



CECIL COUNTY ETHICS COMMISSION

Cecil County Administration Building
c/o Human Resources Department
200 Chesapeake Boulevard, Suite 2800
Elkton, Maryland 21921
(410) 996-5250 (phone)
(866) 230-2578 (fax)

<http://www.ccgov.org/government/boards-and-commissions/ethics-commission>

DUTIES OF ETHICS COMMISSION MEMBERS

- Become familiar with and understand County Code Chapter 39 on Ethics.
- Oversee and review disclosure forms of county employees, elected officials, candidates, board appointees, and lobbyists. Follow up on incomplete forms or non-responses.
- Answer inquiries from those subject to ethics law and from general public.
- Communicate, when necessary, appropriate, and permissible, with County Council Members regarding Ethics Commission issues or problems.
- Issue advisory opinions upon request.
- Maintain proper communication with County Human Resources Department, which provides administrative and recordkeeping assistance to Ethics Commission.
- Devise, maintain, and revise as necessary all ethics related forms.
- Maintain Ethics Commission documents and historical records.
- Review any complaints file. Communicate with “respondent” (defendant) and “complainant” (plaintiff) regarding complaint. Evaluate respondent response. Decide based on law and facts whether to dismiss or if further action required. If dismissed, communicate legal rationale to both parties. If pursued, decide on means of investigation. Oversee investigation. Evaluate findings. Determine if hearing necessary. Arrange hearing. In the event of a hearing, decide if violation has occurred. If violation found to have occurred, decide appropriate punitive measures. Report violation to public.
- Conduct public information program regarding Ethics Commission mission, legal basis, purpose, policies, and procedures.
- Certify to State Ethics Commission annually that county is in compliance with state mandated standards.
- Propose amendments or changes to the law as appropriate and necessary.
- Maintain appropriate and/or mandated confidentiality in all matters.