

EXECUTIVE ORDER 91-1  
PROVIDING FOR ESTABLISHMENT OF A  
CODE OF ETHICS FOR  
APPOINTEES OF THE GOVERNOR

I, Arne H. Carlson, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

WHEREAS, democratic government is founded on public confidence in the integrity of government officials; and

WHEREAS, the people of Minnesota have entrusted me, Lieutenant Governor Joannell Dyrstad and our appointees with their welfare, property, security, and safety for the next four years; and

WHEREAS, in return for their trust, Minnesotans have the right to demand that their public officials adhere to the highest ethical standards; and

WHEREAS, there is a need to clearly establish the ethical principles and standards by which all executive branch officials will be held accountable during our administration;

NOW, THEREFORE, I HEREBY ORDER THAT:

1. All gubernatorial executive branch appointees shall strictly adhere to the provisions of the Code of Ethics for Employees in the Executive Branch (Minnesota Statutes 1990, Section 43A.38) and all related statutes including, but not limited to, Minnesota Statutes 1990, Chapter 10A and Minnesota Statutes 1990, Sections 10.32; 15.054; 15.06, subd. 9; 15.43; 16B.17, subd. 2; 16B.55, subd. 2; 43A.32; 43A.39; and 609.45.
2. All appointees shall take a pledge acknowledging their commitment to these statutory provisions and the provisions of this executive order. Any violation of these provisions shall warrant immediate disciplinary action. If specific provisions of this executive order conflict with statutory provisions, the strictest provisions take precedence.
3. All gubernatorial executive branch appointees in the course of or in relation to their official duties shall not, directly or indirectly, receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source other than the state for any activity related to the duties of the official, with the exception of:
  - (a) Gifts of nominal or symbolic value;
  - (b) Plaques or similar mementos recognizing individual services;
  - (c) Payment of reimbursement expenses for work-related travel or meals, not to exceed actual expenses incurred, which are not reimbursed by the state;

- (d) Expenses paid for papers, talks, demonstrations or appearances made by officials on their own time for which they are not compensated by the state.
4. No gubernatorial appointee shall use confidential information to further the official's private interest, and shall not accept outside employment or involvement in a business or activity that will require the official to disclose or use confidential information.
  5. No gubernatorial appointee shall use or allow the use of state time, supplies, or state owned or leased property and equipment for the official's private interests or any other use not in the interest of the state.
  6. No gubernatorial appointee shall use or attempt to use their official position to secure benefits, privileges, exemptions, or advantages for the official or the official's immediate family or an organization with which the official is associated which are different from those available to the general public.
  7. No gubernatorial appointee shall accept other employment or contractual relationships that will affect the official's independence of judgment in the exercise of official duties.
  8. No gubernatorial appointee shall award a state contract based on political considerations.
  9. No gubernatorial appointee shall serve as an agent or attorney in any action or matter pending before any state agency except in the proper discharge of official duties or on the official's behalf.

10. No gubernatorial appointee shall solicit a financial agreement for him/herself or an entity other than the state when the state is currently engaged in the provision of the services which are the subject of the agreement or where the state has expressed an intention to engage in competition for the provision of the services, unless the affected state agency and the governor waives this provision.
11. No commissioner shall engage in political fund-raising. The Commissioner of Human Rights, in recognition that human rights are a basic tenet of citizenship in the State of Minnesota, shall not be involved in any state political activity.
12. No gubernatorial appointee shall, directly or indirectly, use official authority or influence to compel any state employee to apply for membership in or become a member of any political organization, to pay or promise to pay any assessment, subscription, or contribution, or during hours of employment, to solicit or receive funds for political purposes or take part in any political activity.
13. Any gubernatorial appointee falsifying his or her expense report shall be immediately disciplined.
14. Any gubernatorial appointee guilty of discrimination, or sexual or other harassment shall be immediately disciplined.

I shall designate a person in the Governor's Office to respond to ethical concerns in the administration. That person shall ensure that immediate action is taken to resolve potential conflicts of interest and questions of misconduct. That person, with the assistance of the

commissioner of employee relations, shall advise gubernatorial appointees on ethical matters.

Executive Order 87-4 is rescinded.

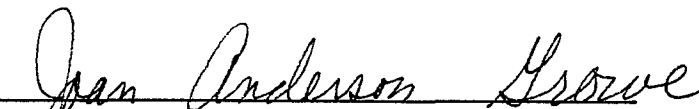
Pursuant to Minnesota Statutes, Section 4.035, this Executive Order shall be effective fifteen (15) days after publication in the State Register and filing with the Secretary of State and shall remain in effect until rescinded by the proper authority or it expires in accordance with Minnesota Statutes 1990, Section 4.035, Subdivision 3.

IN TESTIMONY WHEREOF I have set my hand this 7th day of January, 1991.



ARNE H. CARLSON  
Governor

Filed According to Law:



JOAN ANDERSON GROWE  
Secretary of State

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

JAN 07 1991.



Secretary of State

4:08 p.m. 