



## Membership Requirements

Membership is open to all qualified units of government in Lake, Porter and LaPorte Counties, Indiana. There are seven membership requirements.

### Getting Started

1. Adopt the Inter-local Agreement.
2. Enact the Shared Ethics Code.
3. Pay enrollment and annual membership fees.

### Administration

4. Appoint a private citizen to serve on the Commission to represent their community.
5. Designate a public official to serve on the Joint Board of Delegates (fiscal body).

### Getting the Job Done

6. Designate two or three employees to be trained as Ethics Trainers.
7. Commit to providing ethics training to all employees.



Bringing Ethics Awareness and Training to our Communities

## Cost of Membership\*

<u>Enrollment Fee</u>	<u>Lump Sum</u>	<u>Two Installments</u>
More than 150 employees	\$5,000	\$2,500 / \$2,500
101 to 150 employees	\$2,500	\$1,250 / \$1,250
50 to 100 employees	\$1,500	\$750 / \$750
Less than 50 employees	\$500	\$250 / \$250

### Annual Membership Fee

More than 150 employees	\$1,800
101 to 150 employees	\$900
50 to 100 employees	\$300
Less than 50 employees	\$150

\* Subject to Annual Review by the Board of Delegates

## Commissioners

### Qualifications:

1. Not an employee of the appointing entity.
2. "... persons who live, work in or hold property in Lake, Porter or LaPorte Counties, Indiana." \*
3. "These members should be persons of good character ...." \*
4. Past and current members have included private citizens active in their community, such as retired officials or judges, lawyers, educators, and clergy.

### Appointment:

#### Cities

Nominated by Mayor  
Approved by City Council

#### Town

Nominated and approved by Town Council

### Duties:

1. Faithfully attend regular Commission meetings (every other month) and also special meetings and Commission events as needed.
2. Actively participate in the discussion, planning and execution of the Commission's work.
  - Ethics Summit
  - Training activities
  - Ethics Pledge
  - Communication activities
3. Regularly update and maintain contact with community leadership and trainers serving your community.
4. Advocate and promote ethics in local government.
5. Committed to setting a strong example of integrity and high moral conduct.

\*Interlocal Agreement



## Board of Delegates Members

**Qualifications:** Preferably an elected official from the member community, but a senior staff member is acceptable.

### **Appointment:**

#### Cities

Nominated by Mayor  
Approved by City Council

#### Town

Nominated and approved by Town Council

### **Duties:**

1. Faithfully attend Board of Delegate meetings (two to four meetings a year, called by the chairperson)
2. Elect a chairperson and determine which member community's clerk-treasurer will serve as fiscal administrator
3. Receive reports from the Commission on SEAC activities and programs
4. Review and set member community dues for the coming year
5. Review and approve SEAC's budget for the coming year
6. Advocate and promote ethics in local government.
7. Committed to setting a strong example of integrity and high moral conduct.