



TOWN OF BEL AIR

39 N. Hickory Avenue
Bel Air, MD 21014
(410) 638-4550

BOARD OF ETHICS

2023 Annual Report

MEMBERSHIP

Names

Wilbur W. Bolton III
Steven T. Chizmar
Shelley O. Dolan
H. Theresa Rose
Susan S. Niewenhaus

Appointed (4 Yr. Term)

05/03/2021
09/08/2020 (Resigned 11/15/2023)
09/08/2020
05/03/2021
07/19/2021

MEETING AGENDAS & MINUTES

1. September 13, 2023
2. December 20, 2023

OTHER RELEVANT WORK COMPLETED

- Local Government Ethics Law Annual Certification completed on September 13, 2023.
- Board of Ethics Rules of Procedures passed and adopted on December 20, 2023.
- Board of Ethics Conflict of Interest Form, Complaint Form and Request for Advisory Opinion Form adopted by the Board on December 20, 2023.
- A Board of Ethics webpage established in 2023 (<https://www.belairmd.org/204/Board-of-Ethics>) which provides all the Board's forms, rules of procedure and general information concerning the responsibilities of the Board of Ethics.

ATTACHMENTS

- 9/13/23 and 12/20/2023 Agendas and Minutes, 2023 Annual Certification, Board of Ethics Rules and Procedures, and Board of Ethics forms.

Respectfully Submitted,

Michael L. Krantz
Town Clerk

Bel Air Board of Ethics
Meeting Agenda
September 13, 2023, at 6:30 PM
Bel Air Town Hall
39 N. Hickory Ave.
Bel Air, MD 21014

1. Approval of Agenda
2. Review of 2022 Financial/Gift Disclosure Statements
 - a. Elected Officials & Candidates to be Elected Officials
 - b. Designated Employees
 - c. Appointed Officials
3. Local Government Ethics Law Annual Certification to the State Ethics Commission
4. Review Board of Ethics Member Contact Information
5. Board of Ethics Member Terms & Re-Appointments
6. Miscellaneous
7. Adjournment

MINUTES
BOARD OF ETHICS
Wednesday, September 13, 2023

The Board of Ethics met on Wednesday, September 13, 2023, at 6:30 p.m. at the Bel Air Town Hall.

- MEMBERS PRESENT:** Shelley Dolan
Susan Niewenhous
Theresa Rose
- IN ATTENDANCE:** Michael Krantz, Director of HR & Administration/Town Clerk
- ABSENT:** Wilbur W. Bolton, III, Chair
Steven Chizmar
Elizabeth Thompson, Town Counsel

I. Approval of Agenda

Ms. Niewenhous moved to accept the agenda as prepared. Ms. Rose seconded the motion. All in favor. Motion carried.

II. Review of 2022 Financial/Gift Disclosure Statements

A. Elected Officials

Mr. Krantz submitted a summary and forms for the members to review. These consisted of elected officials' and/or elected-official candidates' financial and gift disclosure statements. Mr. Krantz detailed the information in these documents, which included property ownership, employment, spouse's employment, debt, other income, company partnerships, involvement with government entities, and any received gifts.

B. Designated Employees

Mr. Krantz submitted a summary of designated town employees' financial and gift disclosure statements to the members for review. He noted that the same criteria used for the commissioners were applied except employees were not required to report any company partnerships or involvement with government entities.

C. Appointed Officials

Mr. Krantz reviewed the gift disclosure statements from appointed officials on town boards. He stated that no official reported receiving gifts.

III. Local Government Ethics Law Annual Certification to the State Ethics Commission

Mr. Krantz presented and read the annual certification. He stated that it has not been amended since the state last approved it. Mr. Krantz noted that the code will probably be repealed and replaced

in the next 90 days. New amendments from the state ethics commission will require that the code be updated. Mr. Krantz worked on this already, but the commissioners decided to wait and get the official language from the state. The entire chapter will now be repealed and replaced with the state’s recommended language. Ms. Dolan signed and dated the appropriate document as acting chair. Ms. Niewenhou made a motion to certify the current ethics code and 2022 financial disclosure statements to the Maryland State Ethics Commission. Ms. Rose seconded the motion. All in favor. Motion carried.

