Circuit Clerk & State's Attorney Committee
Tentative Minutes
May 8, 2012

1. Call to Order: Chairwoman Kilker called the meeting to order at 1:00pm. Present: DeArvil, Gouker, Kenney, Welty and Colbert. Others: Barnes, Gronewold, Finfrock, Simms, Pat Nordman, State's Attorney Ben Roe, Circuit Clerk Ron McDermott, Marty Typer, Laura Cook (arrived at 1:37) and Gerald Strohman. Absent: Janes.

2. Interview/Appointments: Motion by DeArvil to go into closed session for the purpose of interviews per 5 ILCS 120/2 (c)(3), 2nd by Colbert. Roll call: Welty-yes, Colbert-yes, Gouker-yes, Kenney-yes, DeArvil-yes, Kilker-yes. Motion carried. Time: 1:03 p.m.

   Committee came out of closed session at 1:37 p.m. Welty questioned why Board of Review interviews are done here when ZBA or RPC is done in Planning & Zoning Committee; Cook briefly explained how BOR was moved to State's Attorney Committee.

3. Approval of Minutes: April 2012: Motion by Colbert to approve the minutes as presented, 2nd by DeArvil. Motion carried.

4. Public Comment: Barnes mentioned that he met with Mr. Lewandowski and was pleased with the job he did on the Board of Review.

5. Approval of Monthly Invoices:
   - Circuit Clerk: Motion by Welty to approve the bills in the amount of $516.78, 2nd by DeArvil. Motion carried.
   - State's Attorney: Motion by Welty to approve the bills in the amount of $1,092.21, 2nd by Kenney. Motion carried.

6. Departmental Reports:
   - Circuit Clerk: McDermott stated he had nothing to report on.
   - State's Attorney: State's Attorney Roe briefed the Committee on the four lawsuits.

7. New Business:
   - Uncollected fees & fines: No report
   - Interception of tax returns: No report
   - Appointment Policy: Cook distributed three hand-outs; Procedure for Appointments, Appointment Policy 6/2/04 and Appointment Policy 7/21/92. She stated that the 1992 document was approved by the Board however 2004 document was never moved out of Committee. Discussion continued and will discuss further next month.
   - Ethics Policy: No report

     Motion by Kenney to recommend appointment of Gerald Strohman to the Lynn-Scott-Rock Fire Protection District, 2nd by DeArvil. Motion carried.

8. Old Business: None

9. Adjournment: With no further business, Chairwoman Kilker declared the meeting adjourned. Time: 1:58p.m.

Respectfully submitted,
Tiffany O'Brien

Procedure for Appointments -
Vacancies & Resignations on
Ogle County Appointed Boards

- Resignations approved by County Board
- Vacancies announced at County Board meeting
- Applications accepted in the County Clerk's Office –after deadline, the application(s) and questions (if applicable) will be sent to all members of the committee
- Interviews – Committee Chairman to schedule interview with Committee and report Appointment information to Laura in the County Clerk's Office (to be included on the County Board Agenda)
- Appointment announced and approved at County Board meeting

County Board
Appointed Boards

Name of Board	Committee to Appoint
Fire Protection Districts	Circuit Clerk & State's Attorney
Planning Commission	Zoning
Zoning Board of Appeals	Zoning
Board of Review	Circuit Clerk & State's Attorney
Farmland Assessment Review Board	Supervisor of Assessments
Lost Nation/New Landing RCD	Circuit Clerk & State's Attorney
Byron Museum District	Circuit Clerk & State's Attorney
Civic Center Authority Board	Circuit Clerk & State's Attorney
Ogle County Housing Authority	Circuit Clerk & State's Attorney
Mental Health "708" Board	H.E.W. & Solid Waste
Board of Health	H.E.W. & Solid Waste
9-1-1 ETS Board	9-1-1 ETSB Interviews & make recommendations to Board

