



## CITY OF KINGSTON BOARD OF ETHICS

### RULES AND REGULATIONS

Version: 1

Effective Date: 09/16/19

#### 1. PURPOSE

The purpose of this resolution by the Board is to establish and maintain rules and regulations of the City of Kingston Board of Ethics. These shall govern internal organization and procedures in a manner consistent with City of Kingston Chapter 49 Ethics and the Public Officers Law Article 7, Open Meetings Law. These rules and regulations along with any amendments thereto shall be filed with City Clerk and the office of the Corporation Counsel.

#### 2. SCOPE

Establish a meeting agenda:

- A. Call to order by the Chairman of the Ethics Board
- B. Pledge of Allegiance to the Flag
- C. Moment of Silence for all fallen public servants
- D. Roll Call
- E. Minutes of the previous meeting and motion to dispense and file by the Secretary
- F. Communications and Disclosures submitted to the City Clerk
  - a. Motion to dispense and file reviewed Disclosures
- G. Complaints submitted to the City Clerk
  - a. Motion to dispense and file reviewed Complaints
- H. Public Speaking
- I. Executive Session to review Complaints and Disclosures
- J. Report findings and actions
- K. Old Business
- L. Set next meeting date
- M. Adjournment

#### 3. RESPONSIBILITIES

- A. Set forth the required bi-annual meetings with the intent of fulfilling the responsibilities of the Board. The first being to review all annual disclosure statements, and the second being to compile the annual report for submission to the Mayor and Common Council.
- B. Each disclosure shall be reviewed by no less than two members of the Ethics Board and in no case shall a Board Member review their own disclosure in such capacity.
- C. Complaints too will be reviewed at each of these meetings, and ad-hoc meetings may be scheduled as needed to review and handle any complaint as the chairman and corporation counsel warrant such necessary.



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- D. The Ethics Codes are not limited to the items contained in City of Kingston Chapter 49 Ethics alone and may include other standards of conduct.

**4. PROCEDURE FOR FILING COMPLAINT**

Ethics Complaints shall be in the form of a written and signed letter, or a completed and signed Ethics Complaint Form that is available at the City Clerk’s Office or on the City of Kingston website at <https://kingston-ny.gov/content/8399/8491/26344/default.aspx> and in all cases the signed original must be remitted to the City Clerk’s Office.

**5. FORMS/TEMPLATES TO BE USED**

- A. Ethics Complaint Form
- B. Annual Financial Disclosure Form

**6. INTERNAL AND EXTERNAL REFERENCES**

**6.1 Internal References**

- A. All Ethics Board meetings are published on the City of Kingston website at <https://kingston-ny.gov/content/8399/10927/default.aspx>

**6.2 External References**

- A. City of Kingston Chapter 49
- B. Public Officers Law Article 7, Open Meetings Law

**7. CHANGE HISTORY**

Where the DRAFT is the initial version:

<b>Version No.</b>	<b>Effective Date</b>	<b>Significant Changes</b>	<b>Previous No.</b>
1	09/16/19	Published and Adopted by Ethics Board	DRAFT