

BY-LAWS OF THE RIVERDALE PARK ETHICS COMMISSION
Adopted July 24, 2013

§ 1. Officers.

a. The Ethics Commission shall elect a Chair and Vice Chair from among its members. The terms of the Chair and Vice Chair are one year, and the Chair and Vice Chair may be reelected.

b. The Vice Chair shall perform the duties of the Chair in the absence, disability or disqualification of the Chair.

c. In the event of a vacancy in the office of Chair, the Vice Chair shall succeed as Chair for the remainder of the Chair's term. In the event of a vacancy in the office of Vice Chair, the Ethics Commission shall elect a Vice Chair to serve the remainder of the Vice Chair's term.

§ 2. Quorum.

A majority of members of the Ethics Commission is a quorum for the transaction of business, but the Commission may meet for informational purposes without a quorum.

§ 3. Staff.

a. The Ethics Commission will be assisted in the performance of its administrative and clerical functions by an individual or individuals designated by the Town Administrator.

b. The Commission will request the Town Administrator to arrange for the following administrative and clerical assistance to the Commission as necessary from time to time:

1. Maintaining all forms submitted to the Commission.
2. Ensuring that notice of Ethics Commission meetings is provided to members of the Commission and to the public.
3. Arranging for meeting space for Commission meetings.
4. Recording and transcribing minutes of Commission meetings.
5. Maintaining the record of all hearings conducted by the Commission.
6. Disseminating communications from the Commission.

7. Arranging for publication of notices of Commission meetings.
8. Disseminating agendas and other meeting materials to members of the Commission.
9. Performing such other duties as needed by the Commission.

c. The Ethics Commission shall deliver the Commission's papers and records to the custody of the Town Administrator or Administrator's designee for maintenance and safekeeping. The Commission shall advise the Town Administrator that any minutes or records of the Ethics Commission that are confidential under the Maryland Public Information Act shall be maintained separately and not be subject to disclosure except as directed by the Commission.

§ 4. Duties.

The Ethics Commission shall have those duties and responsibilities as set forth in the Town's Ethics Ordinance set forth in Chapter 32 of the Town Code.

§ 5. Meetings.

a. The Ethics Commission shall meet at the call of the Chair, or upon request of a majority of the members of the Commission, after at least 48 hours notice to members of the Commission unless shorter notice is required because of exigent circumstances.

b. The Ethics Commission shall provide reasonable public notice of the time, place and agenda for the Commission's meetings.

c. Meetings of the Ethics Commission shall be held in the Riverdale Park Town Hall or at such other public location as the Chair of the Commission, in consultation with Commission staff, determines.

d. The Chair shall set the agenda, and preside and regulate conduct at all meetings and hearings of the Commission.

e. Meetings of the Ethics Commission shall be open to the public unless the Commission meets in closed session as authorized by law.

f. Meetings of the Commission shall be conducted according to the following order, subject to the right of the Commission to modify this order:

1. Roll call and determination of quorum.

2. Approval or revision of meeting agenda.
3. Approval of minutes.
4. Unfinished Business.
5. Public Hearings.
6. New business.
7. Adjournment.

§ 6. Conflicts of Interest of Commission Members.

a. An Ethics Commission member who will be unable to render a fair and impartial decision based on the facts presented in a matter due to a financial or personal conflict in a case, or is the subject of a complaint before the Commission, shall not participate in a case prior to becoming involved in a hearing or voting on a case.

b. If an Ethics Commission member recognizes a conflict, or the appearance of a conflict, the member shall state this conflict before any proceeding and physically remove himself or herself from the room and avoid discussion of the matter until the Commission renders a decision.

§7. Hearings.

In addition to procedures established by the Ethics Commission for complaints alleging violations of the Town's Ethics Ordinance, hearings before the Commission shall be conducted according to the following:

1. The Chair shall conduct and regulate the course of the hearing.
2. The Chair may establish reasonable time limits for the presentation of evidence and testimony.
3. The Chair shall rule on the admissibility of evidence and other evidentiary questions.
4. The Chair of the Ethics Commission shall administer oaths to witnesses. Any witness appearing at a hearing before the Commission shall be administered the following oath: "Do you swear or affirm under the penalty of perjury that the testimony you shall give will be the truth."

5. The Commission is not bound by formal rules of evidence but may apply rules of evidence as to what is admissible in judicial proceedings so that probative evidence may be conveniently brought forth. The Commission may exclude immaterial or unduly repetitious testimony or evidence, and may limit the number of witnesses when testimony is cumulative in nature.

6. Paper exhibits admitted into evidence shall be folded to a maximum size of nine (9) inches by fourteen (14) inches. An exact duplicate of the exhibit may be mounted and used for presentation.

§ 8. Record of Proceedings.

a. The Ethics Commission shall keep an official record of its proceedings in each case. This record shall include all filings, correspondence, testimony, exhibits, a recording of the proceedings and other matters that the Commission deems necessary. The Commission shall maintain this record for a period of four (4) years after a final decision in a case. A final decision is one in which no further appeal can be taken.

b. The Ethics Commission shall provide for an audio recording to be made of each hearing. The Ethics Commission may provide for a stenographer or court reporter to record the proceedings of the Commission at the request and expense of a party to a proceeding.

c. After the filing of a petition for judicial review of a decision of the Commission, the Ethics Commission shall provide a transcript of testimony at a hearing if requested by a party and upon payment, in advance, of the cost of the transcription. In all other situations the Complainant and Respondent in a proceeding before the Commission, and members of the Commission, may review an audio or written transcript of a proceeding at Town Hall at a time convenient to the Town Clerk and no copies may be made except in case of a judicial review or otherwise by Court Order.

§ 9. Actions of the Commission.

a. The Ethics Commission may act only on the affirmative vote of at least a majority of its members.

b. In a matter involving a complaint alleging of a violation of Chapter 32 a Commission member may not participate in the deliberations and vote on that matter unless the member has attended all hearings relating to that matter, except that where a matter involves multiple days of hearing a Commission member who is absent for one day of the hearings may participate in future hearings and the deliberations and vote on the matter if the member:

1. Attends all other days of hearings;

2. Prior to the next day of hearings listens to the audio recording (or views the video recording if available) of the day of the hearing from which the member was absent;

3. Prior to the next day of hearings reviews all exhibits presented at the hearing from which the member was absent; and

4. States on the record prior to commencement of the next day of hearings, or prior to the commencement of deliberations if hearings have concluded, that the member listened to the audio or video recording and reviewed all exhibits as required by paragraphs 2 and 3.

c. The Chair shall sign all communications and decisions of the Ethics Commission, except that the Chair may authorize Town staff to sign communications of the Ethics Commission in the name of the Chair.

d. The Chair shall request Town staff to disseminate copies of any Commission action or decision to all relevant parties and individuals.

§ 10. Commission Spokesperson.

The Chair of the Ethics Commission shall act as the Commission's spokesperson.

§ 11. Appearances before Commission.

a. The following individuals may appear before the Commission:

1. An individual appears on his or her own behalf.
2. A member of a partnership who represents the partnership.
3. A duly authorized representative of an individual, corporation, trust, or association who represents the individual, corporation, trust or association.
4. Duly authorized representatives or employees of the Town.

b. Any party in a proceeding may be represented by an attorney admitted to practice law before the Court of Appeals of Maryland. Before the hearing begins, the attorney shall give the Commission his or her name, address, and telephone number, and identify those persons that he or she is representing.

§ 12. Amendments.

These By-laws may be amended by a vote of a majority of the entire membership of the Commission provided that notice of the proposed change is given to each member at least 15 days before the meeting at which the Commission acts on the amendment.