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# 📖 CHAPTER 209: ETHICS PROVISIONS

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## 📖 § 209.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**APPOINTEE.** A person appointed to a position in or with a state agency, regardless of whether the position is compensated.

(ILCS Ch. 5, Act 430, § 1-5)

**CAMPAIGN FOR ELECTIVE OFFICE.** Any activity in furtherance of an effort to influence the selection, nomination, election or appointment of any individual to any federal, state or local public office or office in a political organization, or the selection, nomination or election of Presidential or Vice-Presidential electors, but does not include activities:

- (1) Relating to the support or opposition of any executive, legislative or administrative action;
- (2) Relating to collective bargaining; or
- (3) That are otherwise in furtherance of the person's official duties.

**CANDIDATE.** A person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in § 1-3 of the Election Code, being ILCS Ch. 10, Act 5, § 1-3.

**COLLECTIVE BARGAINING.** The same meaning as that term is defined in § 3 of the Illinois Public Labor Relations Act, being ILCS Ch. 5, Act 315, § 3.

**COMPENSATED TIME.** With respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this chapter, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, **COMPENSATED TIME** includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

**COMPENSATORY TIME OFF.** Authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

**CONTRIBUTION.** The same meaning as that term is defined in § 9-1.4 of the Election Code, being ILCS Ch. 10, Act 5, § 9-1.4.

**EMPLOYEE.**

(1) Any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed;

(2) Any appointed or elected commissioner, trustee, director or board member of a board of a state agency, including any retirement system or investment board subject to the Illinois Pension Code; or

- (3) Any other appointee.

(ILCS Ch. 5, Act 430, § 1-5)

**EMPLOYER.** The City of Berwyn.

**GIFT.** Any gratuity, discount, entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value, including but not limited to cash, food and drink and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

**LEAVE OF ABSENCE.** Any period during which an employee does not receive:

- (1) Compensation for employment;
- (2) Service credit towards pension benefits; and
- (3) Health insurance benefits paid for by the employer.

**OFFICER.** A person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

**POLITICAL ACTIVITY.** Any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:

- (1) Relating to the support or opposition of any executive, legislative or administrative action;
- (2) Relating to collective bargaining; or
- (3) That are otherwise in furtherance of the person's official duties.

**POLITICAL ORGANIZATION.** A party, committee, association, fund or other organization, whether or not incorporated, that is required to file a statement of organization with the State Board of Elections or a county clerk under § 9-3 of the Election Code, being ILCS Ch. 10, Act 5, § 9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

**PROHIBITED POLITICAL ACTIVITY.**

- (1) Preparing for, organizing or participating in any political meeting, political rally, political demonstration or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing or receiving payment for tickets for any political fund raiser, political meeting or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate or proxy to a political

party convention.

(15) Participating in any recount or challenge to the outcome of any election.

***PROHIBITED SOURCE.*** Any person or entity who:

(1) Is seeking official action:

(a) By an officer; or

(b) By an employee, or by the officer or another employee directing that employee.

(2) Does business or seeks to do business:

(a) With the officer; or

(b) With an employee, or with the officer or another employee directing that employee.

(3) Conducts activities regulated:

(a) By the officer; or

(b) By an employee, or by the officer or another employee directing that employee.

(4) Has interests that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.

(Ord. 04-09, passed 4-13-2004)

## **§ 209.02 PROHIBITED POLITICAL ACTIVITIES.**

(A) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the city in connection with any prohibited political activity.

(B) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:

(1) As part of that officer or employee's duties;

(2) As a condition of employment; or

(3) During any compensated time off (such as holidays, vacation or personal time off).

(C) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(D) Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this chapter.

(E) No person either: (1) in a position that is subject to recognized merit principles of public employment; or (2) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

(Ord. 04-09, passed 4-13-2004)

### § 209.03 GIFT BAN.

Except as permitted by §§ [209.04](#) and [209.05](#), no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this section.

(Ord. 04-09, passed 4-13-2004)

### § 209.04 EXCEPTIONS.

(A) Section [209.03](#) is not applicable to the following:

(1) Opportunities, benefits and services that are available on the same conditions as for the general public;

(2) Anything for which the officer or employee, or his or her spouse or immediate family member pays the fair market value;

(3) Any contribution that is lawfully made under the Election Code; or activities associated with a fund-raising event in support of a political organization or candidate;

(4) Educational materials and missions;

(5) Travel expenses for a meeting to discuss business;

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great-aunt, great-uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather or grandmother of the individual's spouse and the individual's fiancé or fiancée;

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:

(a) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

(b) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

(c) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are either consumed on the premises from which they were purchased or prepared; or catered. For the purposes of this section, **CATERED** means food or refreshments that are purchased ready to consume which are delivered by any means;

(9) Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an

officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances;

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, ***INTRA-GOVERNMENTAL GIFT*** means any gift given to an officer or employee from another officer or employee, and ***INTER-GOVERNMENTAL GIFT*** means any gift given to an officer or employee by an officer or employee of another governmental entity;

(11) Bequests, inheritances and other transfers at death; and

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

(B) Each of the exceptions listed in this section is mutually exclusive and independent of every other.

(Ord. 04-09, passed 4-13-2004)

### **§ 209.05 DISPOSITION OF GIFTS.**

An officer or employee, his or her spouse or an immediate family member living with the officer or employee does not violate this chapter if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under § 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered or succeeded.

