



# Memo

**From:** Rex Facer  
*Head, Local Government Unit*

**To:** Augusta Charter Review Committee

January 26, 2026

## Progress Update

You have made significant progress on your work. I wanted to take the opportunity to highlight some of the significant decisions you all have made as we are working to put together the revised Charter document for the consolidated government of Augusta, Georgia. This summary does not include your motions to strike substantial portions of the charter that are either duplicative of state law or issues that should be dealt with in ordinance. We are also going back through all of the meetings to make sure we have not missed any of the issues. If you note something is missing, please reach out to me.

<b>Text</b>	<b>Date of Motion</b>	<b>Motion</b>	<b>Status</b>	<b>Vote</b>
1	October 2, 2025	Managerial Authority Over Department Heads	Approve	Unanimous
2	October 2, 2025	Powers and Duties of Mayor	Approve	Unanimous
3	November 13, 2025	Qualifications of the City Manager	Approve	Yes (6), No (5)
4	November 13, 2025	Charter Review Committee (Every 7 Years)	Approve	Unanimous
5	November 13, 2025	Powers and Duties of Manager	Approve	Yes (9), No (2)
6	November 13, 2025	Mayoral Candidates for Manager (With Commission Approval of 6)	Approve	Yes (9), No (2)
7	November 13, 2025	Removal of Manager by 6 Votes	Approve	Yes (9), No (2)
8	November 13, 2025	Acting City Manager	Approve	Unanimous



9	November 13, 2025	Budget Presentation and Approval Dates	Approve	Yes (10), No (1)
10	December 4, 2025	Powers and Duties of Mayor	Approve	Yes (10), No (0)
11	December 4, 2025	Powers and Duties of Commission	Approve	Yes (10), No (0)
12	December 4, 2025	Commission Voting Language	Approve	Yes (10), No (0)
13	December 4, 2025	Capital Budget Adoption	Approve	Yes (10), No (0)
14	December 4, 2025	Internal Audit Language	Approve	Yes (10), No (0)
15	December 4, 2025	Ethics Language	Approve	Yes (10), No (0)

Below, I highlight the language that you adopted for each of these items. Note, that as we are compiling these into the revised Charter there may be some technical cleanup for consistency and clarity. We will bring those issues back to the Charter Review Committee, together with all of the language for your final review and approval.

### **1. Managerial Authority Over Department Heads**

The County Manager shall report directly to the Commission, which includes the mayor, and be granted the authority to appoint and remove department heads. All appointments and removals must comply with established human resource policies, performance standards, and any procedural frameworks adopted by ordinance or resolution.

### **2. Powers and Duties of the Mayor**

The mayor shall have the power and duties to be the official spokesperson for the consolidated government and its chief advocate of policy, and to see that the ordinances, resolutions, and regulation of the Council and laws of this state, subject to enforcement by the Mayor or by Officers subject to the Mayor's direction and supervision, are faithfully executed and enforced.

### **3. Qualifications of the City Manager**

The minimal qualifications for a City Manager shall be a master's degree in public administration, public affairs or business, four years of experience in an appointed managerial or administrative position in local government and be credentialed by a nationally recognized credentialing body. Must be in progress and complete within 6 months.



#### **4. Charter Review Committee**

For the purpose of undertaking a comprehensive review of this charter, a charter review committee comprised of a cross section of non-elected citizens shall be established by resolution of the board of commissioners no later than January 2033. The charter review committee shall be convened thereafter either (a) within seven years following the effective date of any amendments to the Charter, or (b) within seven years after the conclusion of the most recent Charter Review Committee if no amendments were adopted. The purpose of the Charter Review Committee shall be to examine the provisions of this Charter and to recommend such amendments, revisions, or modifications as it may deem necessary or appropriate to ensure the continued effective governance of the City. Upon completion of its review, the Committee shall submit a written report of its findings and recommendations to the board of commissioners, the mayor, and the Augusta legislative delegation for their consideration and appropriate action.

