

Town of North Hempstead Board of Ethics Financial Disclosure Form Review Procedures

The Town of North Hempstead Board of Ethics (the “Board”) hereby adopts the following procedures to govern the review of the Annual Statement of Financial Disclosure Forms filed pursuant to Chapter 16A of the Town Code of the Town of North Hempstead (the “Ethics Code”).

- A. Any person required to file a Town of North Hempstead Annual Statement of Financial Disclosure (the “Annual Statement”) must submit the completed form to the Office of the Town Attorney (the “Town Attorney”), as Counsel to the Board, on or prior to the final submission date for the Annual Statement as stated in the Town Code or by the Board.
- B. Upon receipt of the Annual Statements, the Town Attorney shall undertake an initial review of each form to determine that every question on the form has been answered and that each form has been signed and dated. Where a question has not been answered, or a form has not been signed or dated, the Town Attorney shall contact the reporting individual and request that the missing response, signature or date be provided. The Town Attorney shall have ten (10) days from the final submission date within which to complete the initial review of the Annual Statements.
- C. Within five (5) days after the Town Attorney has completed its initial review of the Annual Statements at least two (2) members of the Board shall meet to review the substance of the Annual Statements. Each Annual Statement shall be reviewed by two Board members. The Board members may make such comments and/or ask such questions as they deem appropriate to conduct a thorough review of an Annual Statement. The Board may adjourn and continue its review of the Annual Statements at a subsequent meeting, provided that the Board’s review of all Annual Statements must be completed within thirty (30) days of the first scheduled meeting held for such review.
- D. Once the Board has completed its review of the Annual Statements, the Town Attorney shall review any Annual Statement on which the Board has made comments or asked questions. The Town Attorney in each instance shall determine whether clarification or additional information is needed from the reporting individual.
- E. Where the Town Attorney determines that, based on the Board’s review and comments, clarification or additional information for an Annual Statement is needed the Town Attorney shall request such clarification or additional information from the reporting individual. Where the Board’s comments concern the absence of an address for an institutional lender or governmental entity, no further clarification of the Annual Statement is needed. The reporting individual shall have ten (10) days within which to provide the requested information.
- F. The determination of whether a reporting individual’s response to a request for clarification or additional information is sufficient shall be made by the Town Attorney. Where the clarification or additional information is deemed sufficient, the revised Annual Statement shall be filed along with the Annual Statements for that year, unless otherwise directed by the Board.
- G. No meeting of members of the Board to review Annual Statements shall be considered a “meeting” for purposes of the New York Public Officers Law.