

As Adopted By The Senate

**132nd General Assembly
Regular Session
2017-2018**

S. C. R. No. 1

**Senators Oelslager, Huffman
Cosponsors: Senators Coley, Obhof**

A CONCURRENT RESOLUTION

To adopt the Legislative Code of Ethics for the members 1
and employees of both chambers of the 132nd General 2
Assembly, employees of any legislative agency, and 3
candidates for the 133rd General Assembly. 4

**BE IT RESOLVED BY THE SENATE OF THE STATE OF OHIO (THE HOUSE OF
REPRESENTATIVES CONCURRING):**

WHEREAS, The Joint Legislative Ethics Committee, appointed 5
by the Speaker of the House of Representatives and the President 6
of the Senate pursuant to section 101.34 of the Revised Code, is 7
required to recommend a Code of Ethics that is consistent with 8
the law to govern all members and employees of each chamber of 9
the General Assembly and all candidates for the office of member 10
of each chamber; and 11

WHEREAS, The Joint Legislative Ethics Committee is the 12
appropriate ethics committee for matters relating to members and 13
employees of the General Assembly, employees of any legislative 14
agency, including the Capitol Square Review and Advisory Board, 15
Correctional Institution Inspection Committee, Joint Committee 16
on Agency Rule Review, Joint Medicaid Oversight Committee, Joint 17
Education Oversight Committee, Legislative Information Systems, 18
Legislative Inspector General, Legislative Service Commission, 19

and Ohio Constitutional Modernization Commission, and candidates 20
for the office of member of the General Assembly; now therefore 21
be it 22

RESOLVED, That the House of Representatives and the Senate 23
of the ~~131st~~132nd General Assembly adopt the following 24
Legislative Code of Ethics: 25

LEGISLATIVE CODE OF ETHICS 26

FOR MEMBERS AND EMPLOYEES OF THE 27

~~131st~~132nd OHIO GENERAL ASSEMBLY, 28

EMPLOYEES OF ANY LEGISLATIVE AGENCY, 29

AND CANDIDATES FOR THE ~~132nd~~133rd GENERAL ASSEMBLY 30

SECTION 1. CONDUCT 31

All members of the Senate or the House of Representatives 32
shall conduct themselves at all times so as to reflect credit 33
upon the member's respective chamber of the General Assembly, 34
shall obey all rules of the member's respective chamber of the 35
General Assembly, and shall conform the member's conduct to this 36
Code of Ethics. All employees of the Senate or House of 37
Representatives and all employees of any legislative agency 38
shall conduct themselves at all times so as to reflect credit 39
upon the employee's respective chamber of the General Assembly 40
or institution of employment, shall obey all rules of the 41
employee's respective chamber of the General Assembly or 42
institution of employment, and shall conform the employee's 43
conduct to this Code of Ethics. 44

SECTION 2. DISCLOSURE STATEMENT 45

(A) The Office of the Legislative Inspector General shall 46

accept disclosure statements filed by members and employees of 47
the General Assembly and employees of any legislative agency 48
pursuant to section 102.02 of the Revised Code and shall 49
maintain a file of all disclosure statements that are filed 50
pursuant to that section. Every member of the General Assembly 51
and every employee of the General Assembly and any legislative 52
agency who is required to file a financial disclosure statement, 53
within the period prescribed by law, shall file with the Office 54
of the Legislative Inspector General, a disclosure statement as 55
provided for by section 102.02 of the Revised Code. Each member 56
and each employee of the General Assembly and employee of any 57
legislative agency required to file a financial disclosure 58
statement, within the period and in the manner prescribed by 59
section 102.02 of the Revised Code, shall receive from the 60
Office of the Legislative Inspector General the form on which 61
the statement shall be prepared. 62

(B) Division (A) (2) (c) of section 102.02 of the Revised 63
Code applies to members of the General Assembly who are 64
attorneys or physicians or who otherwise engage in the practice 65
of a profession and to the clients, patients, and other 66
recipients of professional services of members of the General 67
Assembly who are attorneys or physicians or who otherwise engage 68
in the practice of a profession, even if those clients, 69
patients, and other recipients of professional services are 70
legislative agents. 71

(C) Division (A) (8) of section 102.02 of the Revised Code 72
requires a member of the General Assembly and an employee of the 73
General Assembly or any legislative agency required to file a 74
disclosure statement under section 102.02 of the Revised Code to 75
identify on a disclosure statement the source and amount of any 76
payment of expenses incurred for travel to destinations inside 77

or outside this state that the member or employee receives in 78
the member's or employee's own name or that another person 79
receives for the member's or employee's use or benefit in 80
connection with the member's or employee's official duties, 81
except for expenses for travel to meetings or conventions of a 82
national or state organization to which any state agency, 83
including, but not limited to, any legislative agency or state 84
institution of higher education as defined in section 3345.011 85
of the Revised Code, pays membership dues, or any political 86
subdivision or any office or agency of a political subdivision 87
pays membership dues. 88

(D) Division (A) (9) of section 102.02 of the Revised Code 89
requires a member of the General Assembly and an employee of the 90
General Assembly or any legislative agency required to file a 91
disclosure statement under section 102.02 of the Revised Code to 92
identify on a disclosure statement the source of payment of 93
expenses for meals and other food and beverages that are 94
incurred in connection with the person's official duties and 95
that exceed one hundred dollars aggregated per calendar year, 96
except for expenses for meals and other food and beverages 97
provided at a meeting at which the member or employee 98
participated in a panel, seminar, or speaking engagement or at a 99
meeting or convention of a national or state organization to 100
which a state agency, including, but not limited to, any 101
legislative agency or state institution of higher education as 102
defined in section 3345.011 of the Revised Code, pays membership 103
dues, or any political subdivision or any office or agency of a 104
political subdivision pays membership dues. 105

(E) (1) Except as otherwise provided in division (E) (2) of 106
this section, in accordance with section 102.02 of the Revised 107
Code, every member of the General Assembly and every employee of 108

the General Assembly or any legislative agency required to file 109
an annual statement under section 102.02 of the Revised Code 110
shall disclose the source of a gift or gifts, where the value of 111
the gift or gifts aggregated per calendar year exceeds seventy- 112
five dollars, except gifts received by will or by virtue of 113
section 2105.06 of the Revised Code, or received from spouses, 114
parents, grandparents, children, grandchildren, siblings, 115
nephews, nieces, uncles, aunts, cousins, brothers-in-law, 116
sisters-in-law, sons-in-law, daughters-in-law, fathers-in-law, 117
mothers-in-law, step-relations, or any person to whom the member 118
or employee of the General Assembly or employee of any 119
legislative agency stands in loco parentis, or received by way 120
of distribution from any inter vivos or testamentary trust 121
established by a spouse or by an ancestor. 122

