

Environmental Justice Council – Ethics Procedure

Adopted on October 10, 2025

1. The Council Manager, who serves as the Environmental Justice (EJ) Council’s designated Ethics Advisor, will connect with Council Members and Ex Officio Liaisons upon initial appointment and reappointment of each term, and annually thereafter, to ensure they have the following materials:
 - [Ethics in Public Service Act](#)
 - [Ethics in Public Service Act training](#)
 - [Advisory Opinion 96-09A](#)
 - EJ Council’s Ethics Procedure (this document, once finalized by the Council), which includes examples of conflicts of interest and an attestation and disclosure form.
 - EJ Council’s Bylaws
2. The Council Manager will make themselves available to meet with and answer any questions the Members and Ex Officio Liaisons may have about the materials.
3. The Council Manager will collect the completed attestation and disclosure form (see page 5) from Members and Ex Officio Liaisons, with a goal of completion and posting within 30 days of initial appointment and reappointment of each term, and annually thereafter. Council Members should update the attestation and disclosure form within 30 days of changes to their affiliations.
4. Per the bylaws, the Council Manager will post Members’ affiliations to the Council’s website.

5. Per the bylaws, at any time a conflict of interest arises, Members and Ex Officio Liaisons will disclose the conflict to the Council and the public and recuse themselves from discussing and voting on those matters.

6. Per the bylaws, at any time Members and Ex Officio Liaisons are communicating with each other or other partners, they will indicate whether they are doing so on behalf of the Council, as an individual Council Member or Ex Officio Liaison, or as a representative of another organization or entity.

Environmental Justice Council – Conflict of Interest Examples

As state officers and employees, Council Members, Ex Officio Liaisons, and Council staff must comply with chapter 42.52 RCW, the Ethics in Public Service Act. Per its bylaws, the Council will also comply with the model rules approved by the Executive Ethics Board in Advisory Opinion 96-09A, which require Members to disclose conflicts of interest (at any time a conflict arises) and recuse themselves from discussing and voting on those matters.

RCW 42.52.020 indicates that “no state officer or state employee may have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that is in conflict with the proper discharge of the state officer's or state employee's official duties.”

Kinds of examples of conflicts of interest can include direct or indirect financial relationships, including employment relationships between Council Members and organizations with interest in Council decisions and associations with policy-driven entities that have a substantive interest in Council decisions. The Council encourages Members to interpret “interests” broadly and lean toward transparency with each other and the public in disclosing affiliations and potential conflicts of interest.

The following list includes possible examples of conflicts of interest that may arise for Council Members and Ex Officio Liaisons. The Council intends this to be a living document and will add examples as they arise. These are examples only, and this is not a comprehensive list of all types of conflicts of interest that could arise.

- At its September 28, 2023 meeting, the Council was voting on its 2024 budget recommendations. One of the recommendations under consideration that was submitted by an external agency and community partners would pass \$3,000,000 through to the Peoples Economy Lab, Front and Centered, and Statewide Poverty Action Network to

pilot a statewide network of community assemblies. Council Member Aurora Martin who serves as the Executive Director of Front and Centered recused herself from the discussion and vote on that budget recommendation.

- The Department of Social and Health Services is hiring a consultant to perform an equity review of a new program and asks a Council Member to serve on the review panel that will select the consultant. The Council Member occasionally performs work as a subcontractor for one of the consulting firms that has applied for the contract. Recognizing that they may be asked to work on the contract if their firm is selected, the Member declines to serve on the review panel.
- A Council Member serves on a review panel for a grant program. The agency administering the grant selects a community-based organization that the Member is not affiliated with, though the Member is acquainted with the organization's Director. Later the Director reaches out to the Member to share they received the grant and offers to take the Member out for dinner as a thank you. The Member recognizes that may be perceived as a conflict of interest and declines the offer.
- A Council Member is offered a paid consulting opportunity with a HEAL Act agency related to the agency's implementation of the HEAL Act. The Member recognizes that, while they may be receiving the offer based on their reputation even outside of the Council as an expert in environmental justice, this could create a perception of using their position as a Council Member to secure work for their consulting business, which is an ethical violation-
-so the Member declines the offer.

Environmental Justice Council – Ethics Attestation and Disclosure Form

Name:

Date:

Do you attest that you have reviewed the [Ethics in Public Service Act training](#) and [Advisory Opinion 96-09A](#)?

YES NO

Do you attest that you have reviewed the examples of conflicts of interest?

YES NO

List all of your paid or volunteer affiliations that are related to the Environmental Justice Council’s scope of work:

Affiliation	Are you compensated (salary, stipend, hourly, contract, etc.)?*
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
*RCW 42.52.010 defines “compensation” as “anything of economic value, however designated, that is paid, loaned, granted, or transferred, or to be paid, loaned, granted, or transferred for, or in consideration of, personal services to any person.”	