



The Advocacy Institute Is Pleased to Announce Another State House Series Program

PROGRAM ANNOUNCEMENT

ETHICS ISSUES FOR STATE HOUSE STAFF MEMBERS

June 1, 2012

1:00 p.m. to 3:00 p.m.

New Jersey State House

Room 209

125 West State Street

Trenton, NJ 08625

Program Summary

This program will examine ethics requirements for employees of the Executive Branch of State government, with an emphasis on issues that affect State House staff members. The program will specifically cover the Conflicts of Interest Law, *N.J.S.A. 52:13D-12 et seq.*; ethics rules; *N.J.A.C.19:6.1 et seq.*; the Uniform Ethics Code; and ethics-related executive orders. The presentation also will address specific ethics subject areas that affect members of the State House 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. The presentation will further address the code of conduct governing ethics for the Governor and Lieutenant Governor. Ethics requirements will be illustrated with case studies drawn from the files of the New Jersey State Ethics Commission that address common ethics dilemmas faced by State House staff members. This session will satisfy the mandatory ethics training requirement for State Executive Branch employees.

Who Should Attend?

This program is intended for those invited to participate in the *State House Series* programs. **Please do not attempt to register for this program if you have not already been selected to participate.**

Who Is the Faculty?

Peter J. Tober is the Executive Director of the State Ethics Commission. He previously served as Special Counsel and Ethics Counsel to Governor Chris Christie. Mr. Tober also was the Senior Assistant Counsel to Governors Christine Todd Whitman and Donald T. DiFrancesco, acting as the Ethics Liaison Officer for all three Governors. From 2002 to 2009, Mr. Tober was the Vice Chair and member of the Election Law Enforcement Commission. In private practice, he was affiliated with the law firms of Shain Schaffer and Rafanello and Wilentz, Goldman and Spitzer - specializing in municipal law, land use law and commercial litigation. Mr. Tober received his undergraduate degree from Cornell University and his law degree from the Hofstra University School of Law, where he was Associate Editor of the Hofstra 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 2.0 hours of total CLE credit. Of these, 2.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 2.0 ethics credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 1.5 ethics credits (\$3.00 mandatory registration fee required).

How Do I Register?

State Employees

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/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://reg.dcj.lps.state.nj.us/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: AdvocacyInstitute@lps.state.nj.us 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. This is Step 1 of the process, which you need only do once.

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://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.