

**January, 1999**

**RULES OF THE MONROE COUNTY ETHICS BOARD**

1. The Monroe County Ethics Board hereinafter referred to as the Board shall consist of five members appointed by the Monroe County Board Chairperson and approved by a majority of the Monroe County Board of Supervisors. The members of the Board shall serve staggered terms. No former Board Supervisor, or former employee of Monroe County, may serve as a member of the Board within a two year period after their affiliation with Monroe County has ended.
2. The Board shall elect its officers every two years, designating a presiding officer/chairperson and alternate presiding officer/chairperson as well as a secretary and shall designate the individual responsible for taking the minutes of the Board at its scheduled meetings.
3. The Board does hereby designate the office of the Corporation Counsel for Monroe County as the office with which official records (including minutes) of the Board shall be kept on file. The Board does further designate that the office of the Corporation Counsel for Monroe County shall be the official office for filing of any complaints alleging violations of the Monroe County's Ethics Code
4. The meetings of the Board shall be officially noticed per Chapter 19 of the Wisconsin statutes, aka the Wisconsin Open Meeting Law. The Board does hereby determine that all official notices shall be posted and forwarded to all posting locations and to local media per county policy. The Board does further designate that the office of the Monroe County Clerk shall be responsible for providing assistance to the Board in the preparation and posting of the Ethics Board meeting notices and shall be responsible for assisting the Ethics Board to comply with the county policy for the posting and publication of said notices.
5. The meeting notices of the Board shall specify date, time and location of each meeting of the Board and the subject matter to be considered.
6. The meeting notices of the Board shall comply with the Wisconsin Open Meeting Law as well as any other statutory provisions necessary.
7. The Chairperson or presiding official of the Board shall be responsible for calling said meetings to order and shall designate or announce the purpose of said meeting and subject matter of each meeting.
8. In the event that a quorum of the Board cannot be achieved, the members present at each meeting shall have the authority to adjourn the meeting to the next appropriate time when a quorum can be achieved.

9. The Board shall have the authority to do any and all of the following as is necessary to conduct investigations and render decisions on all ethics complaints filed with the Board:

- a. Subpoena witnesses and records.
- b. Call for testimony of any individual under oath.
- c. Engage the services of a court reporter, if necessary so that testimony can be recorded. Said services of the court reporter shall be at the expense of Monroe County.
- d. Engage the services of any Monroe County Department or outside person/agency as needed.

10. The authorities listed above shall be utilized only as necessary to conduct an appropriate investigation and to render decisions on any complaint.

11. The decisions of the Board shall be provided in writing and shall be disseminated to all subjects of the complaint as well as to the general public.

12. The Board shall have authority to recommend any and all sanctions as specified by law.

13. The Board may have the authority to recommend the imposition of every appropriate sanction that the Board deems necessary for each individual that may be the subject of the complaint. The Board may recommend the imposition of different sanctions upon each subject of the complaint depending on the level of violation by each subject as determined by the Board. The Board shall also, as a part of its written decision, recommend a time frame for compliance with sanctions or compliance with any remedy that the Board determines appropriate to recommend. Imposition of any sanctions and a time frame for sanctions shall ultimately be the decision of the full Monroe County Board of Supervisors.

14. As the Board is appointed by Monroe County and is established by the authority of the Monroe County Board of Supervisors and by Monroe County Ordinance, any and all expenses such as mailings, witness fees, subpoena fees and service fees shall be born by Monroe County and shall be forwarded to the Office of the Monroe County Clerk for appropriate payment of such expenses. Any financial requests of the Board shall be forwarded to the Monroe County Finance Committee.

15. Any individual who is the subject of an ethics complaint shall receive notice of said ethics complaint and shall have the right to attend all hearings of the Board conducted to deal with that complaint. The individual shall also have the right to appear at said hearings with or without counsel.