(2) In accordance with section 102.02 of the Revised Code, 123
every member of the General Assembly and every employee of the 124
General Assembly or any legislative agency required to file an 125
annual statement under section 102.02 of the Revised Code shall 126
disclose the source of a gift or gifts from a legislative agent, 127
where the value of the gift or gifts aggregated per calendar 128
year exceeds twenty-five dollars. 129

SECTION 3. LICENSE DISCLOSURE 130

Any member of the General Assembly who engages in the 131
conduct or practice of a particular business, profession, trade, 132
or occupation that is subject to licensing or regulation by any 133
branch, department, division, institution, instrumentality, 134
board, commission, or bureau of the state shall file a notice 135
that the member is the holder of a particular license, or is 136
engaged in such activity, as part of the financial disclosure 137
statement required by section 102.02 of the Revised Code. 138

SECTION 4. VOTING ABSTENTION 139

(A) A member who has reason to believe that the member has 140
a substantial personal interest in legislation may request 141
permission of the chair to abstain from voting on the 142
legislation and may state the member's reason for the request. 143
The request shall be granted by the chair or the member's 144
respective chamber of the General Assembly pursuant to the rules 145
of that chamber. The request and permission to abstain shall be 146
entered in the House or Senate Journal, as is appropriate. 147

(B) No member of the General Assembly shall vote on any 148
legislation that the member knows is then being actively 149
advocated if the member is one of the following with respect to 150
a legislative agent or employer that is then actively advocating 151
on that legislation: 152

(1) An employee, as defined in section 102.031 of the 153
Revised Code; 154

(2) A business associate, as defined in section 102.031 of 155
the Revised Code; 156

(3) A person, other than an employee, who is hired under 157
contract to perform certain services, and such position involves 158
a substantial and material exercise of administrative discretion 159
in the formulation of public policy. 160

(C) The Joint Legislative Ethics Committee may impose a 161
fine of not more than one thousand dollars upon a member of the 162
General Assembly who violates division (B) of this section. 163

SECTION 5. COMPENSATION 164

(A) Except as provided in division (D) of section 102.04 165
of the Revised Code, no person elected to or employed by the 166

General Assembly or employed by any legislative agency shall 167
receive or agree to receive, directly or indirectly, 168
compensation other than from the house with which the person 169
serves or from any legislative agency, if the person is a 170
legislative agency employee, for any service rendered or to be 171
rendered by the person personally in any case, proceeding, 172
application, or other matter that is before the General Assembly 173
or any department, division, institution, instrumentality, 174
board, commission, or bureau of the state, excluding the courts. 175

Division (A) of this section shall not be construed to 176
prohibit the performance of ministerial functions, including, 177
but not limited to, the filing or amendment of tax returns, 178
applications for permits and licenses, incorporation papers, 179
security registrations, and other documents. 180

Except as provided in division (D) of section 102.04 of 181
the Revised Code, no person elected to or employed by the 182
General Assembly or employed by any legislative agency shall 183
sell or agree to sell, except through competitive bidding, any 184
goods or services to the General Assembly or any department, 185
division, institution, instrumentality, board, commission, or 186
bureau of the state, excluding the courts. 187

(B) No member or employee of the General Assembly or 188
employee of any legislative agency shall knowingly accept any of 189
the following from a legislative agent: 190

(1) The payment of any expenses for travel or lodging 191
except as otherwise authorized by division (H) of section 102.03 192
of the Revised Code; 193

(2) More than seventy-five dollars aggregated per calendar 194
year as payment for meals and other food and beverages, other 195

than for those meals and other food and beverages provided to 196
the member or employee at a meeting at which the member or 197
employee participates in a panel, seminar, or speaking 198
engagement, at a meeting or convention of a national 199
organization to which either house of the General Assembly or 200
any state agency, including, but not limited to, any legislative 201
agency or state institution of higher education as defined in 202
section 3345.011 of the Revised Code, pays membership dues, or 203
at a dinner, party, or function to which all members of the 204
General Assembly or all members of either house of the General 205
Assembly are invited. 206

(C) No member or employee of the General Assembly or 207
employee of any legislative agency shall knowingly accept from a 208
legislative agent a gift of any amount in the form of cash or 209
the equivalent of cash, or a gift or gifts of any other thing of 210
value where the value of the gift or gifts aggregated per 211
calendar year exceeds seventy-five dollars. As used in this 212
division, "gift" does not include any contribution as defined in 213
section 3517.01 of the Revised Code or any gifts of meals and 214
other food and beverages or the payment of expenses incurred for 215
travel to destinations either inside or outside this state that 216
is received by a member of the General Assembly and that is 217
incurred in connection with the member's official duties. 218

(D) It is not a violation of division (B)(2) of this 219
section if, within sixty days after receiving notice pursuant to 220
division (F)(2) of section 101.73 of the Revised Code from a 221
legislative agent that the legislative agent has provided a 222
member of the General Assembly or an employee of the General 223
Assembly or any legislative agency with more than seventy-five 224
dollars aggregated in a calendar year as payment for meals and 225
other food and beverages that were purchased for consumption on 226

the premises in which the food and beverages were sold, the 227
member or employee of the General Assembly or employee of any 228
legislative agency returns to that legislative agent the amount 229
received that exceeds seventy-five dollars. 230

SECTION 6. CONFIDENTIAL INFORMATION 231

No present or former member or employee of the General 232
Assembly or present or former employee of any legislative agency 233
shall disclose or use for the member's or employee's personal 234
profit, without appropriate authorization, any information 235
acquired by the member or employee in the course of the member's 236
or employee's official duties that has been clearly designated 237
to the member or employee as confidential when such confidential 238
designation is warranted because of the status of the 239
proceedings or the circumstances under which the information was 240
received and preserving its confidentiality is necessary to the 241
proper conduct of government business. No present or former 242
member or employee of the General Assembly or present or former 243
employee of any legislative agency shall disclose or use, 244
without appropriate authorization, any information acquired by 245
the member or employee in the course of the member's or 246
employee's official duties that is confidential because of 247
statutory provisions, except as provided in section 101.30 of 248
the Revised Code or Section 12 or 13 of Article II, Ohio 249
Constitution. 250

