

# Chapter 16: Ethics Information Committee

[HISTORY: Adopted by the Township Council of the Township of Brick 2-27-2007 by Ord. No. 2-07.<sup>[1]</sup> Amendments noted where applicable.]

## GENERAL REFERENCES

Administrative Code — See Ch. 2.

Officers and employees — See Ch. 48.

[1] *Editor's Note: This ordinance was originally adopted as Ch. 170, but was renumbered as Ch. 16 in order to maintain the organizational style of the Code.*

## § 16-1 Establishment.

There is hereby established a Township Ethics Information Committee consisting of three Council members and three members of the public who are residents of the Township of Brick. The public members of the Ethics Information Committee shall be appointed by the Township Council. The members shall be chosen by virtue of their known and consistent reputation for integrity and their knowledge of local government affairs.

## § 16-2 Chairperson.

The members of the Township Ethics Information Committee shall annually elect a Chairperson from among the membership.

## § 16-3 Ethics Officer.

The Township Clerk shall serve as Ethics Officer.

## § 16-4 Terms; vacancies.

- A. The public members shall be appointed, and the Council members designated, by resolution of the Township Council for terms of no more than one year.
- B. Any vacancy occurring in the membership of the Ethics Information Committee shall be filled in the same manner as the original appointment for the unexpired term.

## § 16-5 Compensation.

Members of the Ethics Information Committee shall serve without compensation.

## § 16-6 Distribution of ethics information.

Within 90 days after the establishment of a Township Ethics Information Committee, and by January 31 of each succeeding year, the Ethics Officer shall distribute the Township Code of Conduct and the applicable state Ethics Law to all local government officers and employees, including all elected officials, appointed board and committee members. Employees and officials serving an independent authority of the Township shall be deemed to be serving the municipality for purposes of this chapter. The Ethics Officer shall obtain, and maintain, a signed statement from each person to whom the information is distributed, acknowledging receipt of the distributed materials. If the Township Code of Conduct, or the relevant state ethics standard is revised or supplemented, copies of such revision or supplement shall be provided, and acknowledged, in the same manner as set forth herein for the annual distribution.

## § 16-7 Receipt of ethics questions and complaints.

- A. The Township Ethics Information Committee, through the Ethics Officer, shall establish an e-mail address, and a toll-free phone number for the receipt of ethical questions or complaints alleging that the conduct of any local government officer or employee serving the municipality is in conflict with the Code of Conduct, or applicable ethical standard.

Questions and complaints may be submitted by employees, officials or other identified individuals with regard to possible violations of the Township Code of Conduct or state ethics requirements. All complaints or questions received must be submitted with the name and address of the submitter. Anonymous submissions will not be forwarded to the Committee.

- B. The Ethics Officer will forward such questions and complaints to the Committee. The Committee will hold meetings, at least quarterly, and will respond, in writing, to questions as soon as practicable. Complaints will be submitted by the Ethics Officer to the Committee without identifying individual employees. If the complaint describes what the Committee considers questionable conduct, the Committee shall direct the Ethics Officer to forward the complaint to the Ethics Division of the Local Finance Board in the State Office of Community Affairs. The individual submitting the complaint shall be advised in writing whether the matter was so forwarded or if the information presented did not appear to the Committee to describe an ethical lapse. If the Committee is not forwarding the complaint to the Ethics Division of the Local Finance Board in the State Office of Community Affairs, the Committee will advise, in writing, the individual submitting the complaint that he or she may file such complaint directly with the Ethics Division of the Local Finance Board in the State Office of Community Affairs.