and commissions listed in Section 170-7 of the County Code are required to disclose the information specified in § 170-6(3) only with respect to those interests, gifts, compensated positions and liabilities that may create a conflict, as provided in §170-5 of the Code, between the member's personal interests and the member's official duties.

Attached is the appropriate form. Please read carefully and follow the instructions, answer the questions, type or print legibly, and only fill out the necessary schedules that apply to you. Return the original signed form, along with any attachments, to Charles County Ethics Commission, c/o Melody Weschler, Clerk to the Ethics Commission, 200 Baltimore Street, La Plata, Maryland 20646, **NO LATER THAN APRIL 30, 2019.** **Failure to return the signed, completed form by this date will result in such failure being reported to the County Ethics Commission and the Board of County Commissioners. Sanctions may include any or all actions authorized by § 170-10 of the Code including, but not necessarily limited to, removal from employment and/or appointed position.**

The Financial Disclosure Statement describes all interests, transactions and matters required to be disclosed by the Ethics Law throughout the annual reporting period. Financial Disclosure is required so that any conflicts of interest that might impact on the conduct of County business are identified and addressed before problems arise. Disclosure statements are made available to the public.

If at any time you may have a question about a conflict of interest, potential conflict of interest, or acceptance of a gift, you may request an advisory opinion from the Charles County Ethics Commission. Submit your written request to the Charles County Ethics Commission, 200 Baltimore Street, La Plata, MD 20646 or via email to ethicscommission@charlescounty.org.

If you have any questions regarding the financial form please do not hesitate to contact Melody Weschler, Clerk to the Ethics Commission at 301-645-0555 or email at weschlem@charlescountymd.gov.

Sincerely,
Charles Count Ethics Commission