SECTION 7. IMPROPER INFLUENCE 251

(A) No member or employee of the General Assembly or 252
employee of any legislative agency shall use or attempt to use 253
or authorize the use of the authority or influence of the 254
member's or employee's office or employment to secure anything 255
of value or the promise or offer of anything of value that is of 256

such a character as to manifest a substantial and improper 257
influence upon the member or employee with respect to the 258
member's or employee's duties. 259

(B) No member or employee of the General Assembly or 260
employee of any legislative agency shall solicit or accept 261
anything of value that is of such a character as to manifest a 262
substantial and improper influence upon the member or employee 263
with respect to the member's or employee's duties. 264

(C) No member of the General Assembly shall solicit or 265
receive funds from any legislative agent who is registered 266
pursuant to section 101.72 of the Revised Code, for use other 267
than by a political party, campaign committee, legislative 268
campaign fund, political action committee, or political 269
contributing entity, as defined in section 3517.01 of the 270
Revised Code, except that a member may solicit or receive funds 271
from any legislative agent on behalf of religious and benevolent 272
organizations regulated by Chapter 1716. of the Revised Code or 273
charitable organizations that have registered with the Attorney 274
General pursuant to section 109.26 or 1716.02 of the Revised 275
Code. 276

(D) In the absence of bribery or another offense under the 277
Revised Code or a purpose to defraud, the receipt of 278
contributions, as defined in section 3517.01 of the Revised 279
Code, made to a campaign committee, political party, legislative 280
campaign fund, political action committee, or political 281
contributing entity on behalf of a member of or candidate for 282
the General Assembly does not violate divisions (A) and (B) of 283
this section. 284

(E) A member or employee of the General Assembly and an 285
employee of any legislative agency may accept travel, meals, and 286

lodging or expenses or reimbursement of expenses for travel, 287
meals, and lodging in connection with conferences, seminars, and 288
similar events related to the member's or employee's official 289
duties if the travel, meals, lodging, expenses, or reimbursement 290
is not of such a character as to manifest a substantial and 291
improper influence upon the member or employee with respect to 292
those duties and if, in relation to expenses or reimbursement 293
for travel or lodging provided to a member by a legislative 294
agent, the expenses or reimbursement are not made in violation 295
of division (C) (1) of section 102.031 of the Revised Code. A 296
member or employee who acts in compliance with this division 297
does not violate division (A), (B), or (C) of this section. 298

SECTION 8. STAFF USE 299

(A) A member of the General Assembly shall utilize General 300
Assembly employees only for the official purposes for which they 301
are employed. 302

(B) (1) In accordance with section 3517.092 of the Revised 303
Code, no member of or candidate for the General Assembly, no 304
campaign committee of a member of or candidate for the General 305
Assembly, no legislative caucus campaign committee, and no other 306
person or entity shall knowingly solicit or accept a 307
contribution on behalf of that member or candidate, that 308
member's or candidate's campaign committee, or a legislative 309
caucus campaign committee from any of the following: 310

(a) A state employee whose appointing authority is the 311
member of the General Assembly; 312

(b) A state employee whose appointing authority is 313
authorized or required by law to be appointed by the member of 314
the General Assembly; 315

(c) A state employee who functions in or is employed by 316
the Ohio Senate, the Ohio House of Representatives, or any 317
legislative agency; 318

(d) A state employee at the time of the solicitation, 319
whose appointing authority will be the candidate for the General 320
Assembly, if elected; 321

(e) A state employee at the time of the solicitation, 322
whose appointing authority will be appointed by the candidate 323
for the General Assembly, if elected, as authorized or required 324
by law; 325

(f) A state employee at the time of the solicitation, who 326
will function in or be employed in or by the same public agency, 327
department, division, or office as the candidate for the General 328
Assembly, if elected. 329

(2) As used in this section, "contribution" does not 330
include services provided by individuals volunteering a portion 331
of their time on behalf of a campaign. 332

(C) In addition to any complaint brought or penalty that 333
may be imposed under sections 3517.152 to 3517.157 of the 334
Revised Code, the Joint Legislative Ethics Committee may receive 335
and initiate complaints against members and employees of, and 336
candidates for, the General Assembly and employees of any 337
legislative agency concerning conduct alleged to be in violation 338
of this section. Upon a finding of a violation of this section, 339
the Joint Legislative Ethics Committee may recommend whatever 340
sanction is appropriate with respect to a particular member, 341
employee, or candidate as will best maintain in the minds of the 342
public a good opinion of the conduct and character of members 343
and employees of the General Assembly. 344

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| SECTION 9. SEPARATION OF FUNDS | 345 |
| (A) No member of or candidate for the General Assembly shall convert, receive, or accept for personal or business use anything of value from the member's or candidate's campaign fund, as defined in section 3517.01 of the Revised Code, including, without limitation, payments to the member or candidate for services personally performed by the member or candidate, except as reimbursement for any of the following: | 346 347 348 349 350 351 352 |
| (1) Legitimate and verifiable prior campaign expenses incurred by the member or candidate; | 353 354 |
| (2) Legitimate and verifiable, ordinary, and necessary prior expenses incurred by the member or candidate in connection with duties as the holder of a public office, including, without limitation, expenses incurred through participation in nonpartisan or bipartisan events where the participation of the holder of a public office would normally be expected; | 355 356 357 358 359 360 |
| (3) Legitimate and verifiable, ordinary, and necessary prior expenses incurred by a member or candidate while doing any of the following: | 361 362 363 |
| (a) Engaging in activities in support of or opposition to another candidate, political party, or ballot issue; | 364 365 |
| (b) Raising funds for a political party, political action committee, campaign committee, legislative campaign fund, political contributing entity, or other candidate; | 366 367 368 |
| (c) Participating in the activities of a political party, political action committee, legislative campaign fund, political contributing entity, or campaign committee; | 369 370 371 |
| (d) Attending a political party convention or other | 372 |

political meeting. 373

(B) For purposes of division (A) of this section, an 374
expense is incurred whenever a member or candidate has either 375
made payment or is obligated to make payment, as by the use of a 376
credit card or other credit procedure, or by the use of goods or 377
services received on account. 378

(C) No member of or candidate for the General Assembly 379
shall knowingly receive or accept reimbursement for an expense 380
under division (A) of this section to the extent that the 381
expense previously was reimbursed or paid from another source of 382
funds. If an expense is reimbursed under division (A) of this 383
section and is later paid or reimbursed, wholly or in part, from 384
another source of funds, a member or candidate shall immediately 385
repay the reimbursement received under division (A) of this 386
section to the extent of the payment made or reimbursement 387
received from the other source. 388