IV. Review of Board of Ethics Member Contact Information

Mr. Krantz asked the members to review their contact information, make any changes, and initial and date the forms.

V. Board of Ethics Member Terms and Re-Appointments

Mr. Krantz discussed board terms, specifically Ms. Dolan’s term expires in 2024 and Mr. Chizmar’s term in 2024. In answer to Mr. Krantz, Ms. Dolan said she would be interested in continuing to serve. Mr. Krantz said he will recommend her for reappointment. Ms. Niewenhou’s and Ms. Rose’s terms will expire in 2025. Ms. Dolan asked about the previous Town Attorney, Charles Keenan. Mr. Krantz said that Mr. Keenan sadly passed away, and Ms. Thompson, who is from the same firm, is the new Town Attorney.

VI. Miscellaneous

No items discussed.

VII. Adjournment

Ms. Dolan motioned to adjourn the meeting. Ms. Rose seconded the motion. All in favor. Motion carried. The meeting adjourned at 7:00 p.m.

Signature on file

Shelley O. Dolan, Acting Chair

Signature on file

Michael L. Krantz, Town Clerk

STATE ETHICS COMMISSION
45 CALVERT STREET, 3RD FLOOR
ANNAPOLIS, MARYLAND 21401
410-260-7770 / 1-877-669-6085
FAX: 410-260-7746
<http://ethics.maryland.gov>

LOCAL GOVERNMENT ETHICS LAW
ANNUAL CERTIFICATION (Form 26)

General Information and filing deadline

This form should be completed by the appropriate county or municipal ethics official on behalf of the county ethics commission or the municipal ethics commission. It is to be submitted to State Ethics Commission at the above address on or before October 1 of each year. See §5-807(b) of Md. Code Ann., General Provision, Title 5.

The purpose of this form is to provide the certification required by §5-807(b) of the State Ethics Law. The certification states that the county or municipality is in compliance with State Ethics Law requirements for elected local officials. Section 5-807(b) requires the local ethics law be equivalent to or exceed the requirements of the State Ethics Law provisions for conflicts of interest and financial disclosure for elected local officials.¹

Identifying Information

Name of County or Municipality:	<u>Town of Bel Air</u>
Name of Person Completing Form:	<u>Michael L. Krantz</u>
Title of Person Completing Form:	<u>Town Clerk</u>
Address of Person Completing Form:	<u>39 N. Hickory Avenue</u>
	<u>Bel Air, MD 21014</u>
Phone Number (Office):	<u>410-638-4550</u>
Phone Number (Cell):	<u>443-807-1377</u>
Email Address:	<u>mkrantz@belairmd.org</u>

¹ See also §5-808 and §5-809.

Certifications

I HEREBY CERTIFY that the current ethics code for Town of Bel Air
(county/municipality) includes conflicts of interest provisions for elected local officials
and candidates for local elected office that are equivalent to or more stringent than the
requirements for State elected officials as set forth in Subtitle 5, Title 5 of General Provision
Article.
and

I FURTHER CERTIFY that the current ethics code for Town of Bel Air
(county/municipality) includes financial disclosure requirements for elected local officials and
candidates for local elected office that are equivalent to or more stringent than the requirements
for State elected officials as set forth in Subtitle 5, Title 5 of General Provision Article.

Shelley O. Dolan
Signature

9/13/23
Date

SHELLEY O. DOLAN
Printed Name

ACTING CHAIR
Title

Information on the local ethics law and Commission

Date of last amendment to the local ethics law: 12/24/2018

Date of last approval of the law by the State Ethics Commission: 10/25/2018

Names and Addresses of the local ethics commission or local ethics board members:

- Wilbur W. Bolton, III, ----- Bel Air, MD 21014
- Steven Chizmar, ----- Bel Air, MD 21014
- Shelley Dolan, ----- Bel Air, MD 21014
- Theresa Rose, ----- Bel Air, MD 21014
- Susan Niewenhous, ----- Bel Air, MD 21014

Please attach a copy of the county's/municipality's most recent ethics law.

