

Onondaga

October 21, 2006

With the formation of the new Ethics Committee for the Town of Elbridge, it was unanimously determined by the Ethics Committee members that the ethics documents should be reviewed and possibly updated. The following documents were reviewed and updated as follows:

Code of Ethics, Town of Elbridge

Primarily, the Codes of Ethics were grouped together for easier identification and comprehension. Instead of the codes being listed in sections and subsections of no particular order, the codes have now been grouped by relation, under bolded topic headings. There was no modification of the actual wording of the original codes.

One section was updated to include updated ethical material: Section F) Conduct and Fair Treatment, was modified to add sub-section 2) which mentions not discriminating based on sex, race, religion, creed, or sexual orientation. In researching other Town Ethic Codes, this topic was included in almost every other town Code of Ethics, and we felt it warranted mention.

Town of Elbridge Ethics Committee composition and procedural document.

This document details the composition of the Town of Elbridge Ethics Committee, and the specific procedures for filing and resolving a complaint. This document was modified to reflect how the current Elbridge Ethics Committee Members shall be appointed or altered. The procedures were also modified and updated to include more specific details of the handling of complaints, timelines for review, and complainant notification.

FAQ

The Ethics Committee also determined that a new FAQ sheet would be created to answer questions about filing a complaint. This document could be mailed to any potential complainant and should answer many common questions, as well as provide detailed information on how to file a complaint. The Ethics Committee Procedure document was used as the guideline for the FAQ sheet.

After the Town Board has reviewed the updated documents, the entire Elbridge Ethics Committee will be available for questions. Thank you.

Meghan Schader, Ethics Committee Chairperson
Michael Caron
Alysia Ziemba

Code of Ethics
Town of Elbridge
County of Onondaga, State of New York

I. Purpose and Intent.

Pursuant to the provisions of section eight hundred six (806) of the General municipal Law, the town Board of the Town of Elbridge recognizes that there are rules of ethical conduct for public officers and employees which must be observed if the highest degree of moral responsibility is to be obtained, and if public confidence is to be maintained in our unit of local government.

It is the purpose of this act to promulgate these rules of ethical conduct for the officers and employees of this town. It is intended that these rules shall serve not only as a guide for official conduct of our officers and employees, but also as a basis for discipline for those who refuse to abide by said rules.

II. Definition.

Terms used in this act shall have the same meaning as defined in Section eight hundred (800) of the General Municipal Law.

III. Standard of Conduct.

The following standards of conduct will be observed by all officers and employees of the Town of Elbridge:

A) Conflict of Interest

- 1) No officer or employee shall request private interests in any action or proceeding against the interest of the Town of Elbridge, or in any litigation to which the town is a party;
- 2) No officer or employee shall represent a private interest before any agency of this town;
- 3) No officer or employee shall accept or engage in any other employment which might impair his/her independence of judgment in the performance of his public duties;
- 4) No officer or employee shall solicit, negotiate for, or promise to accept employment with any person, firm or corporation with which he/she is

engaged on behalf of the Town of Elbridge in the transaction of business and which is or may be affected by his/her official action;

B) Disclosure and Abstention.

- 1) Any officer or employee who knowingly has an interest in any proposed legislation shall publicly disclose the nature and extent of such interest in writing to the governing body of the Town of Elbridge. Such written disclosure shall be made part of and set forth in the official records of the proceeding of the governing body of this town;
- 2) An officer or employee, except as otherwise permitted by law, shall abstain from making or holding investments in enterprises which he/she has reason to believe may be directly involved in decision to be made by him/her or which will create conflict between his/her duty in the public interest and his/her private interest;

C) Confidential Information.

1. No officer or employee shall accept employment or engage in any business or professional activity which will require him/her to disclose confidential information which he/she has acquired by reason of this official position; nor shall any officer or employee disclose confidential information gained by reason of his/her official position; nor shall he/she otherwise use such information for his/her personal gain or benefit;

D) Gifts and Favors.

- 1) No officer or employee shall accept any gift, favor or service in connection with the discharge of his/her official duties except payments of lawful compensation;

E) Influence.

