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OFFICE OF THE MAYOR

CITY OF CHICAGO

HAROLD WASHINGTON
MAYOR

EXECUTIVE ORDER 36-1

I, HAROLD WASHINGTON, Mayor of the City of Chicago in the State of Illinois, hereby declare and order as follows:

1. Policy Statement. The public policy of the Executive office of the Mayor is hereby declared to be as follows:

(a) It is essential to the proper operation of democratic government that public officials be independent and impartial; that governmental decisions and policy be made through proper channels; that public office not be used for private gain; and that there be public confidence in the integrity of government.

Public officials and employees must serve their government in a fiduciary capacity as determined by Illinois law, and must not bestow special consideration upon any person merely because of that person's relationship to an official or employee. Accordingly, the purpose of this code of ethics is to establish ethical standards for the avoidance of conflicts of interest. It is the further purpose of the code of ethics to delineate ethical standards for officials and employees, in order to aid them in

avoiding situations or conduct which give rise to an appearance of impropriety, even where no actual impropriety may have occurred. The prohibition against conflict of interest in the operation of government must apply to all persons who are employed by the executive branch of the government and who, by virtue of their position, gain contacts and inside information which, because of their position, may be abused or used in a manner to benefit themselves personally.

The attainment of these ends is impaired whenever there exists conflict between the private interests of a public official or employee and his duties as such. The public interest therefore requires that the law protect against such conflicts of interest and establish appropriate ethical standards with respect to the conduct of elected officials and public employees in situations where conflicts exist, as well as in situations where conflicts might develop.

(b) It is also essential to the proper operation of government that those best qualified be encouraged to serve the government. Accordingly, legal safeguards against conflicts of interest must be so designed as not unnecessarily or unreasonably to impede the recruitment and retention by the government of those men and women who are best qualified to serve it. The right of each official and employee to privacy in his financial affairs must not, therefore, be limited beyond that disclosure necessary to ensure the integrity of government. Moreover,

because an essential principle underlying the staffing of our government is that its officials and employees should not be denied the opportunity, available to all other citizens, to acquire and retain private economic and other interests, such opportunity should not be limited unless conflicts with the responsibility of such officials and employees to the public cannot be avoided.

(c) The Executive Office of the Mayor hereby declares that the operation of responsible democratic government requires that the fullest opportunity be afforded to the people to petition their government for the redress of grievances and to express freely to officials of the executive branch their opinions on legislation, on pending executive actions and on current issues.

(d) It is the express intention of this Executive Order, in the creation and functions of the Board of Ethics herein provided, that the Board serve for the benefit of all persons who have a bona fide question regarding a possible conflict between governmental duties and private, personal or financial interests. It is the express intention of this Executive Order in the creation of the Board of Ethics to make government better so that the public may benefit therefrom, and at the same time to protect those people who have a bona fide question of conflict; and with this aim it is the expressed and avowed intention of permitting the Board of Ethics to receive complaints, conduct investigations and meet in closed session as permitted in the Illinois Open

Meetings Act, Illinois Revised Statutes, Chapter 102, Paragraph 41, et. seq.; and to publish upon request advisory opinions with such deletions as to names of parties and other matters involved, so that matters of private interest and concern shall remain private unless and until such time as it is made to appear that such personal and private interest is in conflict with government duty to the detriment of the public.

(e) It is the policy and purpose of this Executive Order to implement these objectives of protecting the integrity of the City of Chicago and of facilitating the recruitment and retention of qualified personnel by prescribing essential restrictions against conflicts of interest in city government without creating unnecessary barriers to public service and by establishing a Code of Ethics for officials and employees of the City of Chicago.

2. Definitions. As used throughout this Executive Order, the following terms shall have the following meanings:

(a) Administrative action means any decision on, or proposal, consideration, enactment, defeat or making of, any rule, regulation, or other official non-ministerial action or non-action by any executive department, or by any official or employee of the executive branch, or any matter which is within the official jurisdiction of the executive branch.

