Every municipal employee and official either paid or voluntary is required to take the Conflict of interest, The Code of Ethics and Conduct and Open Meeting Law. He/She must sign and acknowledgement that they have completed the required training.

State Ethics Commission Conflict of interest Directions:

Go to the website below to create an account unless one has already been created for you.

https://massethicstraining.skillburst.com/

You will then be prompted to create and account (you will have to provide your name, email and agency: Town of Tisbury) and password. When creating an account, you will receive and email to authenticate your credentials. Once you have confirmed by clicking the email, they send to your email then you will be able to complete the training on the website. You will then have 30 days to complete the training.

Once you have created an account/verified your email by clicking on the email sent to you by the state and then created your password you can now complete the training.

Screen shot below is what will be displayed on your screen and you will launch the training by clicking on the Launch tab
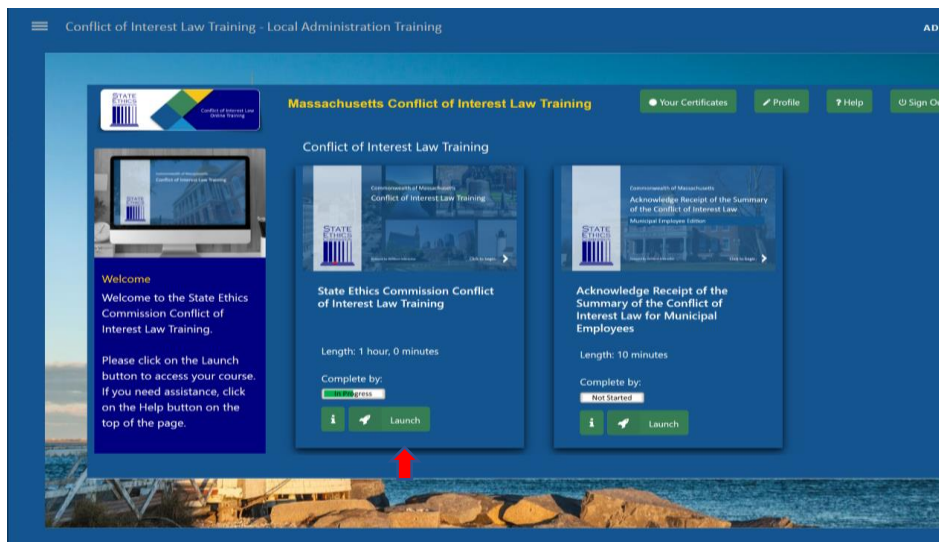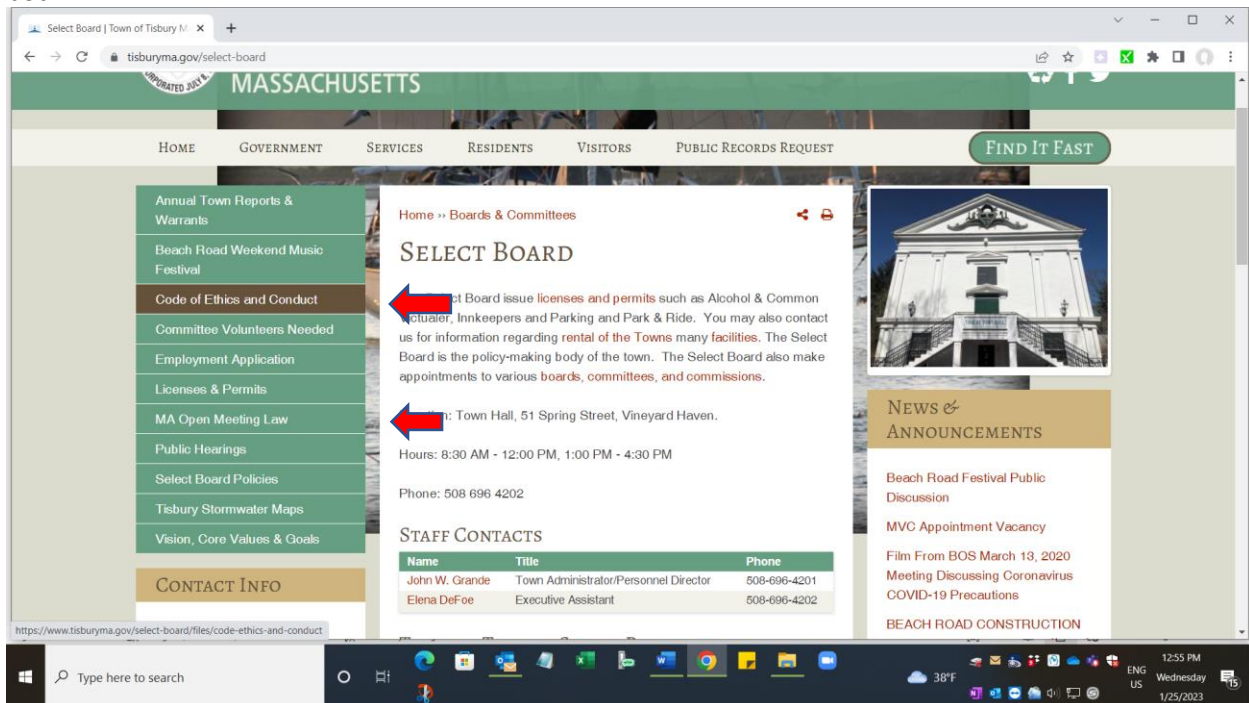

