

Ethics Commission
REGULAR MEETING
Thursday, September 8th, 2011, 7:00 p.m.
Windham High School Media Center (Library)
Agenda (amended)

1. Call to order
2. Citizens and Delegations
3. Review and/or Approval of minutes of
 - 6/9/2011 (regular meeting)
 - Note: Special Meeting scheduled for 7/6/2011 was cancelled due to lack of quorum.
 - 7/13/2011 (special meeting)
 - 7/14/2011 (regular meeting)
4. Discussion, possible action:
 - Review of meeting(s) with Admin & Finance subcommittee of Town Council, “homework” suggested by their chair Kevin Donohue, and related topics surrounding Ethics Ordinance amendments.
 - Policy – Defining the Code of Ethics
 - Process – What functions do ordinance and commission support (e.g. waivers, complaints, advisory opinions, etc) and what steps are within those functions
 - Suggest solution(s) to “Judge & Jury” dilemma how might commissioners avoid appearance of or actual prejudice when handling many phases of the functions which might involve informal or formal advice, complaints’ initial review, investigation, evaluation of early information for probable cause, hearings, final determination, write-ups, etc
 - Discussion of Ethics Ordinance amendment topics with members of Town Staff, Admin & Finance subcommittee, or others who choose to attend.
 - Review of outreach to media for both ordinance amendments and search for potential new members.
 - Review of efforts to date to encourage participation in appointed offices of Windham and potential volunteers/nominees and thus be better positioned for recusal and quorum challenges.
5. Discussion, possible action:
 - Preliminary Review of pending complaint(s), advisory opinion(s), waiver(s), etc received prior to meeting.
 - Review, Discussion, possible action regarding investigation(s)
 - Commission will consider, perhaps adopt, rules as provided in Ethics Ordinance #2460 of 10/20/2009 at section C., item 11 “adoption of rules”. Example topics:
 - Details (rules) for handling complaint(s) with multiple entities or persons as complainants or respondents
 - Details (rules) for initiating inquiries, investigations, etc
 - Details (rules) for how Ethics Commission should handle a variety of internal circumstances such as extended illness, absenteeism, or candidacy of any of its own members.
6. Collect suggestions for next meeting date, agenda items, set tasks, etc
7. Citizens and Delegations
8. Adjournment