Bel Air Board of Ethics
Meeting Agenda
December 20, 2023, at 6:30 PM
Bel Air Town Hall
39 N. Hickory Ave.
Bel Air, MD 21014

1. Approval of Agenda
2. Appointment of Board of Ethics Chairperson
3. Review Ordinance No. 822-23 Repealing and Replacing Bel Air Town Code Chapter 43 Code of Ethics.
4. Review and Adoption of Bel Air Board of Ethics Rules of Procedure.
5. Closed Session
 - a. This meeting will be closed under the provisions of the Maryland Open Meetings Act General Provisions Art. § 3-305(b)(2),(7) and (13) and Town of Bel Air, MD Code §43-9(K).
 - b. Topics of Discussion
 - i. Request for Advisory Opinion by Unnamed Official or Employee.
 - c. Reason for Closed-Session Discussion of Above Topics
 - i. Because public discussion of sensitive information about the privacy or reputation of an individual with respect to a matter that is not related to public business; comply with a specific constitutional, statutorily, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; and inhibit the ability of the public body to receive candid and uninhibited legal guidance.
6. Adjournment

**MINUTES
BOARD OF ETHICS**

Wednesday, December 20, 2023

The Board of Ethics met on Wednesday, December 20, 2023, at 6:30 p.m. at the Bel Air Town Hall.

MEMBERS PRESENT:

Wilbur W. Bolton, III, Chair
Shelley Dolan
Susan Niewenhous
Theresa Rose

IN ATTENDANCE:

Michael Krantz, Director of HR & Administration/Town Clerk
Jane Sudbrink, Recording Secretary
Elizabeth Thompson, Town Counsel

I. APPROVAL OF AGENDA

Mr. Krantz called the meeting to order at 6:29 pm. Mr. Krantz read the roll call of attendees as listed above. Ms. Niewenhous motioned to approve the agenda and Ms. Dolan seconded. All in favor. Motion carried.

II. APPOINTMENT OF BOARD OF ETHICS CHAIRPERSON

Mr. Krantz asked for nominations. Ms. Dolan nominated Mr. Bolton. Ms. Niewenhous seconded the nomination. Ms. Rose voted aye. Three votes in favor of the nomination and one abstention from Mr. Bolton. Motion passed 3-0, 1 abstention.

III. REVIEW OF ORDINANCE NO. 822-23 REPEALING AND REPLACING BEL AIR TOWN CODE CHAPTER 43 CODE OF ETHICS

Mr. Krantz provided background for the ordinance. The Board of Commissioners voted to accept the ordinance on December 18, 2023. A public hearing will be held on January 16, 2024, regarding the ordinance, and the commissioners will vote on its formal acceptance. Mr. Krantz said the state of Maryland requires a municipality to adopt a code of ethics. The town's code was last amended in 2018. Mr. Krantz further elaborated that house bills 363 and 1058 made modifications to the state's ethics laws, which in turn requires local governments to adopt those changes. He noted there are not many changes to the code. Mr. Krantz asked for any comments, suggestions, or concerns from the board members. He said the town is formally adopting the state ethics code language. In particular, he worked on the numerous schedules that cover such topics as security, ownership and business entities, gifts, debt liabilities, and employment.

Mr. Krantz said the one exception is that the state requires appointees to do the whole package of schedules whereas the town will continue to do only the gift disclosure form. Mr. Krantz received assurance from the state that this modified procedure was acceptable. Mr. Bolton commented that the only downside is that the state may require appointees to fill out all of the schedules. Mr. Krantz and Ms. Thompson said that the way the code is written and the assurances they have received make this

scenario unlikely. If the state does not approve the revised ethics code, Mr. Krantz said, another ordinance will have to be issued.

Ms. Dolan asked for clarification on page 12, which highlighted the changes to financial disclosure. Mr. Krantz said the sentence should read, “The appointed officials shall be required to disclose any information with respect to gifts to the member.”

Mr. Bolton made a motion that the Board of Ethics recommends that the Board of Commissioners approve the Code of Ethics as submitted. Ms. Rose seconded the motion. All in favor. Motion carried.

