



# Town of Winchester

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To: Elected and Appointed Officials

From: MaryEllen Lannon, CMC  
Winchester Town Clerk

Date: **January 14, 2019**

Re: State Ethics Commission - Conflict of Interest  
Online Testing Requirement

The Town Clerk's Office is required to inform appointed and elected officials, every two years, of the requirement to complete the online state ethics examination offered by the Massachusetts State Ethics Commission.

Although you may have previously taken this exam in the past, the State Ethics Commission requires you to take the online test every two years. The online test is simple and will take about 30 minutes to complete. The State Ethics Commission is a branch of the state government. The Conflict of Interest Law falls under this agency's jurisdiction and is enforced by the Town Clerk's throughout the commonwealth.

The law requires Town Clerks to keep the proof of examinations provided to the Town Clerks from the taker of the exam. **If you have taken the exam less than 18 months ago you may disregard this memo. Otherwise please retake (or if you are new please take) the test and submit to [townclerk@winchester.us](mailto:townclerk@winchester.us).** In an effort to document over 350 volunteers I am requesting each of you to take the exam online in a timely manner.

**Please log onto:** <https://www.mass.gov/online-conflict-of-interest-law-training>

**NOTE: Although the site states Employees click on that link as well for volunteers.**

Listed on this specific webpage you will find the Summary of the Conflict of Interest Law for Municipal Employees along with Education and Training Guidelines. You are required to submit the certificate attached to the end of the written summary as well as proof of examination.

Once you have completed the online exam please submit the certificates to my office. You may send hard copies through the mail or email to [townclerk@winchester.us](mailto:townclerk@winchester.us) for recording. For those who don't have a computer the public library has terminals available for use. Thank you in advance for your cooperation and support to assure you are in compliance.