



*City of Arts & Innovation*

# Board of Ethics Memorandum

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**TO: BOARD OF ETHICS**

**DATE: MAY 4, 2023**

**FROM: CITY ATTORNEY'S OFFICE  
CITY CLERK'S OFFICE**

**WARDS: ALL**

**SUBJECT: FORMATION OF AD HOC COMMITTEE FOR REVIEW OF STANDING RULES  
AND HEARING RULES AND PROCEDURES**

**ISSUE:**

Form ad hoc committee for review of the Standing Rules and the Hearing Rules and Procedures of the Board of Ethics.

**RECOMMENDATION:**

That the Board of Ethics form an ad hoc committee to review and amend the Standing Rules and the Hearing Rules and Procedures.

**BACKGROUND/LEGISLATIVE HISTORY:**

Charter Section 804 provides that each board or commission may prescribe its own rules and regulations which shall be consistent with the Charter and copies of which shall be kept on file in the Office of the City Clerk where they shall be available for public inspection.

The Standing Rules of the Board of Ethics of the City of Riverside as attached, adopted October 6, 2016, set forth the powers, duties, and functions; number of members and term of office; compensation; procedures to fill vacancies; number and election of officers; meeting schedule; conduct of meetings; establishment of committees; annual report to the City Council; and process for amending the Standing Rules.

The Hearing Rules and Procedures of the Board of Ethics of the City of Riverside as attached, adopted on May 3, 2018, establish a uniform set of guidelines to be followed in a hearing on a complaint alleging a violation of Riverside Municipal Code Chapter 2.78.

The rules and procedures address disqualification of hearing panel members, assistance of legal counsel by parties, pre-hearing determinations, continuances, pre-hearing exchange of evidence, burden of proof, introduction of evidence, and chronology of the hearing.

**DISCUSSION:**

The Code of Ethics and Conduct was amended in its entirety by Ordinance No. 7632 adopted on April 11, 2023. The ordinance becomes effective 30 days after adoption. The adoption of the amended Code of Ethics and Conduct necessitates that the Board of Ethics revise their Standing Rules and the Hearing Rules and Procedures to be consistent with the revisions to the Riverside Municipal Code Chapters 2.78 and 2.80 to be effective May 11, 2023.

**FISCAL IMPACT:**

There is no fiscal impact associated with adoption of hearing rules and procedures.

Prepared by: Susan Wilson, Assistant City Attorney  
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Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Standing Rules
2. Hearing Rules and Procedures