IV. REVIEW AND ADOPTION OF BEL AIR BOARD OF ETHICS RULES OF PROCEDURE

Mr. Krantz provided background on the rules of procedure. He said that since his hiring in 2013, there has only been one ethics request in ten years. Mr. Krantz said that was a “nonevent” because the person in question did what was expected. The town has never formally adopted ethics rules and procedures. Using Rockville, MD as a template, Mr. Krantz composed straightforward general procedures, such as the role of the town clerk, duties of the chairperson, and requests for advisory opinions. Ms. Thompson explained how a board hearing will be “quasi-judicial” meaning that it will be a somewhat relaxed judicial proceeding, while still having a court reporter and witnesses.

Ms. Thompson asked members to consider Part 4. Requests for Advisory Opinions. Currently, the process requires that the complaint be mailed or delivered in-person to the town clerk. Ms. Thompson asked for board permission to add email as another means of delivery to the town clerk. Ms. Dolan affirmed that could be an acceptable option and the other three members concurred. Ms. Thompson said that change will be applied to Part 4., section c. and Part 5., section b.

Ms. Thompson said that contrary to the procedures of Rockville, she added deadlines of 60 days with options for extensions and asked board members for feedback. Ms. Dolan agreed with the deadlines as did all other members. Ms. Thompson also inquired about the complaint form which requires the individual to get his/her signature notarized whereas the other two forms do not have this requirement. Board members decided that the notarization was unnecessary and hindered the process.

Mr. Krantz said that he would like to add the Board of Ethics procedures and forms to the town’s website. He said that the board’s opinions can also be posted on the town’s website with the proper redactions. He noted for the board that rules and procedures are standard for other boards like the Board of Appeals and the Planning Commission.

Mr. Bolton made a motion to approve the Board of Ethics Rules and Procedures as modified during this meeting—add email as a delivery option and remove the notary requirement from the complaint form. Ms. Dolan seconded the motion. All in favor. Motion carried. Mr. Krantz said he would get the Board of Ethics information on the website by the first week of January 2024.

V. CLOSED SESSION

Ms. Dolan motioned and Ms. Niewenhaus seconded the motion to go into a closed session. All in favor. Motion carried. The meeting closed at 6:50 pm. Mr. Bolton read Item A., B.1., and C.1. to introduce the closed session.

A. This meeting will be closed under the provisions of the Maryland Open Meetings Act General Provisions Art. § 3-305(b)(2),(7), and (13) and Town of Bel Air, MD Code § 45-9(K).

B. Topics of Discussion

1. Request for Advisory Opinion by Unnamed Official or Employee

C. Reason for Closed-Session Discussion of Above Topic

1. Because public discussion of sensitive information about the privacy or reputation of an individual with respect to a matter that is not related to public business; comply with a specific constitutional, statutorily, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; and inhibit the ability of the public body to receive candid and uninhibited legal guidance.

VI. ADJOURNMENT

Mr. Bolton motioned to adjourn the meeting. Ms. Dolan seconded the motion. All in favor. Motion carried. The meeting adjourned at 7:54 pm.

Signature on file

Wilbur W. Bolton, III, Chair

Signature on file

Michael L. Krantz, Town Clerk

RULES OF PROCEDURE

TOWN OF BEL AIR BOARD OF ETHICS

1. AUTHORITY

These rules are adopted pursuant to Town of Bel Air, MD Code Chapter 43: Ethics, Code of § 43-3: Board of Ethics.

2. GENERAL PROCEDURES FOR ETHICS BOARD MEETINGS

- a. Regular meetings of the Town of Bel Air (“Town”) Board of Ethics (“Ethics Board” or “Board”) are subject to the Maryland Open Meetings Act (“Act”) and are, generally, public meetings. However, the Ethics Board may, at its discretion, hold closed sessions in accordance with the provisions of the Act.
- b. Each regular meeting shall be noticed in writing, by posting the agenda on the Town website.
- c. A quorum shall consist of at least three members of the Ethics Board.
- d. Motions put to a vote must be seconded and shall be decided by a simple majority of the members present and voting. The Board requires at least three members to vote either for or against a motion to decide a motion. An abstention does not count as a vote. If due to abstentions there is a lack of a quorum to vote on a motion, the motion fails.
- e. Proxy voting shall not be allowed.
- f. A tie vote by the Ethics Board shall be interpreted as a defeat of the motion upon which the vote was taken.
- g. Minutes of the Board’s meetings shall be kept and posted, once approved by the Board, on the Town’s website, in compliance with these Rules of Procedure and the Open Meetings Act.

