



# Wisconsin Ethics Commission

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## GUIDELINE POLICY

Adopted on October 13, 2020

This policy applies only to Commission guidelines. Guidelines must be written in plain language with appropriate citations included via footnote. Proposed guidelines must be published for public comment no later than two weeks before all other meeting materials are publicly available. The Commission Administrator can request a shorter public comment period if there is good cause for the shorter period. The request must be approved by the Chair and Vice Chair. Comments received will be provided to the Commission. The comment period will apply to any new guideline or any existing guideline that staff believes needs revision.

Adopted guidelines will be posted and remain on the Commission's website. The public is free to comment on these guidelines at any time after adoption. In response to public comment, staff can correct typographical errors and other technical errors. Any comment that, if addressed, would change the substance of a guideline must be presented to the Commission for consideration. Upon receipt of the comment, staff will prepare a meeting memo addressing the comment for consideration at the next Commission meeting. If the staff believes that a guideline will be revised by the Commission based on the comment, staff will prepare a proposed revised version. The proposed revised guideline will be posted for additional public comment no later than two weeks prior to the publication of other materials for the next meeting unless a shorter time is approved by the Chair and Vice Chair. If staff does not anticipate the Commission will revise the guideline, no revision will be prepared. The comment will be added to the agenda for the next meeting for Commission consideration and direction.

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*Wisconsin Ethics Commissioners*

Paul Connell | Mac Davis | David R. Halbrooks | Scot Ross | Pat Strachota | Timothy Van Akkeren

*Administrator*

Daniel A. Carlton, Jr.