

AN ORDINANCE DEFINING RULES FOR DEPARTMENT HEADS WITH REGARDS TO CONFLICTS OF INTEREST TO CREATE CLARITY, CONSISTENCY, AND TO FOSTER A COLLABORATIVE RELATIONSHIP.

Be it ordained by the City Council of the City of Newburyport as follows:

Chapter 2 Administration
Division 1 Generally
Article I In General

Insert Section 2 – 127

Definitions:

Department Head – An employee of the City of Newburyport employed as the leader of any department of the City of Newburyport.

Associated External Organization – Any organization whether for profit or non-profit (also referred to as a 501(c)(3)) that participates in fundraising activities in support of City departments.

Department Head Conflicts

While seeking to preserve collaboration and with appreciation to the important value brought by *associated external organizations*, the following rules are meant to promote transparency and avoid potential conflicts of interest between city departments and associated external organizations that may form to raise funds.

- (a) *Department Heads* shall be prohibited from serving on the board of directors as a voting member of any *associated external organization*.
- (b) *Department Heads* shall be prohibited from the handling, the allocation, or the disbursement of funds held by any *associated external organization*.
- (c) *Department Heads* shall be prohibited from sharing City financial resources, providing material in-kind resources, or providing copies of contact lists, with any *associated external organization*.

Councillor Sharif I. Zeid