(D) A member of the General Assembly may be reimbursed 389
under division (A)(1) or (3) of this section for expenses 390
incurred for the member's meals and lodging in Franklin County 391
if the expenses otherwise meet the requirements for 392
reimbursement under division (A)(1) or (3) of this section and 393
were not incurred while the member was in Franklin County to 394
attend floor sessions of the General Assembly or meetings of its 395
committees, except that a member may be reimbursed under 396
division (A)(1), (2), or (3) of this section for expenses 397
incurred for the member's meals in Franklin County at any time 398
if the expenses otherwise meet the requirements for 399
reimbursement under division (A)(1), (2), or (3) of this section 400
and were incurred for meals at which the member hosted other 401
persons. 402

(E) No member of or candidate for the General Assembly shall accept for personal or business use anything of value from a political party, political action committee, legislative campaign fund, political contributing entity, or campaign committee other than the member's or candidate's own campaign committee, except for the following:

(1) Reimbursement for legitimate and verifiable, ordinary, and necessary prior expenses not otherwise prohibited by law incurred by the member or candidate while engaged in any legitimate activity of the political party, political action committee, legislative campaign fund, political contributing entity, or such campaign committee. Without limitation, reimbursable expenses under this division include those incurred while doing any of the following:

(a) Engaging in activities in support of or opposition to another candidate, political party, or ballot issue;

(b) Raising funds for a political party, campaign committee, legislative campaign fund, or another candidate;

(c) Attending a political party convention or other political meeting.

(2) Compensation not otherwise prohibited by law for actual and valuable personal services rendered under a written contract to the political party, political action committee, legislative campaign fund, political contributing entity, or the member's or candidate's own campaign committee for any legitimate activity of the political party, political action committee, legislative campaign fund, political contributing entity, or such campaign committee.

Reimbursable expenses under this division do not include,

and it is a violation of this division for a member or candidate 432
to accept from a political party, political action committee, 433
legislative campaign fund, political contributing entity, or 434
campaign committee other than the member's or candidate's own 435
campaign committee, anything of value for activities primarily 436
related to the member's or candidate's own campaign for 437
election, except for contributions to the member's or 438
candidate's campaign committee. 439

For purposes of this division, an expense is incurred 440
whenever a member or candidate has either made payment or is 441
obligated to make payment, as by the use of a credit card or 442
other credit procedure, or by the use of goods or services 443
received on account. 444

(F)(1) Divisions (A) and (C) of this section do not 445
prohibit a member's or candidate's campaign committee from 446
making a direct advance or post payment from the member's or 447
candidate's campaign fund to vendors for goods and services for 448
which reimbursement is permitted under division (A) of this 449
section, except that no campaign committee shall pay a member or 450
candidate for services personally performed by the member or the 451
candidate. 452

(2) When any expense that may be reimbursed under division 453
(A), (C), or (E) of this section is part of other expenses that 454
may not be paid or reimbursed, the separation of the two types 455
of expenses for the purpose of allocating for payment or 456
reimbursement those expenses that may be paid or reimbursed may 457
be by any reasonable accounting method, considering all of the 458
surrounding circumstances. 459

(3) For purposes of divisions (A), (C), and (E) of this 460
section, mileage allowance at a rate not greater than that 461

allowed by the Internal Revenue Service at the time the travel 462
occurs may be paid instead of reimbursement for actual travel 463
expenses allowable. 464

(G) The Joint Legislative Ethics Committee shall report 465
violations of this section to the Elections Commission pursuant 466
to division (E) (1) of Section 13 of this Code of Ethics. 467

SECTION 10. HONORARIA AND TESTIMONIALS 468

(A) No member of the General Assembly, employee of the 469
General Assembly who is required to file a financial disclosure 470
statement under section 102.02 of the Revised Code, or employee 471
of any legislative agency who is required to file a financial 472
disclosure statement under section 102.02 of the Revised Code 473
shall solicit or accept an honorarium. This division and 474
divisions (A), (B), and (C) of Section 7 of this Code of Ethics 475
do not prohibit a member or employee who is required to file a 476
financial disclosure statement under section 102.02 of the 477
Revised Code from accepting the payment of actual travel 478
expenses, including any expenses incurred in connection with the 479
travel for lodging, and meals, food, and beverages provided to 480
the member or employee at a meeting at which the member or 481
employee participates in a panel, seminar, or speaking 482
engagement or provided to the member or employee at a meeting or 483
convention of a national organization to which either house of 484
the General Assembly, or any state agency, including, but not 485
limited to, any legislative agency or state institution of 486
higher education as defined in section 3345.011 of the Revised 487
Code, pays membership dues. This division and divisions (A), 488
(B), and (C) of Section 7 of this Code of Ethics do not prohibit 489
an employee of the General Assembly or employee of any 490
legislative agency who is not required to file a financial 491

disclosure statement under section 102.02 of the Revised Code 492
from accepting an honorarium or the payment of travel, meal, and 493
lodging expenses if the honorarium, expenses, or both were paid 494
in recognition of demonstrable business, professional, or 495
esthetic interests of the employee that exist apart from the 496
employee's public employment, including, but not limited to, 497
such a demonstrable interest in public speaking and were not 498
paid by any person or other entity, or by any representative or 499
association of such person or entities, that is regulated by, 500
doing business with, or seeking to do business with the General 501
Assembly or any legislative agency. 502

(B) No member of the General Assembly shall conduct a 503
public or private fund raising event that seeks to provide money 504
for the member's personal use. 505

(C) As used in this section, "honorarium" means any 506
payment made in consideration for any speech given, article 507
published, or attendance at any public or private conference, 508
convention, meeting, social event, meal, or similar gathering. 509
"Honorarium" does not include ceremonial gifts or awards that 510
have insignificant monetary value; unsolicited gifts of nominal 511
value or trivial items of informational value; or earned income 512
from any person, other than a legislative agent, for personal 513
services that are customarily provided in connection with the 514
practice of a bona fide business, if that business initially 515
began before the member or employee conducting that business was 516
elected or appointed to the member's or employee's office or 517
position of employment. 518

SECTION 11. IMPROPER INDUCEMENT 519

If any person attempts to induce a member or employee of 520
or candidate for the General Assembly or employee of any 521

legislative agency to violate any provision of this Code of 522
Ethics, the member, employee, or candidate shall report the 523
matter to the Joint Legislative Ethics Committee. 524

SECTION 12. ADVISORY BODY 525

(A) The Joint Legislative Ethics Committee may recommend 526
legislation relating to ethics, conflicts of interest, and 527
financial disclosure and, upon a vote of a majority of its 528
members, may render advisory opinions with regard to questions 529
concerning these matters for members and employees of and 530
candidates for the General Assembly and for employees of any 531
legislative agency. 532