(b) Agency means any executive branch (1) department, office or other administrative unit, and (2) commission, board, or other body (excluding those created by ordinance or statute).

(c) City means the City of Chicago.

(d) Compensation means money, thing of value or other pecuniary benefit received or to be received in return for, or as reimbursement for, services rendered or to be rendered.

(e) Confidential information means any information that may not be obtained or acquired pursuant to the provisions of Ill. Rev. Stat. Chapter 116, paragraphs 201, et. seq.

(f) The term contribution as used herein shall be defined as provided in Chapter 46, Article 9 of the Illinois Election Code.

(g) Doing business means any one or any combination of sales, purchases, leases or contracts to, from, or with the City or any City agency in an amount in excess of \$10,000.

(h) Employee means any person employed by the City of Chicago, whether paid or unpaid and whether part-time or full-time. The term includes the Mayor and department heads, but excludes elected officials other than the Mayor

and their employees. The term may be further defined by rules of the Board of Ethics.

(i) Financial interest means (i) any interest as a result of which the owner presently receives or is entitled to receive in the future more than \$2,500 per year; (ii) any interest with a cost or present value of more than \$5,000; (iii) ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 10% of a corporation, partnership, sole proprietorship, firm, enterprise, franchise, organization, holding company, joint stock company, receivership, trust or any legal entity organized for profit; provided, however, financial interest shall not include: (1) any interest of the spouse or fiancée of an official or employee which interest arises solely from the spouse's or fiancée's independent occupation, profession or employment; (2) ownership through purchase at fair market value of less than 1% of the shares of a parent, subsidiary or other affiliated corporation whose shares are registered on a national securities exchange pursuant to the Securities Exchange Act of 1934; (3) authorized compensation or salary paid to an official or employee, his spouse or fiancée for services rendered to the City or any economic benefit provided equally to all residents of the City; (4) an interest held solely in the capacity of a personal representative, agent, custodian, fiduciary or trustee; (5) with respect to a financial

institution, a time or demand deposit; (6) with respect to an insurance company, an endowment or insurance policy or annuity contract.

(j) Gift means an item freely given, or a payment, subscription, advance, reward, honoraria, honorarium, rendering or depositing of money, services or anything of value.

(k) Interest means any legal or equitable pecuniary interest, whether or not subject to an encumbrance or a condition, which is owned or held, in whole or in part, jointly or severally, directly or indirectly; provided, however, that interest shall not include the matters excluded from the definition of financial interest in (i) above.

(l) Ministerial action means that an official or employee performs in a given state of facts in a prescribed manner in obedience to the mandate of legal authority, without regard to or the exercise of the official or employee's own discretion concerning the action being taken. A ministerial action includes but is not limited to the filing of tax returns or the filing of applications for permits and licenses.

(m) Official means an appointed non-employee member of any agency.

(n) Person means any individual, entity, corporation, proprietorship, partnership, firm, association, trade union, trust, estate or group, as well as any parent or subsidiary of any of the foregoing entities, whether or not operated for profit.

(o) Personal or substantial participation is restricted to mean a greater than minimal participation as an official or employee, through which the person acquired information, special knowledge or other special advantages not generally available to the public or experts in the field.

(p) Professional services means services rendered in the fields of law, accounting, insurance, engineering, medicine, architecture, dentistry, banking, public relations, clinical psychology, education, business, or consulting.

(q) Relative means a person who is related to an official or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half

sister of the official or employee and shall include the fiancée or fiancée of the official or employee.

(r) As used throughout this Executive Order, all masculine terms shall include their feminine counterparts and all singular terms shall include their plural counterparts.

ARTICLE 1. CODE OF CONDUCT

3. Fiduciary Duty. Officials and employees shall at all times in the performance of their public duties owe a fiduciary duty to the City.

4. Improper influence. No official or employee shall make, participate in making or in any way attempt to use his position to influence any governmental decision or action in which he knows or has reason to know that he has an interest.

5. Offering, receiving, and soliciting gifts, favors.

(a) No official or employee shall solicit or accept anything of value, including, but not limited to, a gift, favor, service or promise of future employment, based upon any understanding, either explicit or implicit, that the votes, official actions, decisions or judgments of any official or employee would be influenced thereby.