- 1) No officer or employee shall use his/her official position to secure special privileges or exemption for himself/herself or for others, except as may otherwise be provided by law;
- 2) An officer or employee shall not by his/her conduct give reasonable basis or impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of official duties;

F) Conduct and Fair Treatment.

- 1) An officer or employee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust;
- 2) Any officer or employee acting in his/her official capacity shall treat all individuals with fairness and equality. Within the course of official duties, officers and employees can not discriminate based on sex, race, religion, creed, or sexual orientation;

IV. Acknowledgement

- A) The supervisor of the Town of Elbridge shall provide a copy of this code of ethics to every officer and employee of this town. Newly appointed or elected officials or newly hired employees shall receive a copy before commencing his/her official duties.

V. Penalties

- A) Any violation of any of the provision of this code shall constitute cause for fine, suspension or removal from office or employment in accordance with the appropriate provision of law.

This revised resolution will be presented at a meeting of the Town Board of the Town of Elbridge for vote.

Town of Elbridge Ethics Committee

The Town of Elbridge Ethics committee shall be comprised of (3) three volunteer members appointed by the Town Board in the Town of Elbridge. There are no compulsory terms or limits applied to the ethic committee positions. The appointees can only be removed, or the positions altered, by unanimous approval of the Town Board.

One member of the current Town Board shall act as liaison between the Town Board and the Ethics committee. This Town Board member will be appointed by the Supervisor and approved by the other Town Board Members.

Procedures for filing and resolving a complaint with the Ethics Committee are as follows:

1) Any alleged complaint of the Town of Elbridge Code of Ethics must be filed within 30 calendar days of the date of occurrence.

2) All complaints must be in writing and signed by complainant in order to receive consideration; a complaint must contain specific details as to the basis for the complaint and why it is believed the code was violated. The particular section of the code that was breached must also be referenced.

3) All complaints/correspondence should be addressed to the attention of the Town of Elbridge Ethics Committee Chairperson. Upon receipt at the town offices, the mail shall be forwarded, unopened, to the Ethics committee chairperson.

4) The Ethics Committee shall meet within 30 calendar days of receiving the complaint from the Town Clerk. If the issue can not be resolved within 30 days, the Ethics Committee may, at its discretion, extend deliberations upon notice to the Town Board.

5) After reaching a determination on said complaint, the Ethics Committee shall make a written recommendation to the Town Board. The Ethics Committee shall recommend one of the following courses of action: "no cause" dismissal of complaint; fine, censure, suspension, or dismissal of violator.

6) The report on resolving said complaint will be sent by the Ethics Committee to the complainant and a copy will also be placed on file at the town office.

We, the undersigned, members of the Ethics Committee of the Town of Elbridge have reviewed, and agreed upon the revised Code of Ethics and Procedures.

Signed: _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Town of Elbridge Ethics Committee

Procedures for filing and resolving a complaint with the Ethics Committee FAQ:

What information is required to lodge a complaint?

Please note that any alleged complaint of the Town of Elbridge Code of Ethics must be filed within 30 calendar days of the date of occurrence.

All complaints must be in writing and signed by complainant in order to receive consideration.

A complaint must contain specific details as to the basis for the complaint and why it is believed the code was violated. The particular section of the code that was breached must also be referenced.

You can obtain the Ethics code at the Town of Elbridge offices.

Where do I mail my complaint?

Please mail Ethics related complaints or correspondence to:

Town of Elbridge
Attn: Ethics Committee Chairperson
Rte 31 West
PO BOX 568
Jordan, NY 13080-0568

Upon receipt at the town offices, the mail shall be forwarded, unopened, to the Ethics committee chairperson.

How long will it take for an answer?

The Ethics Committee shall meet within 30 calendar days of receiving the complaint. If the issue can not be resolved within 30 days, the Ethics Committee may, at its discretion, extend deliberations upon notice to the Town Board.

What happens next?

After reaching a determination on said complaint, the Ethics Committee shall make a written recommendation to the Town Board. The ethics committee shall recommend one of the following courses of action: "no cause" dismissal of complaint; fine, censure, suspension, or dismissal of violator.

Will I be notified of the decision?

The report on resolving said complaint will be sent by the Ethics Committee to the complainant and a copy will also be placed on file at the town office.