(Ord. 04-09, passed 4-13-2004)

### **§ 209.06 ETHICS ADVISOR.**

(A) The Mayor, with the advice and consent of the City Council, shall designate an Ethics Advisor. The duties of the Ethics Advisor may be delegated to an officer or employee of the city unless the position has been created as an office by the city.

(B) The Ethics Advisor shall provide guidance to the officers and employees of the city concerning the interpretation of and compliance with the provisions of this chapter and state ethics laws. The Ethics Advisor shall perform other duties as may be delegated by the City Council.

(Ord. 04-09, passed 4-13-2004)

## § 209.07 ETHICS COMMISSION.

(A) There is hereby created a commission to be known as the Ethics Commission. The Commission shall be comprised of three members appointed by the Mayor with the advice and consent of the City Council. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of the city. No more than two members of the Commission shall belong to the same political party at the time the appointments are made. Party affiliation shall be determined by affidavit of the person appointed.

(B) (1) At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two Commissioners shall serve two-year terms, and the third Commissioner shall serve a one-year term. Thereafter, all Commissioners shall be appointed to two-year terms. Commissioners may be reappointed to serve subsequent terms.

(2) At the first meeting of the Commission, the Commissioners shall choose a Chairperson from their number. Meetings shall be held at the call of the Chairperson or any two Commissioners. A quorum shall consist two Commissioners, and official action by the Commission shall require the affirmative vote of two members.

(C) The Mayor, with the advice and consent of the City Council, may remove a Commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the Commissioner by certified mail, return receipt requested, of a copy of the written charges against the Commissioner, and after providing an opportunity to be heard in person or by counsel upon not less than ten days' notice. Vacancies shall be filled in the same manner as original appointments.

(D) The Commission shall have the following powers and duties:

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers;

(2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with § [209.99\(C\)](#) and refer violations of § [209.02](#) or § [209.03](#) to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this chapter and not upon its own prerogative;

(3) To receive information from the public pertaining to its

investigations and to require additional information and documents from persons who may have violated the provisions of this chapter;

(4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the city to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge; and

(5) The powers and duties of the Commission are limited to matters clearly within the purview of this chapter.

(E) (1) Complaints alleging a violation of this chapter shall be filed with the Ethics Commission.

(2) Within three business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within three business days after receipt by the Commission. The notices to the respondent and the complainant shall also advise them of the date, time and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(3) (a) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this chapter, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act, being ILCS Ch. 5, Act 120, § 1. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within seven business days after receiving the complaint.

(b) If the complaint is deemed sufficient to allege a violation of § [209.03](#) and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made

public.

(c) If the complaint is deemed sufficient to allege a violation of § [209.02](#), then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(4) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(5) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either dismiss the complaint; or issue a recommendation for discipline to the alleged violator and to the Mayor or other officer having authority to discipline the officer or employee, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(6) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within seven business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within seven days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Mayor or other officer having authority to discipline the officer or employee or impose a fine upon the violator or both.

(7) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under division (E)(5) of this section within seven days after the complaint is filed, and during the seven days preceding that election, the Commission shall render the decision before the date of that election, if possible.

(8) The Commission may fine any person who intentionally violates any provision of § [209.03](#) in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this chapter in an amount of not less than \$1,001 and not more than

\$5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(9) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

(Ord. 04-09, passed 4-13-2004)

### **§ 209.08 REIMBURSEMENT OF EXPENSES.**

(A) For purposes of seeking reimbursement, the Mayor is entitled to submit receipts for expenses relating to executing his or her official duties and obligations and reimbursement of expenses shall be granted not to exceed \$7,500 per fiscal year.

(B) For purposes of seeking reimbursement, each Council member is entitled to submit receipts for expenses relating to executing his or her official duties and obligations and reimbursement of expenses shall be granted not to exceed \$4,500 per fiscal year.

(C) A request for reimbursement along with copies of receipts and cover sheet summarizing expenses shall be submitted directly to the Department of Finance for reimbursement and the Department of Finance will time stamp a copy of same upon the request of the person submitting the request for reimbursement.

(D) The Department of Finance shall issue payments to the Mayor and each Council member in the amount requested as long as copies of verifiable receipts are attached to each request for reimbursement limited, of course, by the maximum amount allowable under this section.

(E) Copies of all requests for reimbursement including copies of all receipts shall be made available to the public upon request and shall be made available to the Internal Revenue Service by each recipient of reimbursement payments.

(Ord. 05-56, passed 12-27-2005)

### **§ 209.99 PENALTY.**

(A) A person who intentionally violates any provision of § [209.02](#) may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than six months, and may be fined in an amount not to exceed \$2,500.

(B) A person who intentionally violates any provision of § [209.03](#) is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(C) Any person who intentionally makes a false report alleging a violation of any provision of this chapter to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than six months, and may be fined in an amount not to exceed \$2,500.

(D) (1) A violation of § [209.02](#) shall be prosecuted as a criminal offense by an attorney for the city by filing in the Circuit Court an information or sworn complaint, charging the offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

(2) A violation of § [209.03](#) may be prosecuted as a quasi-criminal offense by an attorney for the city, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(E) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of § [209.02](#) or § [209.03](#) is subject to discipline or discharge.

(Ord. 04-09, passed 4-13-2004)

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