(b) No official or employee shall solicit or accept any anonymous gift, favor, service or other thing of value.

(c) Except under the circumstances prohibited in subsection (a) and (b) and Section 6, it is not inappropriate for an official or employee to accept any of the following: (i) an award publicly presented in recognition of public service; (ii) any gift, service, favor or anything of value that is offered or

money or other thing of value including, but not limited to, gifts, favors, services or promises of future employment, in return for advice or assistance on matters concerning the operation or business of the City. Nothing in this subsection shall prevent an official or employee, his spouse or fiancée from accepting any compensation for services rendered as part of his or her employment, occupation or profession which is wholly unrelated to the official's or employee's City duties and responsibilities.

7. City-owned Vehicles. No official or employee shall request or permit the unauthorized use of City-owned vehicles, equipment, materials or property for personal convenience or profit.

8. Use or disclosure of confidential information. No official or employee shall use or disclose, other than in the performance of his official duties and responsibilities, confidential or other non-public information gained in the course of or by reason of his position or employment.

9. Conflicts of Interest; Reporting. Any official or employee who has a financial interest (as defined in Section 2(i)) in any matter pending before any City agency shall publicly disclose the nature of such interest to the City Board of Ethics and, when appropriate, to his immediate superior. An official or employee is prohibited from making or participating in the making of a government decision with respect to any matter in which he

given to an official or employee by a family member or personal friend and which is totally unrelated to his duties and obligations as a City official or employee; (iii) commercially reasonable loans made in the ordinary course of business; (iv) political contributions, provided they are reported to the extent required by law; (v) any reasonable hosting, including travel expenses, entertainment, meals or refreshments furnished in connection with public events, appearances or ceremonies reasonably related to official City business; and (vi) any relatively inexpensive item of personal property, such as candy or flowers, which is clearly being given as a simple act of kindness, thoughtfulness and appreciation.

(d) Nothing in this Section 5 shall prohibit any City official or employee from accepting a gift on the City's behalf, provided, however, the person accepting the gift shall promptly report receipt of the gift to the City Board of Ethics and to the Comptroller who shall have the gift added to the inventory of City property.

(e) Any official or employee whose spouse or minor child receives anything of value under circumstances which might reasonably be construed as an attempt to influence the decision, action or inaction of the official shall promptly disclose the nature and details of such transaction to the Board of Ethics.

6. Solicitation or receipt of money for advice or assistance. No official or employee shall solicit or accept any

has an interest (as defined in Section 2(k)). The obligation to report a potential conflict of interest under this section arises as soon as the official or employee is aware of such conflict.

10. Representation of other persons.

(a) No official or employee may represent any person other than the City, for compensation, in any formal or informal proceeding before any City agency in which the agency's action or non-action is of a non-ministerial nature; provided, specifically, that the grant of any permit, license, authorization, or other benefit shall not be considered ministerial for purposes of this section.

(b) No official or employee may represent any person, other than the City in the course of his regular duties, for compensation in any judicial or quasi-judicial proceeding or before any administrative agency or court of law in which the City is a party or has a direct and substantial interest. Nothing contained herein shall preclude any official or employee from exercising his duties and responsibilities as an official or employee of the City of Chicago.

11. Post-employment restrictions. The Commissioner of Personnel, and other department heads as appropriate, are directed to consider the adoption and implementation of rules to effectuate the following policies:

(a) That former officials or employees shall not for a period of one year represent any person other than the City, before any City agency or in any administrative agency or court of law, in connection with any judicial or other proceeding, application, request for a ruling or other determination, contract, claim, controversy, investigation, charge, accusation or other particular matter involving a specific party or parties, in which the City is a party or has a direct and substantial interest, and in which such official or employee participated personally and substantially during his term of office or employment.

(b) That former employees of the Department of Law shall not represent any person, other than the City, in any matter in which he participated personally and substantially while employed by the Department of Law.

