

candidates who have not returned the fully completed Statement of Financial Disclosure form by March 1st. The County Attorney's Office will send a Letter of Non-Compliance to those persons.

(2) It shall be the duty of the office of the Judge Executive to send out to all persons required to file a Statement of Financial Disclosure Form, other than those persons who are required to file solely by reason of their candidacy for office, by May 15 of each year. The Statement of Financial Disclosure Form shall be returned to the Ethics Commission by July 1st of each year. The Ethics Commission shall inform the Judge Executive's Office of those persons who have not returned the fully completed Statement of Financial Disclosure Form by the deadline. The Ethics Commission shall make this notification to the Judge Executive's Office within thirty (30) days after the deadline has passed.

D. The Statement of Financial Disclosure shall be signed, dated and verified by the individual required in Section A above. Signing a fraudulent Statement of Financial Disclosures shall be a Class A misdemeanor.

E. All pay and benefits may be withheld until a non-complying individual is in compliance with the filing requirements. Candidates or members of immediate families of any person required to disclose in Section A above, who fail to comply with these filing requirements may be fined \$25.00 for each day they are in non-compliance, up to a maximum total civil fine of \$500.00.

F. A Statement of Financial Disclosure shall be subject to the law pertaining to open records. Those individuals who have timely filed his/her Statement of Financial Disclosure may be identified on the County's website.

G. The Statement of Financial Disclosure shall be submitted to the County Ethics Commission. Any person who fails or refuses to submit shall be guilty of a civil offense and may be subject to a civil fine to be imposed by the Ethics Commission in an amount not to exceed \$25.00 per day, up to a maximum total civil fine of \$500.00.

H. After review and acceptance by the Scott County Ethics Commission all Statements of Financial Disclosure will be filed annually with the Scott County Clerk's Office. This shall be done no later than December 31 of each year. The Scott County Clerk shall retain the forms for a minimum of four (4) years.

V

COUNTY ETHICS COMMISSION

A. The county ethics commission shall consist of five (5) members. The commission member selected as chairperson shall be a citizen member. The members shall be appointed by the county judge executive with the approval of the fiscal court. Members shall receive no