Chairman of Committee to schedule interview of applicant(s)

County Clerk's Office does the following:

Zoning - send copies of applications when received

All others: Send a copy of all applications to members on the committee & questions if applicable

Procedure for Appointments - Vacancies & Resignations on Ogle County Appointed Boards

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- Vacancies announced at County Board meeting
- Applications accepted in the County Clerk's Office –after deadline, the application(s) and questions (if applicable) will be sent to all members of the committee
- Interviews – Committee Chairman to schedule interview with Committee and report Appointment information to Laura in the County Clerk's Office (to be included on the County Board Agenda)
- Appointment announced and approved at County Board meeting

Resolutions for Ogle County Board

- Presented to the County Clerk's Office in full form by electronic format
- All Resolutions to have the following:
  - Presented and Adopted by the Ogle County Board on _____ day of _____, YYYY.
  - Signature lines for County Board Chairman and County Clerk

Ordinances to be included in the Codified Ogle County Ordinance Book

- Presented to the County Clerk's Office in full form via electronic format (preferred) or Word document
- Must be presented in full form to be published in the Ogle County Ordinance Book
- Ordinance #_____ - to be included on the top of the document
- All Ordinances to have the following:
  - Presented and Adopted by the Ogle County Board on _____ day of _____, YYYY.
  - Signature lines for County Board Chairman and County Clerk

APPOINTMENT POLICY (DRAFT! 6/2/04)
OGLE COUNTY, ILLINOIS

All appointments, as authorized by Ogle County Rules of Order, made by the Chairman of the Ogle County Board, with advice and consent of the County Board, to positions in Ogle County which involve the making of or advising on public policy or the appropriating or spending of money shall be carried out according to the following procedures:

I.

A. A list of all appointments, as determined by State Statutes, that fall under this policy shall be maintained by the County Clerk's Office.

B. This list shall include the following:
   1. the name of the current holder of the positions
   2. the expiration date of each term
   3. the length of the term of each specific appointee
   4. the total number of members on each panel, board, or committee for which an appointment is necessary

II.

A. In order to allow the public to be aware of and have the opportunity to express interest in the vacant position, there shall be a public announcement of the expiring term made at the second County Board Meeting before the date when the term in question shall expire. Public announcement of a vacancy due to resignation or death shall be made at the next County Board Meeting.

B. Specific deadlines for application and any announcement in addition to the one given at a County Board meeting shall be at the discretion of the Chairman of the County Board.

C. The Board on which a term is expiring is also encouraged to announce expiring terms and vacancies in the community served by the Board.

III.

A. An appropriate committee may be assigned or created by the Chairman of the County Board to interview those interested and make a recommendation to the Chairman of the County Board.

B. The Chairman of the County Board may choose to interview candidates without the assistance of the committee.

C. In addition to interviewing candidates, information concerning the appointment may be received from the following sources:

   1. the general public; or
   2. County Board members; or

3. incumbent members of the Board on which the term is expiring; or
4. officials of a political party if the appointment in question is to be made on a partisan basis.

D. The Committee is to make a list of basic interview questions and file them in the County Clerk's Office, prior to interview process. The questions are to be reviewed prior to each interview process. Be sure all applicants shall be asked all the questions on file. This does not preclude asking other questions.

E. State's Attorney shall distribute a list of the "do not ask" questions to each committee. Put interviews and appointments on the Committee Agenda and put results in Committee Minutes.

F. Recommendations from a committee are discretionary and are not binding on the Chairman of the County Board.

G. The Chairman of the County Board may be a member of any committee appointed to interview interested persons.

IV.

A. Interest in a position may be expressed by the interested person by delivering the County Board's application for appointment to the County Clerk:

1. their name; and
2. their address; and
3. their telephone number; and
4. an affirmation that:

a. they are registered to vote in the district for which the position is sought; and
b. they would have no conflicts of interest if appointed.

V.