(c) That former officials or employees shall not participate, directly or indirectly, in the procurement of any City contract for a period of six (6) months after termination of his employment with the City.

(d) That former officials or employees shall not, for a period of one year following the termination of his employment, use or disclose confidential or non-public information gained in the course of or by reason of his City position or employment.

12. Interest in City Business. No official or employee shall have a financial interest in his own name or in the name of any other person in any contract, work or business of the City or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid either from the City treasury or authorized by any ordinance. Money paid by the City to an official or employee as compensation for property taken pursuant to the City's eminent domain power shall not constitute a financial interest within the meaning of this section. Unless sold pursuant to a process of competitive bidding following public notice, no official or employee shall have a financial interest in the purchase of any property that (i) belongs to the City, or (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the City.

13. Employment of Relatives -- Restrictions.

(a) No official or employee shall participate in any way in a hiring decision, in any agency over which such official or employee either serves or exercises immediate supervision with respect to any person who is a relative of the official or employee.

(b) No official or employee, on behalf of any City agency, shall participate in a decision whether to contract with any person with whom or in which a relative of that official or employee has a financial interest.

14. Solicitation of Contributions. No official or employee shall compel, coerce or intimidate any City official or employee into making, or refraining from making, any political contribution. Nothing herein shall be construed to prevent any official or employee from voluntarily making a contribution or from receiving a voluntary contribution.

ARTICLE 2. FINANCIAL DISCLOSURE

15. Statements of Financial Interests.

(a) (i) Each employee who is compensated for services or occupies a budgeted position as an employee at a rate of \$35,000 per year or more, and (ii) each employee who is compensated for services as an employee at a rate of less than \$35,000 per year for such employment, and also receives additional compensation either for professional services rendered to, or as an independent contractor for, the City in such an amount that his total income for service to the City is \$35,000 per year or more, shall file with the Board of Ethics a verified written statement of financial interests in accordance with the provisions of this Article. For purposes of this Article, the persons listed herein shall be referred to as reporting individuals.

(b) By May 1 of each year a statement must be filed by each person whose position at the time requires him to file.

16. Content of Statements. Statements of financial interests shall contain the following information:

(a) The name, address and type of any professional, business or other organization (other than the City) in which the reporting individual was an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity, and from which any income in excess of \$1,200.00 was derived during the preceding calendar year;

(b) The nature of any professional, business or other services rendered by the reporting individual and the nature of the person (other than the City) to whom or to which such services were rendered if compensation in excess of \$5,000.00 was received for professional services by the reporting individual during the preceding calendar year;

(c) The identity of any capital asset, including the address or legal description of real estate, from which the reporting individual realized a capital gain of \$5,000.00 or more in the preceding calendar year other than the sale of the reporting individual's principal place of residence;

(d) The name of any unit of government, other than the City, which employed the reporting individual during the preceding calendar year;

(e) The name of any person from whom or which the reporting individual received a gift or gifts, or an honorarium or

honoraria, valued singly or in the aggregate in excess of \$500.00 during the preceding calendar year, but not including gifts from relatives;

(f) The name and instrument of ownership in any person doing business in the City, in which the reporting individual had a financial interest during the preceding calendar year. The foregoing notwithstanding, ownership interests in publicly held corporations need not be disclosed.

(g) The identity of any financial interest in real estate, including the address or, if none, the legal description, and including trusts of which the corpus consists primarily of real estate; provided that the real estate is located in Cook, DuPage, Lake, Kane, McHenry or Will counties within the State of Illinois.

(h) The name of, and the nature of the City action requested by, any person which has applied to the City for any license, franchise, or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the reporting individual had a financial interest in such person;

(i) The name of any person doing business with the City in relation to which the reporting individual derived income in excess of \$1,200.00 during the preceding calendar year, and the title or description of any position held by the reporting individual in such person.

