



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

ETHICS REQUIREMENTS FOR STATE HOUSE STAFF MEMBERS

**February 21, 2018
3:00 p.m. to 4:15 p.m.
New Jersey Governor's Office
225 West State Street
5th Floor Conference Room 1
Trenton, New Jersey**

PLEASE READ: NOTICE REGARDING COURSE MATERIALS

You will receive the course materials approximately forty-eight (48) hours prior to the date of the course. The materials will be contained in an email attachment.

Program Summary

This presentation will examine executive branch ethics requirements for State House staff members. The program will cover the Conflicts of Interest Law, ethics rules, the Uniform Ethics Code and ethics-related executive orders. It will address ethics issues that uniquely affect Statehouse staff, including restrictions on acceptance of gifts, statutory provisions limiting reimbursement for out-of-state travel, requirements for documenting business meals, interaction with lobbyists and advocates, attendance at events related to State duties and precautions regarding political activity. This presentation will also cover the Code of Conduct for the Governor, comparing code provisions with ethics requirements for executive branch employees and examining the policy considerations underlying areas where the Governor's Code of Conduct diverges from the Uniform Ethics Code. Ethics requirements will be illustrated with case studies drawn from the files of the New Jersey State Ethics Commission that illustrate common ethics dilemmas faced by Statehouse staff members. **This session will satisfy the mandatory ethics training requirement for State executive branch employees.**

Who Should Attend?

Registration for this course is limited to attorneys and senior staff in the Office of the Governor. Please do not attempt to register if you have not been notified of your eligibility for this program.

Who Is the Faculty?

AAG Margaret A. Cotoia is the Director of the New Jersey Attorney General's Advocacy Institute, which offers a broad array of high quality legal education programs that meet the needs of New Jersey government lawyers. She recruits instructors and develops curriculum for the AGAI's lecture programs, coordinates skills training for new deputy attorneys general and assistant prosecutors and ensures that the Institute maintains its accreditation as a continuing legal education provider in New Jersey, Pennsylvania and New York. Margaret is also an instructor for the National Attorneys General Training and Research Institute and a member of its Advisory Board.

Prior to joining the Advocacy Institute, Margaret was the first statutory Ethics Training Officer for the New Jersey State Ethics Commission, where she designed and conducted ethics training for State officials at 26 State departments and over 75 authorities, boards, and commissions, provided ethics advice to a state-wide network of agency ethics liaison officers and planned and conducted quarterly meetings for their continuing education. Before working for the SEC, Margaret was a hearing officer and trainer at the New Jersey Department of Labor and a staff attorney and mediator at the Public Employment Relations Commission. Margaret holds a B.S. from Georgetown University in Washington, D.C. and a J.D. from the Penn State University Dickinson School of Law in Carlisle, Pennsylvania where she was an editor of the law review.

CLE Credit

NJ CLE Credit: This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.5 hours of total CLE credit. Of these, 1.5 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 1.5 ethics credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.0 ethics credit (\$1.50 mandatory registration fee required).

How Do I Register?

State Employees

Most State employees are able to register for this course by going to <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and

password for your records.

Non-State Employees or State Employees not Connected to the Garden State Network

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: njagai@njoag.gov for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

If you have already been issued an authorization code in the past you do not need to request another one. You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.