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(f) 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).