



Ethics Board Rules and Procedures

I. Meetings

1. The Ethics Board will meet at least once annually on the second Friday of April.
2. Public notification of all meetings will conform to Wisconsin's Open Meetings Law and other rules prescribed by law.

II. Members of the Board

1. The Chairperson and Vice-Chairperson will be elected at a meeting of the Board by a majority vote of the regular Board members. Nominees must be current Board members. Officers may be re-elected.
2. There will be an alternate Board member. Pursuant to Section 65-6 of the Code of the City of Watertown the alternate Board member will be a non-voting member of the Ethics Board at all Board functions and meetings unless one of the members of the Board is unavailable. At any Board function or meeting at which a regular member is not present, the alternate member will automatically become a voting member of said function or meeting. The alternate will, at any such function or meeting, take the place of the regular member not present and have full authority to vote as though said alternate were a regular member of the Board.
3. It will be the duty of the Chairperson to conduct the business of the Board meetings and functions.
4. It will be the duty of the Vice Chairperson to take the place of the Chairperson for any meeting or function at which the Chairperson is not present.

5. It will be the function of the City Attorney's Office to record the business of the meetings, to record the votes and the motions thereof.
6. All members of the Ethics Board will have the right, whenever an initial inquiry is made, to confer with a representative of the City Attorney's Office for advice to ensure compliance with state law and City Code.

III. Board Business

1. All minutes, findings, and rulings of the Ethics Board will be prepared in written form and filed with the City Clerk. All such records will be available for public scrutiny in accordance with Wisconsin's Public Records Law and other rules prescribed by law.
2. Any member may file a minority report dissenting in whole or part from a Board report within five (5) days of the Board's conclusion of a hearing.
3. Robert's Rules of Order (Newly Revised) will govern the procedures of the Ethics Board in all cases to which they are applicable and in which they are not inconsistent with these Rules, City Code, or state law.

IV. Ethics Advisory Opinions

1. The Board will accept a request for an Ethics Advisory Opinion as set forth in Section 65-7 of the Code of the City of Watertown.

V. Complaint Procedures

1. The Board will accept a Complaint as set forth in Section 65-7 of the Code of the City of Watertown.