

**STATE OF NEW MEXICO
CRIME VICTIMS REPARATION COMMISSION
2016 CODE OF CONDUCT**

I. INTEGRITY OF THE COMMISSION

- A. A Commission member should participate in establishing, maintaining and enforcing standards for the constituencies the Crime Victims Reparation Commission (hereafter, "Commission") serves, and should personally observe high standards of conduct so that the integrity of the Commission may be preserved.
- B. A Commission member shall refrain from the consumption of alcoholic beverages and/or use of illegal substances while performing Commission duties or in a manner that would render that Commission member unfit to serve in his/her official capacity.
- C. A Commission member shall treat their position as a Commissioner as a public trust and shall use the powers and resources of public office only to advance the public interest and not to pursue private interests.
- D. A Commission member shall respect and fully comply with the ethical standards, responsibilities and obligations imposed by law, including especially, but not limited to, those established in the Governmental Conduct Act, NMSA 1978, Sections 10-16-1 to -18 (1967, as amended through 2011); the Financial Disclosure Act, NMSA 1978, Section 10-16A-1 to -7 (1993, as amended through 1997); and, the Gift Act, NMSA 1978, Section 10-16B-1 to -4 (2007).

II. APPEARANCE OF IMPROPRIETY

- A. A Commission member shall respect and comply with the law and should conduct himself/herself at all times in a manner that promotes public confidence in the integrity and impartiality of the Commission.
- B. A Commission member shall not allow his/her family, social, or other relationships to influence him/her with regard to matters pending before the Commission.
- C. A Commission member shall not lend the prestige of his/her office to advance his/her private interests or the private interests of others.
- D. A Commission member shall not, directly or indirectly, convey or allow others to convey the impression that any person or entity is in a special position to influence the Commission or a Commission member.

III. IMPARTIALITY IN PERFORMING THE DUTIES OF THE COMMISSION

Commission duties include all the duties of the office as prescribed by law. In the performance of those duties, the following standards shall apply:

- A. A Commission member should not be swayed by partisan interests, public clamor, or fear of criticism;

- B. A Commission member should maintain order and decorum in all public meetings, hearings and other proceedings before the Commission or a Commission member;
- C. A Commission member should be patient, dignified, and courteous to the general public, members of the constituencies served by the Commission and others with whom he/she deals with in his/her official capacity;
- D. A Commission member should accord to every person any right to be heard which is granted to such persons pursuant to law or the Commission's regulations;
- E. A Commission member should handle the business of the Commission promptly;
- F. A Commission member shall abstain from discussing the facts or details of proceedings or matters pending before the Commission, except in a properly noticed meeting or hearing. The foregoing language does not prohibit Commission members from making general public statements (excluding the discussion of facts or details about proceedings or matters pending before the Commission), in the course of their official duties or from explaining the procedures of the Commission for public information;
- G. A Commission member should take or initiate appropriate disciplinary measures against a fellow Commission member for unprofessional conduct of which the Commission member may become aware;
- H. A Commission member should disqualify or recuse himself/herself in a proceeding or matter in which his/her impartiality might reasonably be questioned, especially where he/she has a personal bias or prejudice concerning a party, or personal knowledge of disputed evidentiary facts; and
- I. A Commission member should not serve in a proceeding or matter in which he/she knows that he/she, individually or as a fiduciary, or his/her spouse or minor child residing in his/her household, has a financial interest in the subject matter in controversy or in a party to the proceeding or matter, or any other interest which could be substantially affected by the outcome of the proceeding or matter.

IV. CONFLICT OF INTEREST AND ACTIVITIES IN CONFLICT WITH COMMISSION DUTIES

- A. A Commission member should refrain from financial and business dealings which tend to reflect adversely on his/her impartiality and interfere with proper performance of his/her Commission duties.
- B. Neither a Commission member nor a member of his/her family residing in his/her household shall request, accept or receive a gift, favor, or loan from anyone who has business pending before the Commission, or in exchange for promised performance of an official act.

- C. A Commission member shall not take an official act for the primary purpose of directly enhancing his/her financial interest or financial position. To do so would not only violate this Code of Conduct, but may be a violation of Section 10-16-4, which could result in criminal penalties.

V. BUSINESS CONDUCT

A Commission member shall not directly or indirectly use official information that is not available to the general public and which was obtained in his/her official capacity as a Commission member, for the purpose of furthering any person's private interest.

Upon receipt of, or when discussing such information in a properly closed meeting (executive session), all Commission members shall take adequate measures to ensure that confidential information is not disclosed to individuals or entities not authorized to receive such information. This is particularly important where a Commission member is participating in a meeting via conference telephone or similar telecommunications equipment.

Violation of this Code of Conduct by a Commission member will be construed as a neglect of duty or malfeasance in office, and is sufficient cause for removal as a Commission member by the Governor and could result in criminal penalties under the Governmental Conduct Act.

I, a member of the State of the New Mexico Crime Victims Reparation Commission, have closely read and understand each and every provision of the foregoing Code of Conduct. As a member of the Commission, I pledge to comply with this Code of Conduct and all relevant laws, including the Governmental Conduct Act, in their entirety.

Signed Marron Lee 1. 14. 16
Commissioner Marron Lee, Chair Date

Signed Robin Edward 1/14/16
Dr. Robin Edward, Commissioner and Vice-Chair Date

Signed Erica Jorgensen 1/14/16
Commissioner Erica Jorgensen-Forde Date

Signed _____
Commissioner Stuart Feltman Date

Signed Raul Ortiz 1/14/16
Commissioner Raul Ortiz Date