(j) The name and instrument of debt of all debts in excess of \$5,000.00 owed by the reporting individual, as well as the name and instrument of debt of all debts in excess of \$5,000.00 owed to the reporting individual, but only if the creditor or debtor, respectively, or any guarantor of the debt, has done work for or business with the City of Chicago in the preceding calendar year. The foregoing notwithstanding, debt instruments issued by publicly held corporations need not be disclosed.

(k) If the reporting individual is on a leave of absence from any person, the nature of any related agreement, compensation received from such person, and conditions for re-employment.

17. Form for Statements of Financial Interest. The statement of financial interest required to be filed with the Board of Ethics shall be completed by typewriting or hand printing, and shall be verified, dated, and signed by the reporting individual personally. It shall be submitted on a form prescribed by the Board.

18. Persons filing statement; Notice; Certified List; Receipt; Mailing.

(a) Not less than 90 days before the due date for filing statements of financial interests, annually, the City Comptroller shall certify to the Board of Ethics a list of the names and mailing addresses of the persons described in Section 15 who are

required to file a statement of financial interests. In preparing this list, the City Comptroller shall set out the names in alphabetical order and shall file a copy of the list with the Board of Ethics.

(b) Not less than 60 days before the due date for filing such statements, the Board of Ethics shall, in writing and by certified mail, notify all persons required to file statements of the filing requirements and provide a blank copy of the statement of financial interest required to be filed by this Article.

(c) Any person who files or has filed a statement required by this Article is entitled to receive from the Board of Ethics a receipt indicating that the person has filed such statement and the date of such filing.

(d) All statements of financial interest filed under this Article shall be available for examination and copying by the public at all reasonable times.

(e) No person shall use for any commercial purpose information contained or copied from statements of financial interest required to be filed by this Executive Order or from lists compiled from such statements.

19. Failure to File Statement by Deadline; Extensions.

(a) If any person who is required to file a statement of financial interests by May 1 of any year fails to file such a

statement, the Board of Ethics shall, by May 15, notify such person by certified mail of his failure to file by the specified date. Such person shall file his statement on or before May 15. Failure to file by May 31 shall constitute a violation of this Executive Order, except as provided in Subsection (c).

(b) Any person who first becomes subject to the requirement to file a statement of financial interests within 30 days prior to May 1 of any year may file his statement at any time on or before May 31 without penalty. If such person fails to file such statement by May 31, the Board of Ethics shall, within 7 days after May 31, notify such person by certified mail of his failure to file by the specified date. Such person shall file his statement of financial interest on or before June 15 with the Board of Ethics. Failure to file by June 15 shall constitute a violation of this Executive Order, except as provided in subsection (c).

(c) Any person who is required to file a statement of financial interest may effect one thirty-day extension of time for filing the statement by filing with the Board of Ethics, not more than 10 days before the date on which the statement is due, a declaration of his intention to defer the filing of the statement. Not more than 15 days and not less than 7 days before expiration of the extension, the Board of Ethics shall notify such person by certified mail of the date on which the statement

is due and to be filed. Failure to file by that date shall constitute a violation of this Executive Order.

ARTICLE 3. BOARD OF ETHICS

20. Appointment of members.

(a) There is hereby created and established the Board of Ethics. The Board shall consist of seven members appointed by the Mayor.

(b) Members of the Board shall (i) reside within the corporate boundaries of the City; (ii) hold no other elected or appointed public or political party office; (iii) not be an employee of the government of the United States, State of Illinois, or City or any subdivision thereof; (iv) have no financial interest in any work or business of or official action by the City.

(c) A member of the Board shall be appointed for a term of office of four years and hold office until his successor has been appointed and has qualified, provided that a member's term of official shall not exceed that of the Mayor.

21. Appointment of Chair and Vice Chair. The Mayor shall designate a Chair and Vice Chair from among the membership of the Board.

22. Removal of Members. The Mayor may remove any member of the Board of Ethics for incompetency, substantial neglect of

duty, gross misconduct or malfeasance in office, or violation of any law, after written notice, stating with particularity the grounds for removal, and an opportunity for the member to respond.

23. Meetings. Unless otherwise determined by its members, the Board of Ethics shall meet once a month at a regularly scheduled date and time determined by the Board.

