



STATE OF RHODE ISLAND

RHODE ISLAND ETHICS COMMISSION

40 Fountain Street

Providence, RI 02903

(401) 222-3790

Email: ethics.email@ethics.ri.gov

Website: <https://ethics.ri.gov>

STATEMENT OF CONFLICT OF INTEREST (RECUSAL FORM)

*“Recusal” generally means not participating in discussions or decision-making.
Complete this form and send it to the Ethics Commission after recusing.*

Name of Person Recusing: _____

Government Unit (City/Town, Region, or State): _____

Agency and Position/Job Title: _____

Description of Matter/Issue From Which You Are Recusing: _____

Date of Recusal: _____

Reason for Recusal/Conflict of Interest: _____

*This statement memorializes that I have recused from participating in discussion, decision-making/voting,
and any other official actions relating to the above-described matter.*

Signed under the penalties of perjury on this _____ day of _____, 20____.

Signature



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Instructions for Recusal under the Rhode Island Code of Ethics

1. Complete a Statement of Conflict of Interest (Recusal Form), or write and sign a memo that contains all required information including:
 - a. Your name.
 - b. The governmental unit to which your agency belongs. Use “Rhode Island” if a state agency, or write the name of the town, city, district, or region to which your agency belongs (for example, “Rhode Island,” “Portsmouth,” “Buttonwoods Fire District,” or “Paul Cuffee Charter School”).
 - c. The name of your public agency and your position or job title (for example, “Senator,” “Planning Board, Member,” “School Committee, Chair,” “Airport Corporation, CEO,” “Narragansett Bay Commission, Commissioner,” or “Department of Health, Senior Legal Counsel”).
 - d. A brief description of the matter from which you recused. This description should be sufficient to inform members of the public as to the issue being decided by your agency. For legislators, this will generally be a bill number. For public boards and committees, this will usually be the description of an item from a posted agenda.
 - e. The date that you recused from participation in discussions and/or decision-making.
 - f. A brief description of the reason you recused, or the nature of your conflict of interest. Common examples include:
 - i. “I have a business relationship with the applicant.”
 - ii. “I live next-door to the proposed development/I am an abutter.”
 - iii. “Members of my family own one of the businesses that are under consideration.”
 - iv. “I do part-time work for the proposed vendor.”
 - v. “I am on the Board of Directors of the group applying for the grant.”
 - vi. “While I am not certain that recusal is required, I wish to avoid even the appearance of impropriety.”
2. Sign and date the Statement, under the penalties of perjury.
3. Mail or email a copy of your completed Statement to the Ethics Commission. The Ethics Commission maintains your Statement on file as a public document, and makes it available for public viewing, to allow verification of your disclosure and recusal.