

(b) *Judicial enforcement.*

A subpoena issued under this section may be judicially enforced.  
(Ord. 04-795.)

**Defined terms:**

<i>Ethics Board</i>	§2-10	<i>May</i>	<i>cf.</i> §2-36
<i>Executive Director</i>	§2-11		

**§ 3-23. Filing fees.**(a) *In general.*

Except as otherwise specified in this article, the Ethics Board may charge reasonable filing fees for statements, reports, and other documents filed under this article.

(b) *No fee for timely disclosure statement.*

The Board may not charge a fee for a disclosure statement timely filed under Subtitle 7 {"Financial Disclosure"} of this article.

(c) *Late fees.*

The fees charged may include late fees for any document that is filed after the applicable deadline.

(Ord. 04-795; Ord. 13-180.)

**Defined terms:**

<i>Ethics Board</i>	§2-10	<i>May</i>	<i>cf.</i> §2-36
<i>Includes...</i>	§2-18	<i>May not</i>	<i>cf.</i> §2-36

**§ 3-24. Notices to new appointees.**(a) *General – Notice required.*

An individual who is appointed to fill a vacancy in a position must be given written notice, in a form approved by the Ethics Board, of the requirements of:

- (1) § 3-20 {"Training courses"};
- (2) § 3-21 {"Conflicts affidavit"}; and
- (3) § 7-12 {"Financial Disclosure: Appointee to vacancy"}.

(b) *General – By whom given.*

- (1) For Board members and uncompensated appointees of the Mayor, the notice required by subsection (a) of this section must be given by the Mayor or the Mayor's designee.

- (2) For all other appointees, the notice must be given by the appointee’s agency head or the agency head’s designee.

(c) *General – When to be given.*

The notice required by subsection (a) of this section must be given within 5 days after the appointment.

(d) *General – Notice to be signed.*

- (1) To evidence receipt by the appointee and understanding of the appointee’s responsibilities, the notice required by subsection (a) must be signed by both the appointee and the official providing the appointee the notice.

- (2) Within 5 days of signing, a copy of the signed notice required under this subsection must be:

- (i) placed in the appointee’s agency personnel file; and
- (ii) provided to the Ethics Board.

**EDITOR’S NOTE:** This subsection (d) was added by Ordinance 19-287, effective February 25, 2020.

(e) *Board members – Special pre-appointment notice.*

- (1) An individual who is nominated to fill a vacancy on a City board must also be given written notice, in a form approved by the Ethics Board, of the provisions of § 6-14 {“Exceptions – New board members”} of this article.

- (2) The notice required by paragraph (1) of this subsection must be given by the Mayor or the Mayor’s designee at least 14 days before the appointment is to be confirmed.

*(Ord. 04-795; Ord. 04-822; Ord. 16-585; Ord. 19-287.)*

**Defined terms:**

*Ethics Board*

§2-10 *Must*

*cf.* §2-36

**§ 3-25. Exemptions for boards.**

(a) *In general.*

The Ethics Board may exempt from this article, or modify the applicability of this article to, a board or 1 or more members of a board if the Ethics Board determines that, because of the nature of the board, the application of this article to the board or member:

- (1) would significantly reduce the availability of qualified individuals for public service; and
- (2) is not needed to preserve the purposes of this article.