A. The Boards and Commissions affected by this policy shall include, but are not limited to all such appointments as determined by State Statute or County By Laws:

1. Fire Protection Districts
2. Forest Preserve Districts
3. Museum Districts
4. The Ogle County Planning Commission
5. The Ogle County Board of Review
6. The Mental Health "708" Board
7. The Ogle County Board of Health

8. The Ogle County Civic Center Authority Board
9. The Ogle County Housing Authority Board
10. The Ogle County Farmland Assessment Committee
11. The Ogle County Zoning Board of Appeals
12. Lost Nation/New Landing River Conservancy District
13. Kishwaukee River & Kyte Creek Drainage Districts
14. 9-1-1 Emergency Telephone System board
15. County appointed and elected officials when a vacancy occurs and the filling of that vacancy rests with the County Board.

B. NOT included in this policy are:

1. Cemetery Trustees
2. Sheriff's Merit Commission
3. Committees and persons ordinarily appointed by the County Board Chairman at the beginning of a term or in connection With ordinary County business.

C. The criteria for determining others not mentioned shall be whether they determine spending or appropriation of tax money or the making of or advising on public policy in Ogle County.

VI.

A. Appointments shall be made and approved as required by the laws of The State of Illinois.

File: Draft Appointment Policy 6/2/04

POLICY FOR APPOINTMENT

OGLE COUNTY, ILLINOIS

All appointments made by the Chairman of the Ogle County Board and approved by the County Board to positions in Ogle County which involve the making of or advising on public policy or the appropriating or spending of money shall be carried out according to the following procedures:

I.

A. A list of all appointments that fall under this policy shall be maintained by the County Clerk's Office.

B. This list shall include the following:

1. the name of the current holder of the positions.

2. the expiration date of each term.

3. the length of the term of each specific appointee.

4. the total number of members on each panel, board, or committee for which an appointment is necessary.

II.

A. In order to allow the public to be aware of and have the opportunity to express interest in the vacant position, there shall be a public announcement of the expiring term made at the second County Board meeting before the date when the term in question shall expire.

B. Specific deadlines for application and any announcement in addition to the one given at a County Board meeting shall be at the discretion of the Chairman of the County Board.

C. The Board on which a term is expiring are also encouraged to announce expiring terms in the community served by the Board.

III.

A. If more than one person expresses an interest in a position, an appropriate committee may be assigned or created by the Chairman of the County Board to interview those interested and make a recommendation to the Chairman of the County Board.

B. The Chairman of the County Board may choose to interview candidates without the assistance of the committee.

OGLE CO. BOARD
EXHIBIT

JUL 21 1992

C. In addition to interviewing candidates, information concerning the appointment may be received from the following sources:

1. the general public; or
2. County Board members; or
3. incumbent members of the Board on which the term is expiring; or
4. officials of a political party if the appointment in question is to be made on a partisan basis.

D. Recommendations from a committee are not binding on the Chairman of the County Board.

E. The Chairman of the County Board may be a member of any committee appointed to interview interested persons.

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a. they are registered to vote in the district for which the position is sought; and

b. they would have no conflicts of interest if appointed.

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A. The Boards and Commissions affected by this policy shall include, but are not limited to:

1. Fire Protection Districts

2. Forest Preserve Districts

3. Museum Districts

4. The Ogle County Planning Commission

5. The Ogle County Board of Review

6. The Mental Health "708" Board

7. The Ogle County Board of Health

8. The Ogle County Civic Center Authority Board

9. The Ogle County Housing Authority

10. The Ogle County Farmland Assessment Committee

11. The Ogle County Zoning Board of Appeals

12. Lost Nation - New Landing River Conservancy District

13. TB Care and Treatment Board

14. Kishwaukee River & Kyte Creek Drainage Districts

15. 9-1-1 Emergency Telephone System Board

16. County appointed and elected officials when a vacancy occurs and the filling of that vacancy rests with the County Board.

