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**To:** [execsec@chilmarkma.gov](mailto:execsec@chilmarkma.gov)  
**Subject:** Conflict of Interest Law education requirement: Notice to All Municipalities Concerning Distribution of the Summary of the Conflict of Interest Law  
**Date:** Thursday, December 10, 2015 2:42:42 PM  
**Attachments:** [Summary of the Conflict of Interest Law for Municipal Employees revised 2013-05-10 Final.pdf](#)

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## Notice to All Municipalities Concerning Distribution of the Summary of the Conflict of Interest Law

Dear Municipal Heads and General Counsels:

The State Ethics Commission wishes to remind municipalities that with the arrival of December, once again all municipalities must distribute the Summary of the Conflict of Interest Law for Municipal Employees to all employees to comply with the conflict of interest law education and training requirements. Each year, all municipalities have to distribute the summary of the law. **The summary should be distributed in December each year, unless a municipality has adopted a different distribution schedule.**

Attached is a .PDF version of the current version of the summary for municipal employees.

Your employees must provide you with an acknowledgment of receipt, which must be maintained by the municipality as a public record for six years. [The latest versions of the summaries](#), along with translations in Spanish and Portuguese, are available on the Commission's website.

Thank you for your time and attention to this important matter. If you have any questions, please call me at 617-371-9505 or email me at [David.Giannotti@state.ma.us](mailto:David.Giannotti@state.ma.us).

Sincerely,  
David

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Please note that my email address has changed to [David.Giannotti@state.ma.us](mailto:David.Giannotti@state.ma.us).

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