3. BOARD MEMBERS - PROCEDURES

- a. The Town Attorney shall assist and advise the Board of Ethics in carrying out the Board’s duties.
 - i. The Town Clerk shall provide staff and administrative support.
- b. The Ethics Board shall elect a Chairperson, approved by a majority vote of the Ethics Board at the first meeting in each fiscal year. The chair serves a term of one (1) year and is eligible for reelection. In the absence of the Chairperson, a temporary Chairperson shall be elected to preside at the meeting by a majority of the Board Members present. The temporary Chairperson’s designation ends at the conclusion of the meeting at which he or she was elected.

- c. The duties of the Chairperson shall be as follows:
 - i. Preside at all meetings of the Ethics Board;
 - ii. Decide on all points of order and procedures subject to these rules unless overruled by a majority of Board Members present;
 - iii. Participate in discussions and vote on motions, however, the Chairperson cannot make or second any motion;
 - iv. Write opinions or designate the Town Attorney or a Board Member to write opinions or decisions; and
 - v. Have the authority to postpone a meeting for good cause.
 - vi. Determine that an extension of time is warranted to any requirement under these rules.
- d. A Board Member will not appear before any group or body to speak for the Ethics Board except as authorized by the Ethics Board. In any public or private statement concerning Ethics Board affairs, Board Members will expressly indicate whether they are speaking for the Ethics Board or for themselves.
- e. All Board Members shall comply with the Bel Air Code of Ethics and any Board Member who has a conflict of interest with respect to any pending matter to be considered by the Ethics Board shall abstain from any and all discussion, review, and analysis of such matter.
- f. No Board Member shall publicly comment on the merits of a matter before the Ethics Board, or a matter that can be reasonably expected to appear before the Ethics Board, prior to the release of a decision on that matter.

4. REQUESTS FOR ADVISORY OPINIONS

- a. An advisory opinion is a formal, written opinion issued by the Ethics Board that provides an interpretation of the Ethics Code.
- b. The Ethics Board issues advisory opinions to provide guidance on compliance with the requirements of the Ethics Code. Advisory opinions may be requested by any official or person subject to the provisions of the Ethics Code and are intended to serve as a guide to the persons immediately affected, as well as others who may face similar situations in the future.
- c. An individual requesting an advisory opinion should visit the Ethics Board’s web page at <https://www.belairmd.org/204/Board-of-Ethics> and click on the “Request Advisory Opinion” Form link or contact the Town Clerk’s Office at 410-638-4550 for a paper copy of the form. Once the requestor has completed the Request for Advisory Opinion Form, it should be emailed to townclerk@belairmd.org with “Request for Advisory Opinion to Board of Ethics,” indicated in the subject line or on a sealed envelope and sent either via hand-delivery or first-class mail to the Town of Bel Air, Attn: Town Clerk, 39 N. Hickory Avenue, Bel Air, MD 21014.

- d. Requests must be signed by the requestor and contain the requestor's name, home and email addresses, telephone number(s) and a statement of the facts and circumstances giving rise to the request.
- e. The Town Attorney will review the completed Request for Advisory Opinion Form and any documentation submitted and determine whether the required information has been provided. If additional information is needed, the requestor will be contacted for the additional information. A Request for Advisory Opinion will not be processed until all required information is provided.
- f. Once the Request for Advisory Opinion Form is complete, the Town Attorney will circulate the request to the members of the Ethics Board. The Chairperson will determine when the request shall be placed on the Ethics Board's agenda for discussion. The requestor or other persons with information material to the request may be invited by any member of the Ethics Board to address the Ethics Board.
- g. When the Ethics Board makes a decision on the request, it will issue a written advisory opinion. The person who is the subject of the request will not be identified in the opinion. A copy of the opinion will be given to the person making the request. The advisory opinion will be available on the Town's web site.
- h. When a request presents facts and/or raises issues that have been addressed in a previously issued advisory opinion, the Ethics Board may transmit the prior advisory opinion as a response to the request.
- i. The name of the person who is the subject of the advisory opinion will remain confidential to the extent provided by law.
- j. The Board shall issue its advisory opinion within sixty (60) days from the meeting date in which the Request for an Advisory Opinion was reviewed by the Board. At the discretion of the Chairperson, this deadline may be extended no more than sixty (60) days. The requestor shall be notified of any such extension of time.

