



PAUL M. WENDEL, JR.
County Executive

**CHAUTAUQUA COUNTY
OFFICE OF THE COUNTY EXECUTIVE**

Gerace Office Building – 3 N. Erie St. – Mayville, NY 14757-1007
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www.co.chautauqua.ny.us

CHAUTAUQUA COUNTY ETHICS BOARD
MEMBER APPLICATION FORM

NAME: _____

ADDRESS: _____
Street or Road City, Zip Code

Township of residence Mailing address (if different)

EMPLOYER'S NAME & ADDRESS: _____

EDUCATION: HIGH SCHOOL _____

GRADUATED YES _____ NO _____

COLLEGE _____

GRADUATED YES _____ NO _____

MEMBERSHIPS IN CLUBS OR ORGANIZATIONS: _____

HOBBIES OR SPECIAL INTERESTS: _____

PHONE NUMBERS:

Home: _____

Cell: _____

Work: _____

EMAIL ADDRESS: _____

SIGNED: _____ DATE: _____

PLEASE READ THE “OVERVIEW OF COUNTY ETHICS BOARD” INFORMATION BELOW PRIOR TO MAILING YOUR SUBMISSION.

Note: Pursuant to New York’s Freedom of Information Law (FOIL), all information you submit on this biography form (other than your telephone numbers and email address) will be distributed to the media and posted on the County’s website prior to the County Legislature’s confirmation of your appointment.

Please return completed form to:

Ethics Board Liaison
c/o Chautauqua County Executive's Office
Gerace Office Building
3 North Erie St.
Mayville, NY 14757

Overview of County Ethics Board

The Chautauqua County Ethics Board, which receives administrative support from the Chautauqua County Executive’s Office, is responsible for ensuring the ethical conduct of Chautauqua County officers and employees to ensure County government is free from improper influence by ensuring compliance with the County’s Code of Ethics.

Duties:

- The Board reviews and updates the Code of Ethics Training that will be issued annually to all current county employees and board members between January 1st and March 31st and within 30 days of appointment for new employees/board members.
- The Board reviews Statements of Financial Disclosures from county employees and board members.
 - o These forms are required to be completed by individuals who hold certain job titles, or who are authorized to approve contracts, vouchers, purchase orders, approve payroll or use a county purchasing or travel credit card through their duties with the county. The form is also completed by individuals who need to disclose an interest in a contract that they, their spouse or dependent child may have with the County.

- The Board reviews and makes recommended changes to the Code of Ethics to the County Executive and County Legislature for their review and approval.
- The board reviews ethics complaints and conducts investigations, hearings and other examinations relating to the Code.
- The board can recommend and impose sanctions, penalties, or fines in accordance with the Code of Ethics. The Code of Ethics currently gives the board the power to issue a civil fine of up to \$10,000.

Meetings:

The Ethics Board is required to meet at least four times a year. It generally meets in April, June, September and October at the Gerace Office Building on 3 N. Erie St. in Mayville, N.Y., but dates and times may vary as we take members' schedules into consideration to plan a meeting that works best for a majority of members.

Membership:

- The Board is made up of 5 voting members, who are volunteers, that are appointed by the County Executive and confirmed by the County Legislature.
- Members serve three-year terms and Ethics Board members **cannot**:
 - o hold office in a political party,
 - o be employed as a lobbyist,
 - o be an immediate relative of a County Officer or Employee, or
 - o have any financial interest in any contracts or other transactions involving the County.