

**City of Atlanta Board of Ethics Meeting
Minutes of November 18, 2010**

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Vice Chair MaryAnne Gaunt, at 6:06 p.m. in the City Council Committee Room 2, 55 Trinity Avenue, Atlanta, Georgia 30303. Attending the meeting were board members Carol Snype Crawford; Charles B. Crawford, Jr.; Shukura Ingram; and Caroline Tanner. Staff members Ginny Looney, Jabu M. Sengova, and Sherry Dawson also attended. Board members Cathy Daniels and Charmaine Ward were absent.

MINUTES

1. The Board adopted the minutes of the October 21, 2010, meeting on a motion by Mr. Crawford and a second by Ms. Tanner.

FORMAL ADVISORY OPINIONS

2. Formal Advisory Opinion 2010-2 on Personal Interests

Ms. Tanner moved to approve proposed Formal Advisory Opinion 2010-2 on personal interests, which Ms. Ingram seconded. The opinion concludes that whether an elected official has a personal interest that requires recusal in a matter or a vote depends on whether there is a personal benefit to the official. Disclosure and disqualification is not required when the elected official serves as an ex officio, non-voting member on an organization's board of directors. Following a discussion, the Board adopted the motion unanimously.

3. Guidelines on Solicitations

The Board discussed whether city employees can solicit from prohibited sources for city programs, and if so, when it is permissible. There was a general consensus that employees or their departments should not solicit from a company with which they work on a regular basis, but no consensus as to whether this ban should extend to other departments. Ms. Looney will draft guidelines on solicitations for the Board to consider at a later meeting.

BOARD OPERATIONS

4. Meeting Schedule for 2011

Mr. Crawford made a motion to approve the meeting schedule and committee assignments for 2011, with a second by Ms. Ingram, and the motion passed unanimously.

ETHICS OFFICER'S REPORT

5. Ms. Looney gave a report on the financial disclosure process for 2011 and reported on activities that support the 2010-2011 Work Plan. Because some filers do not have email addresses, Ms. Gaunt suggested sending notices to city board chairs asking them to remind their members to file their financial disclosure statement by the filing deadline.

Having no further business, the meeting adjourned at 7:18 p.m.



Jabu M. Sengova, Associate Ethics Officer

Approved January 20, 2011