(B) When the Joint Legislative Ethics Committee renders an 533
advisory opinion that has been publicly sought and that relates 534
to a special set of circumstances involving ethics, conflicts of 535
interest, or financial disclosure under Chapter 102. or section 536
2921.42 or 2921.43 of the Revised Code, the person to whom the 537
opinion was directed or who was similarly situated may 538
reasonably rely upon such opinion and shall be immune from 539
criminal prosecutions, civil suits, or actions for removal from 540
the person's office or position of employment for a violation of 541
Chapter 102. or section 2921.42 or 2921.43 of the Revised Code 542
based on facts and circumstances covered by the opinion, if the 543
opinion states that there is no violation of Chapter 102. or 544
section 2921.42 or 2921.43 of the Revised Code. The committee 545
shall include in every advisory opinion it renders a statement 546
as to whether the set of circumstances described in the advisory 547
opinion constitutes a violation of section 2921.42 or 2921.43 of 548
the Revised Code. When the Joint Legislative Ethics Committee 549
renders an opinion that has been publicly sought, the advisory 550
opinion is a public record available under section 149.43 of the 551

Revised Code. 552

(C) When the Joint Legislative Ethics Committee renders a 553
written opinion that has been privately sought and that relates 554
to a special set of circumstances involving ethics, conflicts of 555
interest, or financial disclosure under Chapter 102. or section 556
2921.42 or 2921.43 of the Revised Code, the written opinion does 557
not have the legal effect of an advisory opinion issued under 558
division (B) of this section. When the Joint Legislative Ethics 559
Committee renders a written opinion that has been privately 560
sought, the written opinion is not a public record available 561
under section 149.43 of the Revised Code. 562

The person to whom a written opinion is issued under this 563
division may request the committee to issue the written opinion 564
as an advisory opinion. The person may make the request at any 565
time within thirty days after the written opinion is issued and 566
prior to committing any proposed action discussed in the written 567
opinion. Upon receiving a timely request and with the approval 568
of a majority of the members of the committee, the committee may 569
issue the written opinion as an advisory opinion. If the 570
committee issues the written opinion as an advisory opinion, the 571
advisory opinion has the same legal effect as an advisory 572
opinion issued under division (B) of this section and is a 573
public record available under section 149.43 of the Revised 574
Code. If the person commits any proposed action discussed in the 575
written opinion before the committee issues the written opinion 576
as an advisory opinion, the advisory opinion grants no immunity 577
to the person regarding any action that is discussed in the 578
written opinion and that the person commits before the committee 579
issues the written opinion as an advisory opinion. 580

(D) The Joint Legislative Ethics Committee shall issue an 581

advisory opinion under division (B) of this section or a written 582
opinion under division (C) of this section, whether it is 583
publicly or privately sought, only at a meeting of the committee 584
and only with the approval of a majority of the members of the 585
committee. 586

(E) All requests for an opinion shall be submitted in 587
writing by the member or employee of or candidate for the 588
General Assembly or employee of any legislative agency who 589
desires the opinion and shall state in the request whether the 590
opinion is being publicly or privately sought. If the request 591
fails to state whether the opinion is being publicly or 592
privately sought, the committee shall consider the opinion to be 593
privately sought. The committee shall issue in writing all 594
advisory opinions that have been publicly sought, appropriately 595
number them, and make them available for public inspection. The 596
Joint Legislative Ethics Committee shall conduct all of its 597
proceedings surrounding the rendering of an opinion so as to 598
protect the confidentiality of those named in the request for 599
the opinion. 600

SECTION 13. CONSIDERATION AND HEARING OF COMPLAINTS 601

(A) (1) The Joint Legislative Ethics Committee shall 602
receive, and may initiate, complaints concerning breach of 603
privilege and complaints against members and employees of and 604
candidates for the General Assembly and employees of any 605
legislative agency concerning conduct alleged to be misconduct, 606
a violation of Chapter 102. or section 2921.42 or 2921.43 of the 607
Revised Code, or this Code of Ethics. All complaints except 608
those by the committee shall be by affidavit made on personal 609
knowledge, subject to the penalties of perjury. A complaint by 610
the committee shall be by affidavit, based upon facts that 611

constitute reasonable cause to believe that a breach of 612
privilege, misconduct, or a violation of this Code of Ethics or 613
Chapter 102. or section 2921.42 or 2921.43 of the Revised Code 614
has occurred. The complaint shall not contain innuendo, 615
speculative assertions, or conclusory statements. 616

At the first meeting of the committee in each calendar 617
year, the chairperson of the committee for that year shall 618
appoint an investigation subcommittee. The subcommittee shall 619
consist of the chairperson of the committee for that year and a 620
member of the committee who is a member of the chamber and 621
political party of which the chairperson is not a member. This 622
subcommittee shall have the authority to issue subpoenas 623
regarding complaints referred to it and approve depositions by 624
the Office of the Legislative Inspector General. 625

(2) A complaint other than a complaint by the committee 626
shall be filed with the executive director of the Office of the 627
Legislative Inspector General of the Joint Legislative Ethics 628
Committee. Upon receiving the complaint, the executive director 629
or the executive director's designee shall gather, if necessary, 630
preliminary facts surrounding the complaint for presentation to 631
the chairperson or committee. Thereafter, the executive director 632
shall seal the complaint and deliver it to the chairperson of 633
the Joint Legislative Ethics Committee. A complaint by the 634
committee shall be drafted by the legal counsel of the Office of 635
the Legislative Inspector General, and, if at least eight 636
members of the committee approve the draft complaint, the draft 637
complaint shall be a complaint by the committee and shall be 638
filed with the Office of the Legislative Inspector General and 639
delivered to the chairperson of the committee. 640

Within fourteen days after the filing of a complaint by a 641

complainant, the chairperson shall notify the complainant that 642
the complaint has been filed with the committee, that all 643
further proceedings of the committee are confidential, that the 644
committee is required to dismiss the complaint if it is not 645
disposed of within six months after the complaint is filed, and 646
that, if a report dealing with the complaint has not been 647
published in the House or Senate Journal, as appropriate, within 648
that time, the complaint has been dismissed because no violation 649
was found to have been committed by the accused person. Within 650
fourteen days after the filing of any complaint, the chairperson 651
shall deliver a copy of the complaint to the accused person and 652
shall notify the accused person that the accused person may 653
file, within twenty days after receiving the copy, a written 654
response to the complaint with the executive director of the 655
Office of the Legislative Inspector General and, if desired, may 656
file in addition to the written response a request to appear 657
personally before the committee to answer to the complaint. The 658
executive director immediately shall seal the written response 659
to the complaint, the request, or both and deliver the written 660
response, the request, or both to the chairperson. 661

