

Standards of Conduct for Appointees

Section 3: Reporting Requirements

The Reporting Requirements will be managed through an internal review process defined by the Ethics and Oversight Committee and will be strictly enforced.

Lake County hereby requires the unit of local government or agency to which the County Board Chair nominates and the County Board confirms a majority of member appointments to provide the following information to the County Board Office annually for the most recently completed fiscal year within 30 days of receipt of their audit, or if no audit is required by December 31, or upon written request of the Lake County Board Chair:

- Proof of required insurance bonds for all office holders
- Annual Audit
- Annual tax levy or assessment, whichever is applicable

The following shall be posted on the unit of government's webpage in compliance with the Open Meetings Act:

- Annual audit, including internal controls and management letters
- Adopted appropriation or budget for the current fiscal year and previous four years
- Meeting agendas and minutes for at least one year (*Note: meeting agendas shall be posted no less than 2 days prior to the meeting date with relevant attachments and materials included*), including material that is given to board/commission members in preparation for the meetings, which include:
 - Monthly expenditures with appropriate detail and documentation
 - Capital plans and projects
 - Contracts
 - Monthly reports
 - Materials related to a referendum
- Any additional attachments provided during meetings need to be posted to the website within 1 week of the meeting date.

Appointees shall provide any pertinent additional information requested by the Lake County Board Chair or their designee. Willful failure to provide information required by these Reporting Requirements may result in an appointee's removal and/or delay in appointments and/or reappointments.