



The Advocacy Institute Is Pleased to Present

PROGRAM ANNOUNCEMENT

POLITICAL ACTIVITY RELATED ETHICS GUIDELINES FOR STATEHOUSE STAFF MEMBERS

**September 24, 2018
9:00 a.m. to 10:30 a.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 program will examine political activity related ethics guidelines for employees of the executive branch of State government, with an emphasis on issues that affect State House staff members. The presentation will cover the Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq., ethics and Civil Service Regulations, N.J.A.C.19:6.1 et seq.; N.J.A.C. 4A:10-1.2 et seq., and the Uniform Ethics Code. The presentation will also address ethics requirements that uniquely affect the political activity of State House staff members, including prohibitions against the use of official State position to influence the political activities of others, restrictions on engaging in political activity during State time, and the ban on using State materials or resources for political endeavors. It will detail prohibited political offices and positions, which political activities are subject to mandatory notice and disclosure, activities that are permissible outside of the State workplace and recusal requirements triggered by political involvement. Ethics requirements will be illustrated with case studies from the New Jersey State Ethics Commission and discussion scenarios will illustrate common ethics dilemmas that can arise from the prohibited intersection of political activity and State service.

Who Should Attend?

Registration for this course is limited to those who have been selected to participate in the State House Series programs. Please do not attempt to register if you have not been notified of your eligibility for this series.

Who Is the Faculty?

Matt Platkin is Chief Counsel to Governor Philip D. Murphy. He previously served as Policy Director for the Governor's campaign, managing the campaign's internal research and policy team and coordinating substantive positions taken by the candidate. Before joining the campaign team, he served in a similar role for New Way for New Jersey. Matt was an attorney at Debevoise & Plimpton LLP in New York, where his practice focused on criminal and regulatory investigations. He also maintained an active pro bono practice, representing indigent clients facing criminal and removal proceedings in federal and immigration court. Matt began his career working on economic policy at The Brookings Institution in Washington, D.C., where he advised members of Congress on policies to promote economic recovery and job growth in the wake of the 2008 financial crisis. Matt holds a B.A. with distinction and Phi Beta Kappa from Stanford University, and a J.D. from Stanford Law School, where he earned pro bono distinction, served as President of the American Constitution Society and as an Editor of the Stanford Law Review.

Heather Taylor, Esq. is the Chief Ethics Officer in the Governor's Office. Prior to her service in the Governor's Office, she was a Deputy Attorney General in the Corruption Bureau in the Division of Criminal Justice and a partner at two law firms in Newark where she specialized in civil litigation. Heather holds a B.S. from Syracuse University and a J.D. from the University of Virginia School of Law.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.8 hours of total CLE credit. Of these, 1.8 qualify as hours of credit for ethics/professionalism.

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

PA CLE Credit: 1.5 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. 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://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.