24. Records. The Board of Ethics shall keep minutes of its proceedings, showing the vote of each member upon every question, or if absent or failing to vote indicating such fact, and shall also keep records of its examinations and other official actions. Every rule, regulation, every amendment or repeal thereof, and every order, requirement, decision, or determination of the Board shall be maintained on file in the office of the Board.

25. Compensation. Board members shall receive no compensation for their services, but each Board member may be reimbursed for expenses reasonably incurred in the performance of Board duties, from such funds as may be appropriated by the corporate authorities.

26. Powers and duties. The Board of Ethics shall have the following powers and duties:

(a) To initiate and to receive complaints of violations of any of the provisions of this Executive Order and to investigate and act upon such complaints as provided by this Executive Order;

(b) To cooperate with the Mayor, City agencies, officials and employees in investigating alleged violations of this Executive Order. City agencies, employees and officials shall cooperate with the Board. Information necessary to any such investigation shall be made available to the Board upon written request. If the Board determines that the investigative assistance of the Office of Municipal Investigations is needed, it may refer a matter to OMI for investigation;

(c) Upon determination by a majority of the Board that there is reason to believe that a violation of this Executive Order has occurred, (i) to notify the person who may have violated the order and request corrective action, and (ii) to recommend to the Mayor, the Corporation Counsel, or any other appropriate department head that employment disciplinary action be commenced, or that other action within their authority be taken in relation to the potential violation. All such notices and recommendations shall be in writing and shall set forth, with specificity, a statement of reasons in support thereof. The person to whom such notice or recommendation is transmitted shall review the recommendation and shall inform the Board in writing of his decision with respect thereto;

(d) To advise, by means of written advisory opinions, and to consult with, the Mayor, City agencies, officials and employees on matters involving this Executive Order;

(e) To recommend such legislative action as it may deem appropriate to effectuate the policy of this Executive Order;

(f) To conduct research in the field of governmental ethics and to carry out such educational programs as it deems necessary to effectuate the policy and purpose of this Executive Order;

(g) To adopt rules and regulations for the conduct of Board activities;

(h) To hire such staff as the Board shall deem necessary, from such funds as may be appropriated by the corporate authorities.

(i) To prepare and publish prior to October 1 of each year an annual report summarizing the Board's activities and to present such report to the Mayor; and,

(j) To preserve statements and reports filed with the Board.

27. Confidentiality. Investigations and consideration by the Board of potential violations of this Executive Order may be conducted confidentially and closed to the public, unless the person complained against requests an open hearing. The final determination of the Board shall be made available to the public with such deletions therefrom as may be necessary to prevent the disclosure of any information the Board determines to be

justifiably confidential. The identity of the complainant shall remain confidential at the discretion of the Board.

28. Referral For Further Action. The Board shall refer to the Mayor, the Corporation Counsel, or a public prosecutor, as appropriate, information concerning compliance with or violation of this Executive Order which in its opinion may call for prosecution or other legal action.

29. Advisory Opinions. The Board may render an advisory opinion with respect to the provisions of this Executive Order based upon a reasonable real or hypothetical set of circumstances, when requested in writing by an official or employee, or a person who is personally and directly involved. Such advisory opinion may be confidential if so requested.

30. Prohibitions Against Inconsistent Rule-Making by City Agencies. Each City agency shall review existing rules and regulations and take appropriate action to resolve any inconsistency with this Executive Order. Any inconsistent rule or provision shall be submitted to the Board of Ethics for its consideration and recommendations.

31. Penalties. Any person found to have (a) violated any of the provisions of this Executive Order, (b) failed to file a statement of financial interests when required to do so, or (c) furnished false or misleading information to the Board of Ethics with the intent to mislead, shall be subject to employment

sanctions, including discharge, in accordance with applicable rules, regulations, and ordinances of the City of Chicago.

32. Other Powers. The provisions of this Executive Order shall not limit the power of the Mayor or any other City agency to otherwise discipline officials or employees.

