

## **Procedure for Ethics Hearing**

1. Parties present will identify themselves. The person making the complaint shall prosecute the charge, through counsel or representing themselves.
2. Chairman will advise parties that the purpose of the hearing is to collect evidence and/or hear arguments to determine whether there is sufficient evidence to establish that an ethics violation by an elected official or county employee has occurred.
3. Chairman will advise the parties that although the hearing will be conducted in a trial-like fashion, generally following the rules of civil procedure, the rules of evidence will not be strictly applied. The elected official or county employee may be represented by an attorney.
4. The parties will be invited to make very brief opening statements, but will not be *required* to make such statements.
5. Evidence will be presented by the person making the complaint, with opportunity for the elected official or county employee to cross-examine witness(es) presented.
6. Evidence may be presented by or on behalf of the elected official or county employee, with opportunity for the person making the complaint to cross-examine witness(es) presented, if any. The elected official or county employee is not required to present any affirmative evidence, nor is the employee required to call any witnesses.
7. Rebuttal evidence, if any, will be presented by the person making the complaint.
8. The members of the Ethics Commission may ask questions of any witness, including the elected official or employee. The elected official or employee may decline to answer questions.
9. Each party may present summary arguments in support of their position.
10. At the conclusion of all testimony the Chairman shall ask the Commission members to address their thoughts regarding the testimony. After full discussion the Chairman shall call for a Motion which shall contain a finding and disposition. Upon receiving a second a roll call vote of a majority of those present and voting shall be required for final disposition.