

## **General Powers and Duties**

The Ethics Board may act only with respect to officers and employees of the Town of Niskayuna.

The Ethics Board reviews written complaints by any person alleging a violation of the Code of Ethics, or upon determining on its own initiative that a violation of the Code of Ethics may exist, the Ethics Board has the power and duty to conduct any inquiry necessary. The Ethics Board reviews every written complaint it receives, prepares a written disposition of the complaint that sets forth the Ethic Board's reasoning, and notifies any person filing a written complaint with the Ethics Board of the disposition of the complaint.

The Ethics Board renders a written advisory opinion with respect to the interpretation or application of the Code of Ethics upon the written request of any Town officer or employee.

The Ethics Board reviews disclosure statements filed by Town officers and employees pursuant to the requirements set forth in the Code of Ethics, and if the Ethics Board determines that a disclosure statement is deficient or reveals a possible or potential violation of the Code of Ethics, the Ethics Board will notify the Town officer or employee in writing and provide a reasonable cure period. The Ethics Board maintains on file for at least seven years all disclosure statements filed with the Ethics Board pursuant to Chapter 17 of the Code of the Town of Niskayuna.

## **Meetings**

The Ethics Board meets quarterly. A quorum shall be three members, and a majority of the full Ethics Board shall be required for the Ethics Board to take formal action. The Chair or any member may call a meeting of the Ethics Board. The Town Attorney or the Deputy Town Attorney attends all meetings and serves as counsel to the Ethics Board.

## **Membership**

The Board of Ethics consists of five members are appointed by the Town Board of the Town of Niskayuna and must be residents of the Town of Niskayuna. Of the total membership of the Ethics Board, no more than two shall be registered in the same political party, and no more than one shall be a Town officer or employee. Ethics Board members cannot hold office concurrently in a political party or be employed or act as a lobbyist or hold elective office in any local, state or federal government.

## **Term**

Ethics Board members serve a term of three years, which runs from January 1<sup>st</sup> through December 31<sup>st</sup>.

## Board Members

Name	Term Ends
David Olsen	2021
Vincent Valenza	2021
Jill LaFlamme	2019
Tracy Cazer	2019
Matthew Cutler (Chairman)	2019