Within forty-five days after the filing of any complaint 662
and at least twenty days after the chairperson has delivered a 663
copy of the complaint to the accused person, the chairperson 664
shall convene a meeting of the committee regarding the 665
complaint. If at least eight members of the committee find that 666
the complaint before the committee is not frivolous and that the 667
facts alleged constitute on their face a breach of privilege, 668
misconduct, a violation of this Code of Ethics, or a violation 669
of Chapter 102. or section 2921.42 or 2921.43 of the Revised 670
Code, the committee shall refer the complaint to the Office of 671
the Legislative Inspector General for further investigation and 672

may delegate to the investigation subcommittee appointed 673
pursuant to division (A) (1) of this section the authority to 674
issue subpoenas regarding a given complaint or other matter. The 675
chairperson of the committee shall notify the accused of the 676
referral. Unless eight members of the committee find that the 677
complaint before the committee alleges facts that, on their 678
face, constitute a breach of privilege, misconduct, a violation 679
of this Code of Ethics, or a violation of Chapter 102. or 680
sections 2921.42 or 2921.43 of the Revised Code, the committee 681
shall dismiss the complaint. 682

(B) The Office of the Legislative Inspector General shall 683
investigate each complaint referred to it by the committee and 684
shall investigate any other matters as directed by the 685
committee. The Office of the Legislative Inspector General may 686
request further information from the complainant, any person 687
presenting charges to the committee, the accused person if the 688
information sought is directly relevant to a complaint or 689
charges received by the committee pursuant to this section, and 690
any other person it believes may have information pertaining to 691
the complaint or other matter referred for investigation to the 692
Office of the Legislative Inspector General. It may request the 693
committee to issue a subpoena to obtain any necessary 694
information. Upon the approval of the investigation subcommittee 695
appointed pursuant to division (A) (1) of this section, the 696
Office of the Legislative Inspector General may depose any 697
person. Any person interviewed or deposed by the Office of the 698
Legislative Inspector General may be represented by an attorney. 699
The substance of any request for further information and the 700
information provided pursuant to any request are confidential. 701
Except as otherwise provided in this section, the person from 702
whom information is requested shall not divulge the substance of 703

the committee's request to any person other than the person's 704
attorney and shall not divulge the information provided in 705
response to the request to any person other than the person's 706
attorney and any person necessary to prepare the information for 707
delivery to the committee. Except as otherwise provided in this 708
section, no attorney or person who prepares information for 709
delivery to the committee shall divulge the substance of the 710
committee's request or the information provided in response to 711
the request. 712

Upon the completion of an investigation based on a 713
complaint referred to the Office of the Legislative Inspector 714
General, the executive director, or the executive director's 715
designee, shall present to the committee the executive 716
director's or designee's preliminary findings with respect to 717
the facts and evidence gathered regarding the complaint. Upon 718
receiving the preliminary findings, the committee, upon a vote 719
of at least eight members of the committee, may refer the 720
complaint back to the Office of the Legislative Inspector 721
General for further investigation, hold a hearing pursuant to 722
divisions (D) and (G) of this section, order remedial action 723
pursuant to division (D) of this section, or dismiss the 724
complaint. 725

Upon the completion of an investigation of any other 726
matter referred to the Office of the Legislative Inspector 727
General, the executive director or the executive director's 728
designee shall present to the committee the executive director's 729
or designee's preliminary findings with respect to the facts and 730
evidence gathered regarding the matter referred. Upon receiving 731
the preliminary findings, the committee, upon a vote of at least 732
eight members of the committee, may refer the matter back to the 733
Office of the Legislative Inspector General for further 734

investigation, request that a complaint be drafted by the legal 735
counsel of the Office of the Legislative Inspector General, 736
terminate the investigation, or hold a hearing pursuant to 737
division (E) of this section. 738

Before the fifth day of each month, the executive director 739
of the Office of the Legislative Inspector General shall make a 740
report, in writing, to the committee regarding the status of any 741
ongoing investigation that the committee referred to the Office 742
of the Legislative Inspector General. 743

(C) Before the committee takes any formal action against a 744
person who is the subject of an investigation based upon a 745
complaint filed with the committee, the committee shall consider 746
the complaint. 747

(D) The committee may defer action on a complaint against 748
members and employees of and candidates for the General Assembly 749
and employees of any legislative agency when the complaint 750
alleges conduct that at least eight members of the committee 751
find reason to believe is being reviewed by appropriate law 752
enforcement or regulatory authorities, or when at least eight 753
members of the committee determine that it is appropriate for 754
the conduct alleged in the complaint to be reviewed initially by 755
law enforcement or regulatory authorities. 756

(E) (1) If, in any case in which a complaint is filed with 757
the committee, at least eight members of the committee find that 758
the complaint is not frivolous and there is reasonable cause to 759
believe that the facts alleged in the complaint constitute a 760
breach of privilege, misconduct, or a violation of Chapter 102. 761
or section 2921.42 or 2921.43 of the Revised Code, or this Code 762
of Ethics, the committee shall hold a hearing. At the hearing, 763
the legal counsel of the Office of the Legislative Inspector 764

General shall present to the committee the case against the 765
accused person, introduce evidence, call witnesses, and cross- 766
examine witnesses. The chairperson of the committee shall make 767
all rulings regarding procedure and the admissibility of 768
evidence. The hearing and all related proceedings of the 769
committee are absolutely confidential as provided under this 770
Code of Ethics and section 102.06 of the Revised Code. No member 771
or employee of the committee, person who staffs or otherwise 772
serves the committee, witness, or other person shall divulge any 773
information about the hearing or related proceedings, except 774
that a witness and the complainant may consult with an attorney 775
before and after the hearing and any related proceeding, any 776
witness may be represented by an attorney while the witness is 777
being examined or cross-examined, the accused person may be 778
represented by an attorney at all stages of the proceedings, and 779
the attorney of the accused person may attend all hearings and 780
related proceedings of the committee. 781

(2) If, in any case in which a complaint is filed with the 782
committee, at least eight members of the committee find that the 783
complaint is frivolous or that there is no reasonable cause to 784
believe that the charge or complaint constitutes a breach of 785
privilege, misconduct, or a violation of Chapter 102. or section 786
2921.42 or 2921.43 of the Revised Code, or this Code of Ethics, 787
the committee shall dismiss the complaint and notify the accused 788
person in writing of the dismissal of the complaint. If the 789
committee so dismisses the complaint, the committee shall not 790
issue a report of its findings unless the accused person 791
requests a report. If the accused person requests a report, the 792
committee shall issue a report in accordance with division (F) 793
(2) of this section. 794

