

**CLINTON COUNTY BOARD OF ETHICS RULES  
ADOPTED JUNE 22, 2011**

**1. Source**

Section 1: These Rules have been adopted by the Clinton County Board of Ethics pursuant to General Municipal Law (GML) Section 808, Section 811(a) (d), and Section 813(9) (c) as made applicable to this Board of Ethics; and Section VI(4) (d) of Local Law No. 1 of 2011 of the County of Clinton known as the Clinton County Ethics and Disclosure Law (Ethics Law). These Rules are to be interpreted consistently with the laws of the State of New York and of the County of Clinton.

**2. Procedures**

Section 1: The office of the Board shall be at the office of the Clinton County Legislature in the Government Center, 137 Margaret Street, Plattsburgh, New York and meetings shall be held at such office except by unanimous consent.

Section 2: Meetings of this body shall be held at the call of the Chairperson. Notice of same shall be in writing (email is acceptable) or in person or by telephone, on at least three (3) days notice; meetings may be called on shorter notice and shall be valid if there is no objection by any member of the Board.

Section 3: Three (3) or more members of the Board shall constitute a quorum.

Section 4: The Chairperson (to be selected by a majority vote of the Board) shall preside at each meeting. The Chairperson, once appointed, shall serve to the end of the calendar year in which he/she was appointed or the next meeting of the Board following the end of the calendar year. In his/her absence, the members present shall elect a temporary Chairperson to act in his/her stead.

Section 5: Any action of the Board shall be taken only upon affirmative vote of three (3) or more of the total number of members of the Board.

Section 6: Members may attend and vote at a meeting in person, or by telephone or other suitable electronic device that allows participation, but may not attend a meeting by proxy.

Section 7: The Chairperson shall designate a member of the Board or of its staff to act as reporter of its meetings and prepare minutes thereof.

Section 8: The Board shall have all of the powers and duties granted it by Article 18 of the General Municipal Law and by Section VI(4) of the Clinton County Ethics and Disclosure Law.

Section 9: Meetings of the Board shall not be open unless it is determined by action of the Board that all or a portion of a particular meeting shall be open to the public. The Board may request counsel (Clinton County Attorney or Assistant Attorney) to attend all or any part of any meeting. Individuals may be invited to attend all or portions of a meeting for the purpose of providing information or assistance to the Board with respect to particular matters.

Section 10: The Clinton County Administrator and Deputy County Administrator, in addition to being members of the Board, shall also act as staff to the Board and shall perform such functions as the Board may legally delegate.

Section 11: The members of the Board shall not receive compensation in the performance of their official duties.

Section 12: These Rules may be amended by the affirmative vote of three (3) members of the Board provided that a written notice of such proposed amendment has been given at least three (3) days in advance of the meeting at which the amendment is to be proposed and voted upon.

Section 13: Except when inconsistent with these Rules or any State or County law, Robert's Rules of Order shall govern the meeting of the Board.