

**Conflict of Interest
Abstention Memorandum**

TO: Borough Secretary, _____
_____ Borough, _____ County, Pennsylvania

FROM: _____, council member

DATE:

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), I Hereby declare that I am required to abstain regarding the following issue/motion:

My conflict/reason for abstaining is as follows:

Signature of public official

NOTE: Section 1103(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken . . ."

(Please note the State Ethics Commission requires a public official to complete a form every time he has a conflict of interest).