5. COMPLAINTS

- a. A complaint is a written document, signed under oath, alleging a specific violation of the Ethics Code. Any person may file a complaint. The complaint must be filed within one hundred and eighty (180) days of the time the person filing the complaint either knew or, in the exercise of reasonable care, should have known of the violation.
- b. Any person wishing to file a complaint with the Ethics Board should visit the Ethics Board's web page at <https://www.belairmd.org/204/Board-of-Ethics> and click on the "Ethics Complaint" Form link or contact the Town Clerk's Office at (410) 638-4550 for a paper copy of the form. Once the complainant has completed the Ethics Complaint Form, it should be emailed to townclerk@belairmd.org with "Ethics Complaint," indicated in the subject line or on a sealed envelope and sent either via hand-delivery or first-class mail to the Town of Bel Air, Attn: Town Clerk, 39 N. Hickory Avenue, Bel Air, MD 21014.

- c. Complaints must be in writing, signed under oath and contain the complainant's name, mailing and email addresses, telephone number, and a statement of the facts and circumstances giving rise to the complaint.
- d. The complaint must allege a violation of the Ethics Code, on the part of an employee or official who is subject to the jurisdiction of the Ethics Board and should identify the provision(s) of the Ethics Code that was allegedly violated.
- e. Anonymous complaints will not be processed.
- f. The Town Attorney will review the complaint to determine whether the required information has been provided and will notify the Ethics Board of the complaint and whether the complaint is complete. The Chairperson shall determine when the complaint will be placed on the Ethics Board's agenda for discussion.
- g. The Ethics Board may initiate a complaint on its own if deemed necessary by the Ethics Board.
- h. Upon receipt of a complaint or the initiation of a complaint by the Ethics Board, the Ethics Board will notify the subject of the complaint that a complaint has been made and will provide that person with a copy of the complaint.
- i. Once the Ethics Board reviews the complaint it may:
 - i. dismiss the complaint without further investigation;
 - ii. direct the Town Attorney or his or her designee to investigate the allegations to aid the Ethics Board in its initial evaluation of the complaint; and/or
 - iii. set a hearing on the complaint.
- j. The Ethics Board shall notify the complainant in writing of its initial determination. The Ethics Board may also meet with the complainant and/or the respondent to seek clarification regarding the facts related to the complaint.
- k. If a hearing is scheduled, the complainant and the person who is the subject of the complaint will be given the opportunity to attend the hearing and present evidence and cross-examine witnesses. All testimony shall be taken under oath. Board hearings are quasi-judicial, administrative hearings and do not strictly conform to the rules of evidence and procedure that govern judicial hearings. The Board may consider any evidence presented which, based on its experience and expertise, the Board finds relevant and assists it in reaching a decision. Hearsay evidence, if relevant, may be accepted. The Chairperson may exclude from evidence any irrelevant, immaterial, or unduly repetitive material.
- l. Ex parte communications with the Chairperson or any member of the Ethics Board is strictly prohibited. If any member of the Board is contacted by any complainant, respondent and/or witness relative to a pending matter before the Board or potential matter that may be before the Board, that member shall notify the Chairperson and the Town Attorney as soon as possible concerning such communications.
- m. Board hearings are conducted on the record and are audiotaped.

- n. At the conclusion of the hearing and after deliberation, the Ethics Board will issue a formal written decision that includes findings of fact and conclusions of law based on the evidence presented. The written decision will be sent to the subject of the complaint and the complainant, and it will be available for public inspection and copying. The Board shall issue its written decision within sixty (60) days from the close of hearing. At the discretion of the Chairperson, this deadline may be extended no more than sixty (60) days. The complainant and the respondent, or their counsel of record shall be notified of any such extension of time.
- o. Upon a finding of a violation of the Ethics Code, the Ethics Board may take any action in accordance with the provisions of Town of Bel Air, MD Code Chapter 43: Ethics, Code of § 43-9: Enforcement.