CODE OF ETHICS AND CONDUCT AND OPEN MEETING LAW DIRECTIONS

Go to the town website www.tisburyma.gov Hover over departments and then click under Select Board About the Board. On the left side there is a menu of tabs. One will say Code of Ethics and Conduct and another will say Open Meeting law. Click on them, read and sign to acknowledged you have read.
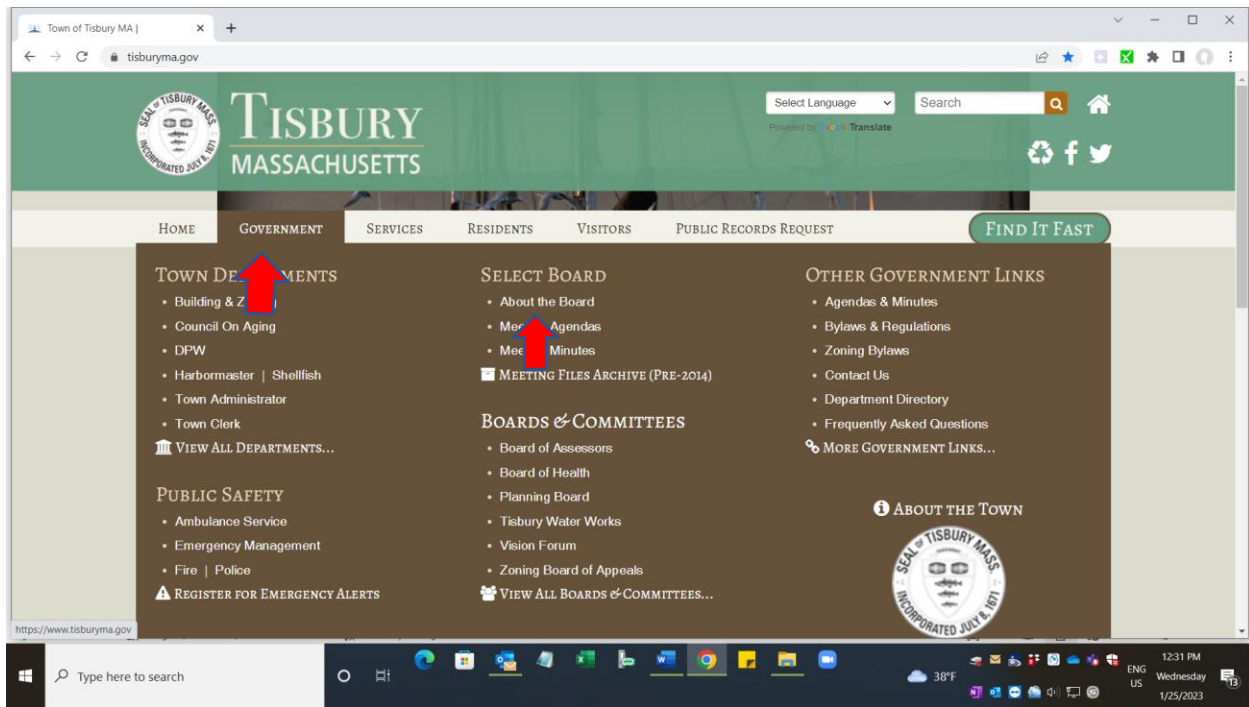
Next Click on either Conflict of interest or Open meeting law to do the trainings. You will need to do both.

Code of Ethics and Conduct: Print the page, read and sign it. Return to the office of the Town Clerk or Human Resources or email a copy to ethics@tisburyma.gov

Open Meeting Law: Read Open Meeting Law Guide, print receipt fill out and sign and Return to the office of the Town Clerk or Human Resources or email a copy to ethics@tisburyma.gov