

City of Austin  
Economic Growth and Redevelopment Services Office  
**Cultural Arts Division**

**Code of Conduct & Conflict of Interest Policy**

**CODE OF CONDUCT**

Panel members are clearly involved in the arts professionally and/or personally. These standards are designed to avoid situations that may compromise, or appear to compromise, panelists' objectivity without preventing their continuing involvement in the arts, or in projects supported by the Cultural Arts Division.

The undersigned panelist agrees that he or she will not review, discuss, or express an opinion on any application for funding or other issues relating to an organization applying to the Cultural Arts Division for funding, for which the undersigned has a conflict of interest. In addition, the undersigned panelist agrees that he or she will not discuss any such organization or application for funding reviewed by the panel until all decisions are finalized and action is taken by City Council.

**CONFLICT OF INTEREST**

In accordance with the Ethics and Financial Disclosure provisions in Chapter 2-7 of the City Code, "a city official or an employee in a vote or decision on a matter affecting a person, entity, or property in which the official or employee or their spouse has a substantial interest (financial or governance)," defines a conflict of interest. The Cultural Arts Funding Program Guidelines extends this policy to the review panelists.

Review panelists are individually informed of the conflict of interest policy as part of the invitation to serve. Materials sent to the panelist prior to the panel meeting contain detailed explanations of the policy. Group panel orientations review the policy. Panelists who declare specific conflicts with organizations or individuals are asked to leave the panel session during the deliberation regarding that application. Panel session minutes shall reflect a panelist's absence from the panel session and abstention during deliberations.

For purposes of this agreement, a conflict of interest will be considered to exist when:

1. The undersigned, or a family member of the undersigned, has a direct or indirect financial interest in or is employed by an organization applying to the Cultural Arts Division for funding and is being reviewed by the panel on which the undersigned serves; and/or
2. The undersigned, or a family member of the undersigned, is serving as an officer, director or trustee of an organization applying to the Cultural Arts

Division for funding and being reviewed by the panel on which the undersigned serves; and/or

- 3. The undersigned, or a family member of the undersigned, is negotiating or has an arrangement concerning prospective employment, or other fee-for-service relationship with an organization applying to the Cultural Arts Division for funding and being reviewed by the panel on which the undersigned serves.
- 4. Any other situations with an appearance of impropriety if the undersigned were involved with the allocation of funds to an organization applying to the Cultural Arts Division for funding and being reviewed by the panel on which the undersigned serves.

**Please list all applicant organizations with which you have a conflict of interest:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

*I agree to abide by the code and policy which shall remain in effect at all times until the undersigned has completed his or her panel service with the Cultural Arts Division and action on the applications is approved by the Austin City Council.*

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Panel** \_\_\_\_\_