

Town of Rensselaerville

Board of Ethics

Inquiry Guideline

DAY	ACTION
1	INQUIRY RECEIVED
7	CALL FOR SPECIAL MEETING
14	SPECIAL MEETING HELD, VOTE HELD TO ACCEPT OR DENY INQUIRY REQUEST
15	ACKNOWLEDGEMENT/DENIAL LETTER MAILED SUBJECT OF INQUIRY NOTIFIED
45	TARGET DATE FOR INVESTIGATION/INQUIRY TO BE COMPLETED
45	MEETING TO DISCUSS INFORMATION GATHERED, INTERIM NOTICE MAILED TO FILER ISSUE NOTICE FOR PUBLIC MEETING/HEARING
60	HEARING HELD
67	MEET TO CONSIDER EVIDENCE & MAKE PRELIMINARY DECISION
81	DRAFT DECISION & VOTE ON DECISION - ISSUE RECOMMENDATION
90	RESOLUTION LETTERS TO BE MAILED

The board will try to adhere to the above guidelines, however each individual case may warrant more or less time

Approved by The Board of Ethics 06/25/09