

**Sec. 1-2-360. Duties and responsibilities of the commission.**

The Commission shall have responsibility for the impartial and effective administration and implementation of the provisions of the County Campaign Reform Ordinance, Lobbyist Registration and Reporting Ordinance, the Gift Ban Ordinance and Sections 6 and 9 of the Code of Ethics. The Commission shall be a "legislative body" within the meaning of Government Code Section 54952, subdivision (b). All meetings of the Commission shall be open and public in accordance with Government Code section 54953. Specifically, the Commission shall have the following duties, powers, and responsibilities:

- (a) Notwithstanding anything herein to the contrary, the Commission shall only have jurisdiction over alleged violations by a person of the County Campaign Reform Ordinance, the Lobbyist Registration and Reporting Ordinance, the Gift Ban Ordinance and Sections 6 and 9 of the Code of Ethics.
- (b) The Commission shall serve as the appellate body for Statement of Decisions as described in section 1-2-362 of this article.
- (c) The Commission shall review the Executive Director's quarterly reports of activity before submission to the Board of Supervisors.
- (d) The Commission shall review the Executive Director's annual training program and manual before submission to the Board of Supervisors.
- (e) The Chair of the Commission shall prepare an annual report summarizing Commission activities. This report shall be reviewed and approved by a majority vote of the Commission and presented to Board of Supervisors as an agenda item at a regularly scheduled Board meeting.
- (f) A Commissioner shall not initiate, permit, or consider ex parte communications, that is, any communications to or from the Commissioner outside the presence of the parties concerning a pending or impending investigation, enforcement proceeding, or appeal, and shall make reasonable efforts to avoid such communications.

(Ord. No. 16-004 , § 2, 6-7-16)