B. NOT included in this policy are:

1. Cemetery Trustees

2. Sheriff's Merit Commission

3. Jury Commissioners

4. Committees and persons ordinarily appointed by the County Board Chairman at the beginning of a term or in connection with ordinary County Board business.

C. The criteria for determining others not mentioned shall be whether they determine spending or appropriation of tax money or the making of or advising on public policy in Ogle County.

VI.

A. Appointments shall be made and approved as required by the laws of the State of Illinois.

Rev: 7/92

County of Ogle, State of Illinois
Code of Ethics and Conduct
for Members of the
Zoning Board of Appeals and Regional Planning Commission

Statement of Purpose

The citizens and business of Ogle County are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. The County of Ogle's strong desire to fulfill this mission therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws, ordinances and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgement and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the County Board of the County of Ogle, State of Illinois has adopted this *Code of Ethics and Conduct* for elected officials and members of appointed boards, commissions, and committees to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Ogle County and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Ogle County Board, boards, commissions, and committees.

2. Comply with the Law

Members shall comply with the laws of the United States, the State of Illinois, and the County of Ogle in the performance of their public duties. These laws include, but are not necessarily limited to: The United States and Illinois constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities; open processes of government; and County ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the County Board, boards, commissions, and committees, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the County Board, and boards, commissions, and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the County Board by County staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the County Board or boards, commissions, and committees which they may have received from sources outside the public decision-making process. Members shall refrain from ex parte communication with petitioners for action by the County Board or boards, commissions, and committees. However, if any ex parte communication does occur, member shall publicly disclose such occurrence and the substance of such communication. Ex parte communication is defined as oral or written, off-the record communication made to or by members, without notice to parties, that is directed to the merits or outcome of an on-the-record proceeding.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

Members shall comply with the requirements of the applicable laws relating to the acceptance and reporting of gifts.

10. Confidential Information

Members shall respect the confidentiality of information concerning County property, personnel or proceeding of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes. Members shall not utilize the County's name or logo for the purpose of endorsing any political candidate or business.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the County Board shall not appear on behalf of the private interests of third parties before the County Board or any board, commission, committee, or proceedings of the County Board, nor shall members of boards, commissions, and committees appear before their own bodies or before the County Board on behalf of the private interests of third parties on matters related to the areas of service to their bodies.

13. Advocacy

Members shall represent the official policies or positions of the County Board, board, commission, or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Count of Ogle, nor will they allow the inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the established structure of Ogle County government. In this structure, the County Board determines the policies of the County with the advice, information and analysis provided by the public, boards, commissions, committees, and County staff. Members shall not interfere with or hinder the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement County policy decisions.

15. Commitment

Commitment shall be demonstrated through attendance at meetings and active support of organizational goals. A Regional Planning Commission or Zoning Board of Appeals member will cause her/his position to be declared vacant and the County Board will appoint a new member to serve for the remainder of the term of appointment if any of the following attendance problems occur:

A. The member has two un-notified absences in a row (""un-notified"" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
B. The member has three notified absences in a row.
C. The member misses one-third of the total number of board meetings in a twelve-month period.

Excused absence shall be defined as absence due to illness, an emergency on the day of the meeting, or attendance of a funeral.

D. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for County employees and for citizens and businesses dealing with the County. Members shall recognize their special role in dealings with the County employees and refrain form creating the perception of inappropriate direction to staff.

E. Implementation

As an expression of the standards of conduct for members expected by the County, the Ogle County *Code of Ethics and Conduct* is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for County Board, applicants to boards, commission, and committees and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Ogle County *Code of Ethics and Conduct*. In addition, the *Code of Ethics and Conduct* shall be reviewed bi-annually by the County Board, boards, commissions, and committees, and the County Board shall consider recommendations from boards, commissions, and committees and update it as necessary.