#### **5. Powers and Duties of the City Manager**

The city manager shall be the chief executive and administrative officer of the city. The manager shall be responsible to the commission for the administration of all city affairs placed in the manager's charge by or under this charter. As the chief executive and administrative officer, the manager shall:

- (a) appoint and, when the manager deems it necessary for the good of the city, suspend or remove all city employees and administrative officers the manager appoints, except as otherwise provided by law or personnel ordinances adopted pursuant to this charter. The manager may authorize any administrative officer who is subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;
- (b) direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this charter or by law;
- (c) attend all commission meetings except for closed meetings held for the purposes of deliberating on the appointment, discipline or removal of the city manager and have the right to take part in discussion but not vote;
- (d) see that all laws, provisions of this charter, and acts of the commission, subject to enforcement by the manager or by officers subject to the manager's direction and supervision, are faithfully executed;
- (e) prepare and submit the annual operating budget and capital budget to the commission;
- (f) submit to the commission and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year;
- (g) make such other reports as the commission may require concerning the operations of city departments, offices and agencies subject to the manager's direction and supervision;
- (h) keep the commission fully advised as to the financial condition and future needs of the city, and make such recommendations to the commission concerning the affairs of the city as the manager deems desirable; and



(i) perform other such duties as are specified in this charter or as may be required by the commission.

## **6. Mayoral Candidates for Manager**

The Mayor shall present up to three candidates for the Manager to be hired with appointment of six or more Commission votes.

## **7. Removal of City Manager**

The city manager is employed at will and may be summarily removed from office at any time by six or more Commission votes.

## **8. Acting City Manager**

By letter filed with the city clerk, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability; the commission may revoke such designation at any time and appoint another officer of the city to serve until the city manager returns.

## **9. Annual Budget Timeline**

The proposed annual Budget for the following fiscal year shall be presented to the full Commission at a meeting of the 9<sup>th</sup> month of the fiscal year and adopted or modified as needed at a meeting in the 11<sup>th</sup> month following the beginning of the fiscal year. Public meetings will be held prior to adoption.

## **10. Powers and Duties of the Mayor**

The mayor shall:

- (a) preside at all meetings of the commission;
- (b) be the head of the city for the purpose of service of process and for ceremonial purposes, and be the official spokesperson for the city and the chief advocate of policy;
- (c) have power to administer oaths and to take affidavits;
- (d) sign as a matter of course on behalf of the city all written and approved contracts, ordinances and other instruments executed by the city which by law are required to be in writing;
- (e) vote on matters before the commission and be counted toward a quorum as any other member of the commission; and
- (f) fulfill such other executive and administrative duties as the commission shall by ordinance establish.



## **11. Powers and Duties of the Commission**

(a) Except as otherwise provided by law or this charter, the commission shall be vested with all the powers of government of this city.

(b) In addition to all other powers conferred upon it by law, the commission shall have the authority to adopt and provide for the execution of such ordinances, resolutions, rules, and regulations, not inconsistent with this charter and the Constitution and the laws of the State of Georgia, which it shall deem necessary, expedient, or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, prosperity, or well-being of the inhabitants of the Augusta, Georgia and may enforce such ordinances by imposing penalties for violation thereof.

## **12. Commission Voting Language**

No member of the commission shall abstain from voting on any matter properly brought before the commission for official action except when such member of the commission has a conflict of interest which is disclosed in writing prior to or at the meeting and made a part of the minutes. Any member of the commission present and eligible to vote on a matter and refusing to do so for any reason other than a properly disclosed and recorded conflict of interest shall be deemed to have acquiesced or concurred with the members of the majority who did vote on the question involved.

## **13. Capital Budget Language**

To be presented and adopted at the same time as the general budget.

## **14. Audit Oversight Committee and Internal Auditor Charter Language**

### **Audit Oversight Committee**

1. To ensure independence of the audit function, an audit oversight committee is hereby established. The audit oversight committee shall consist of five voting members; the mayor, the Mayor-Pro-Tem, and the Chair of the Commission's Finance Committee, and two at-large members, who shall be appointed by the governing body. The two at-large members shall be residents of Augusta with expertise in finance and management, preferably performance auditing as well as financial auditing. Of the at-large members, one member shall be appointed for a term expiring on January 31, 2028; one member shall be appointed for a term expiring on January 31 of the following year. Thereafter, members shall be appointed for three-year terms. The two at-large members are limited to two full consecutive terms, with one year intervening before they become eligible for reappointment.

2. The audit oversight committee shall consult with the Internal Auditor regarding technical issues and work to assure maximum coordination between work of the Internal Auditor's office and the accounting firm conducting the annual financial audit.



