

Muncie Ethics Commission

General Rules and Procedures

Purpose

To establish guidelines for the Commission in the administration of its duties as set forth in Title IV, Chapters 40, 41, 42, and 43 of the City of Muncie Code of Ordinances entitled "Code of Ethics."

I. Quorum

A majority of the Commission, three (3) members, shall constitute a quorum for the transaction of business.

II. Officers and Organization

The members of the Commission shall elect a Chair, a Vice-Chair, and a Secretary from its own membership at its first meeting of the calendar year.

A. Term of Office

The officers of the Commission shall hold office for a term of one year.

B. Duties of the Chair

The Chair shall be the principle executive officer of the Commission and subject to the control of the Commission. They shall, in general, supervise and control all the business and affairs of the Commission. They shall, when present, preside at all meetings of the Commission. They shall preside at any hearing before the Commission.

C. Duties of the Vice-Chair

In the event the Chair is absent or unable to serve, the Vice-Chair shall function in the Chair's place. The Vice-Chair shall perform other such duties as may be assigned to them by the Chair or Commission.

D. Duties of the Secretary

The Secretary will be responsible for keeping meeting memoranda meeting the requirements of Indiana Code 5-14-1.5-4 which documents the date, time, and place of the meeting; the Commission members recorded as either present or absent; the general substance of all matters proposed, discussed, or decided; and the votes taken, including votes of individual members when there is a roll call. The Secretary will also act as the custodian of records of the Commission,

coordinating with the Muncie City Clerk to ensure that the Commission's records are properly archived; sign with the Chair or Vice-Chair, any rules, regulations, procedures, orders, or other documents which are adopted by the Commission; and perform such other duties as from time to time may be assigned to them by the Chair, Vice-Chair, or Commission.

E. Vacancies

Membership vacancies shall be filled according to the procedures set forth in Chapter 41, Sections 41.01 and 41.02 of the Code of Ethics.

III. Meetings

A. Regular Meetings

The Commission shall conduct regular meetings on the second Wednesday of each month. The fourth Wednesday of each month shall also be reserved for a second monthly meeting should matters pending before the Commission warrant another meeting or should the Chair or any member of the Commission request a second meeting. Regular meetings shall be held in the Muncie City Hall Auditorium at 6:00 p.m.

B. Special Meetings

Special Commission meetings may be held at any time when called by:

1. The Chair, or
2. The Vice-Chair, if the Chair is out of the City, or
3. The joint action of two (2) of the other Commission members.

C. Reconvened Meetings

Regular or special meetings may be reconvened provided the time and purpose of such meeting be announced prior to termination of the adjourned meeting.

D. Notice of Meetings

1. All meetings are open to the public, except in matters where an Executive Session is held as permitted by Section 41.05 and Section 42.01(C) or otherwise allowed by state law.
2. Public notices of all meetings shall be provided to the Muncie City Clerk in such a manner as to be in full compliance with Indiana's Open Door Law.
3. All notices shall state the time, place, and purpose of the meeting.

E. Conduct of Meetings

1. The rules of parliamentary procedure as set forth in “Robert’s Rules of Order” shall govern meetings and proceedings before the Commission insofar as the same is not inconsistent with the Rules and Procedures of this Commission or the laws and statutes of the State of Indiana or the laws of the Federal Government.
2. The majority vote of the members present shall be necessary for the lawful transaction of business by the Commission; provided that on acts listed in Section 41.04, 42.01, or 42.02 of the Code of Ethics a majority of Commission members shall be required.

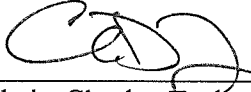
F. Public Comment Policy

1. The Commission may provide an opportunity for members of the public to comment on specific agenda items at public meetings. Any comment offered at this time must be strictly limited to the agenda item under discussion.
2. The Commission may provide an opportunity for members of the public to comment during “other business” portion of a public meeting for the purposes of making suggestions that they believe may be beneficial to the Commission. Members of the public wishing to comment during this period must sign up to do so prior to the “other business” portion of the meeting.
3. Individual comments will be limited to two (2) minutes.
4. No person may speak more than once on an agenda item unless permitted by the Chair.
5. No person may speak more than once during the “other business” portion of the meeting.
6. Under no circumstances will public comment be permitted when the Commission is acting on a complaint under Section 42.01 or 42.02 of the Code of Ethics.
7. Before receiving public comment, the Chair will read the following statement:

“The Muncie Ethics Commission receives public comment as part of its effort to foster transparency and responsive government. However, we wish to remind those who comment that this is not an appropriate venue for alleging violations of the Code of Ethics. If you have reason to believe that someone covered by the Code has violated it, then we encourage you to file a written complaint as required by the Code. This is also not an appropriate venue for inquiring whether any activity might be a violation of the Code of Ethics. The Commission can’t discuss hypothetical violations. If you are a person covered by the Code and wish to request an advisory opinion, then we ask that you make a formal request.”

The Chair may repeat the statement, as needed.

Approved this 26TH day of FEBRUARY, 2025



Chair, Charles Taylor



Secretary, James Lowe