p. CONFIDENTIALITY

- i. Once a complaint is filed or initiated by the Ethics Board, the proceedings, meetings, and activities of the Ethics Board and staff in connection with the complaint shall be conducted in a confidential manner. The Ethics Board, its staff, and the parties should not disclose any information relating to the complaint, including the identity of the subject of the complaint or the identity of the complainant. The complaint remains confidential unless and until the Ethics Board finds that the Ethics Code has been violated.
- ii. If the Ethics Board decides that there was no violation, the Ethics Board will issue a written decision. The names of the complainant and the respondent will remain confidential and will not be included in the decision.

q. RIGHT TO LEGAL REPRESENTATION AND PARTICIPATION

- i. The subject of a complaint has the right to be represented by legal counsel at all meetings with, and hearings conducted by, the Ethics Board. The respondent is responsible for all legal fees associated with his or her legal representation.
- ii. The respondent has the right to be heard by the Ethics Board before any decision adverse to the respondent may be rendered.

6. OUTSIDE LEGAL COUNSEL

If any matter filed with the Ethics Board involves an individual that would pose a conflict of interest for the Town Attorney, as defined under the Maryland Attorney's Rules of Professional Conduct, the Ethics Board, in consultation with the Town Attorney, will recommend to the Bel Air Town Administrator whether to employ outside counsel for that matter.

7. PARLIAMENTARY RULES

Parliamentary procedure in a meeting of the Ethics Board is informal. However, if required to keep order, the Chairperson may apply Robert's Rules of Order to resolve any parliamentary issue not specifically covered by these rules.

8. AMENDMENTS

Amendments to these rules of procedure may be introduced at any meeting of the Ethics Board and voted on at any subsequent meeting.

Notes:

Adopted on December 20, 2023, by the Bel Air Board of Ethics

Amended on January 11, 2024, by the Bel Air Board of Ethics

Town of Bel Air Board of Ethics

Conflict-of-Interest Form

Date: _____

To the Town of Bel Air Board of Ethics:

I hereby disclose a personal conflict of interest in accordance with the Town of Bel Air Code of Ethics.

Name	Title		
Street Address			
City	State	Zip Code	
Phone	Email		

Nature of the Conflict:

Instructions: Provide a detailed description of the conflict and any other relevant information.

Submission Method:

I understand that my disclosure may be emailed, mailed, or hand-delivered to the Bel Air Town Clerk at townclerk@belairmd.org or Town of Bel Air, Attn: Town Clerk, 39 N. Hickory Avenue, Bel Air, MD 21014.

Signature/Acknowledgement:

By submitting this Conflict-of-Interest Form, I affirm that the information provided is true and accurate to the best of my knowledge and belief.

Signature

Date

Town of Bel Air Board of Ethics

Request for Advisory Opinion Form

Date: _____

To the Town of Bel Air Board of Ethics:

I hereby request an advisory opinion in accordance with the Town of Bel Air Code of Ethics.

Name	Title		
Street Address			
City		State	Zip Code
Phone		Email	

Nature of the Question or Concern:

Instructions: Provide a detailed description of the question or concern and any other relevant information. Attach additional pages as necessary.

Submission Method:

I understand that my disclosure may be emailed, mailed, or hand-delivered to the Bel Air Town Clerk at townclerk@belairmd.org or Town of Bel Air, Attn: Town Clerk, 39 N. Hickory Avenue, Bel Air, MD 21014.

Signature/Acknowledgement:

By submitting this Advisory Opinion Request Form, I affirm that the information provided is true and accurate to the best of my knowledge and belief.

Signature _____ Date _____

Town of Bel Air Board of Ethics

Complaint Form

Date: _____

To the Town of Bel Air Board of Ethics:

I hereby submit this complaint in accordance with the Town of Bel Air Code of Ethics.

Complainant Information:

Name		
Street Address		
City	State	Zip Code
Phone	Email	

Alleged Violator Information:

Name	Title	
Street Address		
City	State	Zip Code
Phone	Email	

Nature of the Complaint:

Instructions: Provide a detailed description of the alleged misconduct, including dates, times, locations, and any other relevant information. Attach additional pages as necessary.

Supporting Documents:

Town of Bel Air - Board of Ethics - Complaint Form - Page 1 of 2