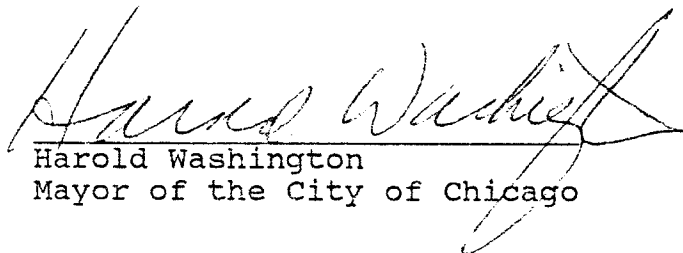
33. City Contracts. The Purchasing Agent, and all other department heads as appropriate, are directed to consider the inclusion in all city contracts of the following provisions: (a) a representation by the contractor that he has not procured the contract in violation of this Order, and (b) a provision that any contract which the contractor has negotiated, entered into, or performed in violation of any of the provisions of this Executive Order shall be voidable as to the City.

34. Accounting for benefits. Any official or employee shall, upon demand of the Board of Ethics, account for all benefits accruing to such official or employee as a result of any violation of the provisions of this Executive Order.

35. Severability. If any provision of this Executive Order or application thereof to any person or circumstance is held unlawful or otherwise invalid, such invalidity does not affect other provisions or applications of this Executive Order which can be given effect without the invalid application or provision, and to this end each such invalid provision or application of

this Executive Order is severable, unless otherwise provided by this Executive Order. It is hereby declared to be the intent of the Mayor that this Executive Order would have been issued had any such unlawful or otherwise invalid provision or application not been included.

Section 36. Effective Date. This Executive Order shall be in full force and effect upon its signature by the Mayor and receipt and filing with the City Clerk, and is intended to be consistent with all existing labor agreements. During calendar year 1986 only, the schedule for filing statements of financial interests shall be deferred by sixty days to allow sufficient time for the appointment and organization of the Board of Ethics.



Harold Washington
Mayor of the City of Chicago

Dated: 1-25-86

Received and filed _____, 1986.

City Clerk

Executive Order 86-1 on Ethics

Gifts Received on Behalf of
the City of Chicago

BACKGROUND

Section 5 (d) of Article 1. Code of Conduct from Executive Order 86-1 on Ethics requires that a City official or employee accepting a gift on the City behalf to promptly report the gift to the City Board of Ethics and to the City Comptroller to add the gift to the inventory of City property.

Section 2 (j) defines a gift to mean an item freely given, or a payment, subscription, advance, reward, honoraria, honorarium, rendering or depositing of money, services or anything of value.

Synopsis - Any tangible property (exclusive of perishables such as candy and flowers) of value received on behalf of the City of Chicago must be inventoried by the Department of Finance.

Requirement

1. Promptly report receipt of gift to City Board of Ethics and City Comptroller.
2. Forward completed City of Chicago Gift Information form within 10 days of receipt of gift to the:

Department of Finance
Room 501 - City Hall
121 N. LaSalle Street
Chicago, Illinois 60602

AND

Board of Ethics
Room 1107 - City Hall
121 N. LaSalle Street
Chicago, Illinois 60602

3. Additional information may be obtained from Department of Finance at 744-7100.

CITY OF CHICAGO
GIFT INFORMATION FORM

The following information is being provided to the City Comptroller and to the Board of Ethics in reference to the Mayor's Executive Order 86-1.

Item

1. Name of person receiving gift
on behalf of the City of Chicago _____
2. City Department for which the above
referenced person is an official or
employee. _____
3. Title or Position within Item # 2 _____
4. Description of the gift _____

5. Estimated market value of the gift \$ _____
6. Life of the gift _____ Years
7. Date of receipt of the gift _____
8. Current location of the gift
City Department _____
Address _____

9. Gift donor's
Name _____
Company _____
Address _____
10. Intended use of the gift _____

11. Date of Report to City's Board of Ethics _____
12. Person completing report _____
Signature _____
13. Signature of Commissioner or Director
of City Department receiving gift _____
14. Date completed _____