

**STATE ASSESSORS BOARD  
POLICIES/PROCEDURES**

**Ethical Conduct**

**Adopted: April 28, 2009**

**Effective: April 28, 2009**

**Purpose:** The State Assessors Board considers the integrity of the property tax system to be vital for the well being of that system. Further, the State Assessors Board considers its role to be significant to the proper functioning of the property tax system and State Assessors Board members should at all times execute their duties ethically. An unethical action on the part of a State Assessors Board member could severely compromise the integrity of the Board and be harmful to the property tax system. The purpose of this policy/procedure is to prescribe standards of ethical conduct for State Assessors Board members.

**Policy/Procedure:** The following set of policies shall govern the conduct of State Assessors Board members in executing their duties:

Definitions

1. “Member” means a duly appointed member of the Michigan State Assessors Board.
2. “Unethical conduct” means a violation of the ethics policies contained in this document.
3. “State Assessors Board” means the Michigan State Assessors Board.
4. “Act” means vote or otherwise discharge duties as a member of the Michigan State Assessors Board.
5. “Personal financial interest” means an interest of any value of any kind by the member, the member’s family, or an entity that the member has an interest in or controls.
6. Any word not specifically defined in this list of definitions shall be defined by the definition of the word that is found in any college level dictionary.

Ethics Policies

1. All members shall act in a manner at all times during the members’ appointment to the State Assessors Board that does not create the appearance of impropriety.
2. All members shall act with honesty and integrity concerning all State Assessors Board matters.
3. No member shall engage in conduct of any kind that leads to a conviction for any crime involving fraud, dishonesty, false statements, or moral turpitude.
4. A member shall not represent the member’s personal opinion as that of the State Assessors Board.
5. A member shall not represent to any person or entity that the member can direct the State Assessors Board to take action in advance of a duly noticed meeting of the State Assessors Board.
6. Members shall not divulge to an unauthorized person confidential information in advance of the time prescribed for its authorized release to the public.
7. Members shall not divulge information from a closed session of the State Assessors Board.
8. Members shall not solicit or accept any gift(s) or loan(s) of money, goods, services, or anything of value that could be perceived as influencing, or actually does influence, the manner in which the member performs the member’s official State Assessors Board duties.

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9. Members shall not engage in any type of business transaction in which the member may actually profit from, or be perceived as profiting from, the member's official position, authority, or knowledge of confidential information, which the member has obtained or may obtain by reason of their position as a member.
10. Members shall make disclosure for any matter before the State Assessors Board in which the member has a direct or indirect current or past involvement. Examples of situations requiring disclosure are found below, but this list is not intended to be an exhaustive or exclusive list:
  - a. A person appearing or having business before the State Assessors Board is a business associate of the member.
  - b. A person appearing or having business before the State Assessors Board is a relative of any sort of the member.
  - c. A person appearing or having business before the State Assessors Board is a personal friend or social acquaintance of the member.
  - d. The member was in a supervisory role of any sort that covered the situation before the State Assessors Board when that situation occurred.
11. No member may have any interest, financial or otherwise, direct or indirect, or engage in any business, transaction, or activity with any party that is appearing in front of or has business before the State Assessors Board on any matter.
12. No member may use or attempt to use his or her official position as a member to secure anything of value for the member or others.
13. No member may act in the member's official capacity in any matter in which the member has a direct or indirect personal financial interest.
14. No member may misrepresent to any person or entity the member's position on the State Assessors Board.
15. No former member of the State Assessors Board may appear on behalf of a party on any matter on which the former member was working while a member of the State Assessors Board.