F. Compliance and Enforcement

The Ogle County *Code of Ethics and Conduct* expresses standards of ethical conduct expected for members of the Ogle County Board, boards, commissions, and committees. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards, commissions, and committees, and the County Board Chairperson have the additional responsibility to intervene when members' actions that appear to be in violation of the *Code of Ethics and Conduct* are brought to their attention. The County Board may impose sanctions on members whose conduct does not comply with the County's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment. The County Board also may act to remove members of boards, commissions and committees from office.

Statement of Commitment by Regional Planning Commission or Zoning Board of Appeals Member

As a member of the Regional Planning Commission or Zoning Board of Appeals, I agree to uphold the *Code of Ethics and Conduct* for elected and appointed officials adopted by the County Board of the County of Ogle and conduct myself by the following model of behavior. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Personally visit sites upon which an application for map amendment, special use permit or variation has been filed and the Regional Planning Commission and/or Zoning Board of Appeals is to render a recommendation or decision on;
- Regularly attend all meetings and come to meetings prepared to conduct business, including having all necessary materials that were forwarded to me by the Planning & Zoning Department in my possession, including the meeting agenda;
- Contact the Planning & Zoning Department prior to a scheduled meeting if I did not have or did not receive all materials pertinent to agenda items;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Ogle County;
- Treat all people with whom I come in contact with in the way I wish to be treated;
- Before I speak or act, I will ask myself the following four questions:
  - A. Is it the truth?
  - B. Is it fair to all concerned?
  - C. Will it build goodwill?
  - D. Will it further the health, safety, comfort, morals and general welfare of all concerned?

I affirm that I have read and that I understand, accept and support the Ogle County, IL *Code of Ethics and Conduct*.

_____
Board, Commission or Committee

_____
Position

_____
Signature Date

County of Ogle, State of Illinois
Code of Ethics and Conduct
for Elected Officials and Members of
Appointed Boards, Commissions and Committees

Statement of Purpose

The citizens and business of Ogle County are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. The County of Ogle's strong desire to fulfill this mission therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws, ordinances and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgement and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the County Board of the County of Ogle, State of Illinois has adopted this *Code of Ethics and Conduct* for elected officials and members of appointed boards, commissions, and committees to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Ogle County and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Ogle County Board, boards, commissions, and committees.

2. Comply with the Law

Members shall comply with the laws of the United States, the State of Illinois, and the County of Ogle in the performance of their public duties. These laws include, but are not necessarily limited to: The United States and Illinois constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities; open processes of government; and County ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the County Board, boards, commissions, and committees, the staff or public.

4. Respect for Process

Members shall perform their duties in accordance with the processes and rules of order established by the County Board, and boards, commissions, and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the County Board by County staff.

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Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

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Members shall base their decisions on the merits and substance of the matter at hand.

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Members shall publicly share substantive information that is relevant to a matter under consideration by the County Board or boards, commissions, and committees which they may have received from sources outside the public decision-making process. Members shall refrain from ex parte communication with petitioners for action by the County Board or boards, commissions, and committees. However, if any ex parte communication does occur, member shall publicly disclose such occurrence and the substance of such communication. Ex parte communication is defined as oral or written, off-the record communication made to or by members, without notice to parties, that is directed to the merits or outcome of an on-the-record proceeding.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

Members shall comply with the requirements of the applicable laws relating to the acceptance and reporting of gifts.

10. Confidential Information

Members shall respect the confidentiality of information concerning County property, personnel or proceeding of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes. Members shall not utilize the County's name or logo for the purpose of endorsing any political candidate or business.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the County Board shall not appear on behalf of the private interests of third parties before the County Board or any board, commission, committee, or proceedings of the County Board, nor shall members of boards, commissions, and committees appear before their own bodies or before the County Board on behalf of the private interests of third parties on matters related to the areas of service to their bodies.