(3) If, in any case in which a complaint is filed with the 795

committee, the committee finds by unanimous concurrence of its 796
membership that there is reasonable cause to believe that the 797
charges presented constitute a breach of privilege, misconduct, 798
or a violation of this Code of Ethics but do not constitute a 799
violation of Chapter 102. or section 2921.42 or 2921.43 of the 800
Revised Code and also finds by unanimous concurrence of its 801
membership that the breach of privilege, misconduct, or 802
violation was in good faith and without wrongful intent and the 803
person has taken or will take suitable remedial action, it may 804
order the person to take any further remedial action it 805
considers necessary and, upon satisfaction that any order it 806
makes is complied with, terminate the investigation, with the 807
concurrence of the accused person. If an investigation is so 808
terminated, the committee shall not issue a report of its 809
findings unless the accused person requests a report. If the 810
accused person requests a report, the committee shall issue a 811
report in accordance with division (F) (2) of this section. If 812
the accused person fails to comply with an order of the 813
committee, the committee, upon concurrence of at least eight of 814
its members, shall proceed with the original complaint filed 815
against the person. 816

(F) (1) If, upon the basis of the hearing, at least eight 817
members of the committee find, based upon a preponderance of the 818
evidence, that the facts alleged in the complaint are true and 819
constitute a violation of Chapter 102. or section 2921.42 or 820
2921.43 of the Revised Code, the committee, upon concurrence of 821
at least eight of its members, shall order the Office of the 822
Legislative Inspector General to prepare a report of the 823
committee's findings to the appropriate prosecuting authority or 824
other appropriate body for proceedings in prosecution of the 825
violations and, in accordance with division (F) (1) of this 826

section, issue a report to the General Assembly recommending 827
reprimand, censure, expulsion, or other sanction the committee 828
considers appropriate. Upon acceptance by at least eight members 829
of the committee of the report to the appropriate prosecuting 830
authority or other appropriate body, the committee shall report 831
its findings to the appropriate prosecuting authority, the 832
Elections Commission, or other appropriate body. This report is 833
the investigative report described in division (E) of section 834
101.34 of the Revised Code and shall contain any findings of 835
fact and conclusions of law made by the committee. This report 836
shall not contain any papers, records, affidavits, or documents 837
upon any complaint, inquiry, or investigation relating to the 838
proceedings of the committee. If at least eight members of the 839
committee find, based upon a preponderance of the evidence, that 840
the facts alleged in the complaint are true and constitute a 841
violation of division (B) of section 102.031 of the Revised 842
Code, the committee may impose a fine of not more than one 843
thousand dollars upon the member. 844

(2) If, upon the basis of the hearing, at least eight 845
members of the committee find, based upon a preponderance of the 846
evidence, that a breach of privilege has been committed or that 847
a member or employee of or candidate for the General Assembly or 848
employee of any legislative agency has violated a provision of 849
this Code of Ethics that is not a violation of Chapter 102. or 850
section 2921.42 or 2921.43 of the Revised Code, or has committed 851
misconduct, the committee, upon concurrence of at least eight of 852
its members and in accordance with division (F)(1) of this 853
section, may issue a report recommending reprimand, censure, 854
expulsion, or other sanction the committee considers appropriate 855
or, upon a finding by unanimous concurrence of its membership 856
that the breach of privilege, misconduct, or violation was in 857

good faith and without wrongful intent and the person has taken 858
or will take suitable remedial action, may order the person to 859
take any further remedial action it considers necessary and, 860
upon satisfaction that any order it makes is complied with, 861
dismiss the complaint without issuing a report of its findings, 862
unless the accused person requests a report. If the accused 863
person requests a report, the committee shall issue a report in 864
accordance with division (F) (2) of this section. If the person 865
fails to comply with an order of the committee, the committee, 866
upon concurrence of eight of its members, shall recommend some 867
sanction. 868

(3) If, upon the basis of the hearing, at least eight 869
members of the committee do not find, based upon a preponderance 870
of the evidence, that the facts alleged in a complaint 871
constitute a breach of privilege, misconduct, or a violation of 872
Chapter 102. or section 2921.42 or 2921.43 of the Revised Code 873
or this Code of Ethics, the committee shall dismiss the 874
complaint. The complaint shall also be dismissed if the 875
committee has not conducted a hearing within ninety days after 876
the complaint is filed with the committee, or if the committee 877
has not finally disposed of the complaint within six months 878
after the complaint is filed with the committee. The committee 879
shall notify the accused person in writing of the dismissal of 880
the complaint. The committee shall not issue a report of its 881
findings unless the accused person requests a report. If the 882
accused person requests a report, the committee shall issue a 883
report in accordance with division (F) (2) of this section. If 884
the committee issues the report, all evidence and the record of 885
the hearing shall remain confidential unless the accused person 886
also requests that the evidence and record be made public. Upon 887
request by the accused person, the committee shall make the 888

evidence and the record available for public inspection. 889

(G) (1) Any report of the committee that is issued pursuant 890
to division (E) (1) of this section and contains a finding that 891
the facts in the complaint are true and constitute a violation 892
of Chapter 102. or section 2921.42 or 2921.43 of the Revised 893
Code, or that is issued pursuant to division (E) (2) of this 894
section and contains a finding that a breach of privilege, 895
misconduct, or violation of this Code of Ethics has occurred and 896
recommends reprimand, censure, expulsion, or another appropriate 897
sanction, shall be entered in the House Journal and the Senate 898
Journal. The House of Representatives and the Senate shall vote 899
on approval of any report entered in the House or Senate Journal 900
in accordance with this division. Concurrence of two-thirds of 901
the members of both the House and the Senate shall be necessary 902
for approval of the report, and, upon approval, any recommended 903
sanction shall be imposed immediately. 904

