

## Conflict of Interest Abstention Memorandum

**TO:** Board Secretary, \_\_\_\_\_, \_\_\_\_\_ Township, \_\_\_\_\_ County  
**FROM:** \_\_\_\_\_, board member  
**DATE:** \_\_\_\_\_, 20XX

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

My conflict/reason for abstaining is as follows:

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Signature of board member

**NOTE:** Section 3(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 . . . ." (emphasis added)

This memorandum does **not** have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance;" for example the School Code (Section 1111) prohibits voting to hire certain relatives.