

**Administrative Procedures for Policy #1740 (Administration) of the Board of Education  
Regarding Ethics: Ethics Panel**

- I. Definitions
  - A. All definitions are found in Administrative Procedure 1740.1 of the Board of Education Regarding Ethics – Definitions.
- II. Qualifications for Panel Members
  - A. The Ethics Panel will consist of three (3) members appointed by a majority vote of the Board of Education. Members must be residents of and eligible to vote in Calvert County. An Ethics Panel member shall not:
    1. Be an incumbent member of the Board of Education;
    2. Be an employee of Calvert County Public Schools; or
    3. Be a student of CCPS.
- III. Terms of Office
  - A. Panel members shall serve five-year terms.
  - B. A Panel member may serve until a successor is appointed and qualifies.
  - C. A Panel member may be reappointed.
- IV. Administration of the Ethics Panel
  - A. The Board of Education Attorney shall assist the Panel in carrying out its duties.
  - B. If a conflict of interest prevents the Board Attorney from assisting the Panel in a specific matter:
    1. The Panel shall identify other counsel to assist the Panel in the matter; and
    2. The Board of Education shall provide sufficient funds to hire counsel.
- V. Role of the Ethics Panel
  - A. The Panel is the advisory body responsible for interpreting this ethics policy and procedures and advising persons subject to this policy regarding its application.
  - B. The Panel, assisted by the Superintendent or designee, shall be the custodian of all forms submitted by any person under this policy and procedures.
  - C. Any official, employee or other person subject to this policy and procedures may request an advisory opinion from the Panel concerning the application of this policy and procedures.

- D. The Panel shall respond promptly to a request for an advisory opinion and shall provide interpretations of this policy and procedures within 60 days of the request based on the facts provided or reasonably available to the Panel.
- E. In accordance with applicable State laws regarding public records, the Panel shall publish or otherwise make available to the public copies of the advisory opinions with the identities of the subjects deleted.
- F. Complaints
  - 1. Any person may file a complaint with the Panel alleging a violation of this policy and procedures.
  - 2. A complaint shall be in writing under oath.
  - 3. The Panel may refer a complaint to the Board Attorney or other legal counsel, if appropriate, for investigation and review.
  - 4. If the Panel determines that there are insufficient facts upon which to base a determination of a violation, the Panel shall recommend to the Board of Education that the complaint be dismissed.
  - 5. If there is a reasonable basis for believing a violation has occurred, the subject of the complaint shall be given an opportunity for a hearing conducted by the Panel in accordance with the applicable Board of Education policy and procedures.
  - 6. A respondent may propose a settlement or resolution to the Panel before a hearing.
    - a. If the Panel determines that the proposed settlement or resolution is consistent with the purposes of this policy and procedures, the Panel shall recommend that the Board accept the proposed settlement or resolution.
    - b. If the Board concurs with the recommendation of the Panel, the Board shall accept the proposed settlement or resolution.
  - 7. The Panel's findings of violation resulting from the hearing shall include findings of fact and conclusions of law.
  - 8. The Panel shall report its findings and recommendations for action to the Board.
  - 9. If the Board concurs with the finding(s) of a violation(s) and recommendations of the Panel, the Board may take enforcement action consistent with section VI below.
  - 10. The Board may dismiss a complaint:
    - a. On the recommendation of the Panel; or
    - b. If the Board disagrees with a finding of a violation by the Panel.
  - 11. After a complaint is filed and until a final determination by the Board, all actions regarding a complaint are confidential.

12. Concurrence by the Board with a finding of a violation by the Panel is public information.

VI. Sanctions

- A. If the Board determines that there was a violation of CCPS Policy #1740 or any of the accompanying Administrative Procedures, the Board may institute discipline, personnel action, termination, removal from office or pursue other sanctions as consistent with the Annotated Code of Maryland, and/or CCPS policies and procedures.