13. Advocacy

Members shall represent the official policies or positions of the County Board, board, commission, or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Count of Ogle, nor will they allow the inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the established structure of Ogle County government. In this structure, the County Board determines the policies of the County with the advice, information and analysis provided by the public, boards, commissions, committees, and County staff. Members shall not interfere with or hinder the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement County policy decisions.

15. Independence of Boards, Commissions, and Committees

Because of the value of the independent advice of boards, commissions, and committees to the public decision-making process, members of the County Board shall refrain from using their position to influence unduly the deliberations or outcomes of board, commission, and committee proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for County employees and for citizens and businesses dealing with the County. Members shall recognize their special role in dealings with the County employees and refrain form creating the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the County, the Ogle County *Code of Ethics and Conduct* is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for County Board, applicants to boards, commission, and committees and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understood the Ogle County *Code of Ethics and Conduct*. In addition, the *Code of Ethics and Conduct* shall be reviewed bi-annually by the County Board, boards, commissions, and committees, and the County Board shall consider recommendations from boards, commissions, and committees and update it as necessary.

18. Compliance and Enforcement

The Ogle County *Code of Ethics and Conduct* expresses standards of ethical conduct expected for members of the Ogle County Board, boards, commissions, and committees. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards, commissions, and committees, and the County Board Chairperson have the additional responsibility to intervene when members' actions that appear to be in violation of the *Code of Ethics and Conduct* are brought to their attention. The County Board may impose sanctions on members whose conduct does not comply with the County's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment. The County Board also may act to remove members of boards, commissions and committees from office.

Statement of Commitment

As a member of the _____,
I agree to uphold the *Code of Ethics and Conduct* for elected and appointed officials adopted by the County Board of the County of Ogle and conduct myself by the following model of behavior. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of Ogle County;
- Treat all people with whom I come in contact with in the way I wish to be treated;
- Before I speak or act, I will ask myself the following four questions:
    1. Is it the truth?
    2. Is it fair to all concerned?
    3. Will it build goodwill?
    4. Will it further the health, safety, comfort, morals and general welfare of all concerned?

I affirm that I have read and that I understand, accept and support the County of Ogle *Code of Ethics and Conduct*.

_____
Board, Commission or Committee

_____
Position

_____
Signature Date

RESOLUTION

A RESOLUTION TO ADOPT A
CODE OF ETHICS AND CONDUCT
FOR THE ELECTED OFFICIALS AND MEMBERS OF
APPOINTED BOARDS, COMMISSIONS AND COMMITTEES

WHEREAS, the citizens and businesses of Ogle County are entitled to have fair, ethical and accountable local government which has earned the public's full confidence; and

WHEREAS, in keeping with Ogle County's commitment to excellence, all public officials, both elected and appointed, must comply with both the letter and spirit of the laws and policies affecting the operation of government; and

WHEREAS, all public officials, both elected and appointed, are required to be impartial and fair in their judgment and actions and ensure that public office is used for the public good; and

WHEREAS, the Ogle County Board has determined that the adoption of a *Code of Ethics and Conduct* for its members and the members of all appointed boards, committees and commissions will assist in achieving these ends; now, therefore, be it

RESOLVED by the Ogle County Board that the attached *Code of Ethics and Conduct* is hereby adopted and shall take effect immediately.

BE IT FURTHER RESOLVED that all newly seated and currently sitting County Board members and all new members and currently sitting members of appointed boards, committees and commissions shall be provided a copy of the *Code of Ethics and Conduct*, shall fully execute the “Statement of Commitment” attached thereto, and shall return said fully executed “Statement of Commitment” to the Clerk of the Ogle County Board for record.

DATED and effective this _____ day of _____, 20_____.

_____
Betty K. Gocken
Chairperson, Ogle County Board

_____
Rebecca Huntley
Ogle County Clerk and
Ex-Officio Clerk of the Ogle County Board

VOTE:
Aye:_____
Nay:_____
Abstain:_____