



## 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 a number of employees to be trained as Ethics Trainers.
7. Commit to providing ethics training to all employees.



## Cost of Membership\*

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

### Annual Membership Fee

|                                |          |
|--------------------------------|----------|
| <b>More than 150 employees</b> | \$2,250  |
| <b>101 to 150 employees</b>    | \$1,125  |
| <b>50 to 100 employees</b>     | \$375    |
| <b>Less than 50 employees</b>  | \$187.50 |

\* 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, business executives, educators, and clergy.

### Appointment:

| <u>City</u>              | <u>Town / County</u>            |
|--------------------------|---------------------------------|
| Nominated by Mayor       | Nominated and                   |
| Approved by City Council | approved by Town/County Council |

### Duties:

1. Faithfully attend regular Commission meetings (every other month) and special meetings and events as needed.
2. Actively participate in the discussion, planning and execution of the Commission's work.
  - Support the Ethics Summit
  - Participate in Training activities
  - Help administer the Candidates Ethics Pledge process
  - Communication activities
3. Regularly update and maintain contact with community leaders and trainers serving your community.
4. Advocate and promote ethics in local government.
5. Commit 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:

| <u>City</u>              | <u>Town / County</u>            |
|--------------------------|---------------------------------|
| Nominated by Mayor       | Nominated and                   |
| Approved by City Council | approved by Town/County 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. Commit to setting a strong example of integrity and high moral conduct.