

§ 19-16. Powers and duties.

The Board shall:

- A. Appoint an Executive Director, if necessary, and such staff as may be necessary to carry out its duties. The Board may delegate authority to the Executive Director, if any, to act in the name of the Board between meetings of the Board, provided that such delegation is in writing and the specific powers to be delegated are numerated, and further provided that the Board shall not delegate the power to conduct hearings, determine violations, recommend disciplinary action, impose any civil fine, refer any matter to a prosecutor or render any advisory opinion. The office of the County Executive shall provide such office space, equipment and clerical personnel as may be necessary to support the operation of the Board.
- B. Adopt, amend and rescind rules and regulations to govern procedures of the Board, including the promulgation of rules and regulations of the same import as those which the Temporary State Commission on Local Government Ethics enjoys under § 813 of the General Municipal Law. Such rules and regulations shall include, but not be limited to, the procedure whereby a person who is required to file an annual financial disclosure statement with the Board may request an additional period of time within which to file such statement, due to justifiable cause or undue hardship; such rules or regulations shall provide for a date beyond which, in all cases of justifiable cause or undue hardship, no further extension of time will be granted.
- C. Make available forms for annual statements of financial disclosure required to be filed pursuant to the Code of Ethics.
- D. Act as a repository for completed financial disclosure forms filed pursuant to the Code of Ethics.
- E. Review completed financial disclosure statements filed in accordance with the Code of Ethics no later than May 15.
- F. Receive complaints alleging a violation of the Code of Ethics.
- G. Permit any person required to file a financial disclosure statement to request the Board to delete from the copy thereof made available for public inspection one or more items of information, which may be deleted by the Board upon a finding by the Board that the information which would otherwise be required to be disclosed will have no material bearing on the discharge of the reporting person's official duties. If such request for deletion is denied, the Board, in its notification of denial, shall inform the person of his or her right to appeal the Board's determination pursuant to its rules governing adjudicatory proceedings and appeals.
- H. Permit any person required to file a financial disclosure statement to request an exemption from any requirement to report one or more items of information which may pertain to such person's spouse or child, which item or items may be exempted by the Board upon a finding by the Board that the reporting individual's spouse or child objects to providing the information necessary to make disclosure and that the information which would otherwise be required to be reported would have no material bearing on the discharge of the reporting person's official duties. If such request for exemption is denied, the Board, in its notification of denial, shall inform the person of his or her right to appeal the Board's determination pursuant to its rules governing adjudicatory proceedings and appeals.

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- I. Permit any person who has not been determined by the County Executive to hold a policy-making position but who is otherwise required to file a financial disclosure statement to request an exemption from such requirement in accordance with rules and regulations governing such exemptions. Such rules and regulations shall provide for exemptions to be granted either on the application of an individual or on behalf of persons who share the same job title or employment classification which the Commission deems to be comparable for purposes of this section. Such rules and regulations may permit the granting of an exemption where, in the discretion of the Commission, the public interest does not require disclosure and the applicant's duties do not involve the negotiation, authorization or approval of:
 - (1) Contracts, leases, franchises, revocable consents, concessions, variances, special permits or licenses as defined in § 73 of the Public Officers Law;
 - (2) The purchase, sale or rental or lease of real property, goods or services or a contract therefor;
 - (3) The obtaining of grants of money or loans; or
 - (4) The adoption or repeal of any rule or regulation having the force and effect of law.
- J. Prepare an annual report to the County Executive and the County Legislature summarizing the activities of the Board and recommending changes in the laws governing the conduct of elected officials and officers and employees of the county.