(2) If the investigation of the committee results in a 905
finding that a complaint that is filed is frivolous or that no 906
misconduct, breach of privilege, or violation of Chapter 102. or 907
section 2921.42 or 2921.43 of the Revised Code or this Code of 908
Ethics has been committed or if the committee terminates an 909
investigation or dismisses a complaint pursuant to division (E) 910
(2) or (3) of this section, the committee shall not issue a 911
report of its findings unless the accused person requests a 912
report. If the accused person requests a report, the committee 913
shall issue a report and publish it in the House Journal, if the 914
accused person is a member or employee of, or candidate for, the 915
House of Representatives, or the Senate Journal, if the accused 916
person is a member or employee of, or candidate for, the Senate 917
or an employee of any legislative agency. A report published in 918
the House or Senate Journal under division (F) (2) of this 919

section does not require a vote by the House or Senate. 920

(H) A person against whom a complaint is filed shall be 921
given by certified mail, return receipt requested, or by 922
personal service reasonable notice of the date, time, and place 923
of the hearing and a statement of the charges and the law or 924
provision directly involved, and shall be granted the following 925
rights: to be represented by counsel, to have counsel appointed 926
for the person if the person is unable to afford counsel without 927
undue hardship, to examine the evidence against the person, to 928
have access to all information relative to the complaint that is 929
in the possession or knowledge of the committee or the Office of 930
the Legislative Inspector General, to produce evidence and to 931
call and subpoena witnesses in the person's defense, to confront 932
the person's accusers, to cross-examine witnesses, to have a 933
stenographic record made of the hearing, to have the hearing 934
follow the rules of evidence applicable to the courts of this 935
state, and to have the hearing closed to the public. A person, 936
with the approval of the committee, may waive any or all of such 937
rights by executing a written waiver and filing it with the 938
committee. 939

(I) The chairperson of the committee and the executive 940
director and chief legal counsel of the Office of the 941
Legislative Inspector General may administer oaths, and the 942
committee or the investigation subcommittee appointed pursuant 943
to division (A) (1) of this section may issue subpoenas to any 944
person in the state compelling the attendance of witnesses and 945
the production of relevant papers, books, accounts, and records. 946
The committee or the investigation subcommittee shall issue 947
subpoenas to compel the attendance of witnesses and the 948
production of documents upon the request of an accused person. 949
Section 101.42 of the Revised Code shall govern the issuance of 950

such subpoenas insofar as applicable. Upon the refusal of any 951
person to obey a subpoena, be sworn, or answer as a witness, the 952
committee or the investigation subcommittee may apply to the 953
Court of Common Pleas of Franklin County under section 2705.03 954
of the Revised Code. The court shall hold proceedings in 955
accordance with Chapter 2705. of the Revised Code. The 956
committee, the Office of the Legislative Inspector General, or 957
the accused person may take the depositions of witnesses 958
residing within or without the state in the same manner as 959
prescribed by law for the taking of depositions in civil actions 960
in the court of common pleas. 961

(J) (1) All complaints, papers, records, affidavits, and 962
documents upon any complaint, inquiry, or investigation relating 963
to the proceedings of the committee shall be sealed and are 964
private and confidential, except as otherwise provided in this 965
section. The substance of any charges received by the committee 966
and of any request made by the committee for further 967
information, any information received by the committee, all 968
testimony and other evidence presented during a hearing, and all 969
committee discussions are private and confidential, except as 970
otherwise provided in this section. No person serving on or 971
employed in the service of the committee, or employee of the 972
Office of the Legislative Inspector General who staffs or 973
otherwise assists the committee or the Office of the Legislative 974
Inspector General employee who staffs the committee shall 975
divulge any of the following: 976

(a) Any matter concerning a complaint after it is filed 977
with the executive director of the Office of the Legislative 978
Inspector General; 979

(b) In the case of complaints initiated by the committee, 980

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|---|---|
| any matter concerning a complaint after the matter is under investigation by the committee, whether before or after a complaint is filed; | 981 982 983 |
| (c) Any other information that is made private and confidential by this section. | 984 985 |
| (2) The requirement of confidentiality set forth in division (I)(1) of this section includes without limitation divulging any matter to members or employees of the House or Senate or employees of any legislative agency who are not members of or assigned to the committee or to any employees of the Office of the Legislative Inspector General who are not assigned to staff the committee or do not assist any Office of the Legislative Inspector General employee assigned to staff the committee, but does not prevent any of the following: | 986 987 988 989 990 991 992 993 994 |
| (a) The issuance of a final report by the committee or any commentary upon the contents of the final report; | 995 996 |
| (b) Discussion of any complaint, request for an advisory opinion, charges presented to the committee, information related to a complaint, to an advisory opinion request, or to charges presented to the committee, proceedings of the committee, or other papers, records, affidavits, documents, or proceedings that are made private and confidential by this section between the members of the committee and any of the following: | 997 998 999 1000 1001 1002 1003 |
| (i) Any employees or staff of the committee; | 1004 |
| (ii) Any employees of the General Assembly assigned to serve the committee, and any employee who serves as legal counsel for a caucus of the General Assembly; | 1005 1006 1007 |
| (iii) Any employees of the Office of the Legislative Inspector General assigned to staff the committee; | 1008 1009 |

(iv) Any other persons employed by or assigned to serve the committee. 1010
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(c) The preparation of any documents necessary for the operation of the committee by employees of the General Assembly assigned to the committee chairperson, employees of the General Assembly assigned to staff the committee, or employees of the Office of the Legislative Inspector General who assist the Office of the Legislative Inspector General employee assigned to staff the committee, except that any confidentiality requirements of this section applicable to the members of the committee shall apply to the employees of the General Assembly, committee, or Office of the Legislative Inspector General who prepare those documents. 1012
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(K) If a complaint filed with the committee alleges a violation by a member of the committee, the member against whom the allegation is made shall not vote on the matter. The committee shall conduct no business concerning complaints unless a majority of its members are present. 1023
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(L) The committee shall deliver all notices and other documents by certified mail, return receipt requested, or by personal service. 1028
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(M) Within fourteen days after the final disposition of a complaint, either by dismissal or by referral to the appropriate prosecuting authority, the committee shall notify the complainant of the dismissal or referral by certified mail, return receipt requested, or by personal service. 1031
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SECTION 14. AMENDMENTS TO THE ETHICS CODE 1036

The Joint Legislative Ethics Committee may recommend amendments to this Code of Ethics at any time by proposing to 1037
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the General Assembly a concurrent resolution containing the 1039
desired amendments. 1040

SECTION 15. DISTRIBUTION OF ETHICS CODE 1041

Each member and employee of the General Assembly and each 1042
employee of any legislative agency shall be given a copy of this 1043
Code of Ethics within ten days after its adoption. 1044

SECTION 16. APPLICATION TO ~~132nd~~ 133rd GENERAL ASSEMBLY 1045

The Code of Ethics for the ~~131st~~ 132nd General Assembly 1046
shall be effective until the ~~132nd~~ 133rd General Assembly adopts 1047
the Code of Ethics for the ~~132nd~~ 133rd General Assembly. 1048