3. The audit oversight committee shall meet as needed to perform its duties but shall not meet less than once quarterly and shall be responsible for:
- Reviewing the Internal Auditor’s audit plan annually and submitting a proposed Internal Auditor’s Office budget annually to the Augusta Commission
  - Performing regular evaluations of the audit function and making recommendations for the Internal Auditor’s salary and staffing; reporting results to the Augusta Commission;
  - Providing suggestions and comments for the annual audit plan;
  - Ensuring that audit reports are transmitted to the Commission and to the public;
  - Monitoring follow-up on reported findings to assure corrective action is taken by management;
  - Reporting to the commission on problems or problem areas at such times as deemed appropriate;
  - Conducting or overseeing the requests for proposal and selection process for the firm conducting the annual financial statement audits; ranking and recommending in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. If fewer than three firms respond to the RFP, the committee shall recommend such firms as it deems to be the most highly qualified. The selection of a certified public accounting firm for the annual financial audit must be approved by the Commission. Evaluating the firm providing annual financial statement auditing services and providing oversight of those services, including ensuring transmission of reports and follow up on corrective action by management;
  - Evaluating the findings and recommendations of the peer review as required by Government Auditing Standards;
  - Consulting with the Internal Auditor regarding technical issues with the external audit firm, and working to assure maximum coordination between work of the Internal Auditor’s Office and contracted audit efforts and other consulting engagements;
  - Maintaining the confidentiality of personnel matters while taking responsibility for appropriate disclosure to the legislature or to the public;
  - At least annually, meeting separately with the mayor or designee, Internal Auditor, the chief financial officer or designee, and the audit firm, to evaluate the condition of the entity’s controls, systems and risk, and performance of the audit firm. The audit oversight committee should also discuss other matters the firm, the auditors, or staff desires or is required to bring to the committee’s attention such as fraud, illegal acts, and financial and control weaknesses.
4. The audit oversight committee and the Internal Auditor shall have the authority to hire outside experts, including legal counsel, when necessary.
5. Sufficient resources shall be provided to enable the audit oversight committee to carry out these responsibilities.

### **Organizational Independence – Establishment of the Audit Function**



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The Office of Internal Auditor is hereby established. The Augusta Internal Auditor shall be designated through appointment by a majority vote of the commission.

The Internal Auditor shall serve a minimum term of 2 years, unless removed for cause by a vote of at least 6 members of the commission. The Internal Auditor may be reappointed by a majority vote of the commission at the end of the term of office.

### **Nonpartisanship**

The position of Internal Auditor shall be nonpartisan.

### **Qualifications - Competent Leadership**

The Internal Auditor shall possess adequate professional proficiency for the job and be the most highly qualified to perform the required services.

Professional proficiency can be demonstrated by relevant certifications such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA) or an advanced degree and at least five (5) years of experience in government auditing, evaluation, or analysis. The Internal Auditor shall have a bachelor's degree in public policy, accounting, business administration, economics or a related field.

### **Compensation**

The Internal Auditor shall be an employee of the Augusta Commission with compensation at a level consistent with the other department directors. Experience, performance, certifications, and advanced degrees may be taken into account in determining compensation. The Internal Auditor's salary shall be set by the commission and reviewed annually.

Sufficient funds shall be proposed and approved to carry out the responsibilities specified herein. The Internal Auditor's budget shall be submitted to the governing body directly by the Audit Oversight Committee independent of management.

### **Appointment of Employees**

The Internal Auditor shall have the power to appoint, employ, and remove such assistants, employees, and personnel as deemed necessary, consistent with Augusta's personnel policy and the department's budget, for the efficient and effective administration of the affairs of the office and to prescribe their duties, scope of authority, and qualifications.

### **Professional Development**

Sufficient resources shall be made available to the Internal Auditor and staff to ensure appropriate professional development, continuing professional education and compliance with applicable professional standards, licensure and/or professional certification requirements.



## **Powers and Duties**

### **Scope of Audits**

The Internal Auditor shall have authority to conduct financial and performance audits of all departments, offices, boards, activities, agencies and programs of Augusta, Georgia in order to independently and objectively determine whether:

1. Activities and programs being implemented have been authorized by the Augusta Charter or ordinance, Georgia law, or applicable federal law or regulations, and are being conducted and funds expended in compliance with applicable laws;
2. The department, office, or agency is acquiring, managing, protecting, and using its resources, including public funds, personnel, property, equipment, and space, economically, efficiently, equitably, and effectively and in a manner consistent with the objectives intended by the authorizing entity or enabling legislation;
3. The entity, programs, activities, functions, or policies are effective, including the identification of any causes of inefficiencies or uneconomical practices;
4. The desired result or benefits are being achieved;
5. Financial and other reports are being provided that disclose fairly, accurately, and fully all information required by law, to ascertain the nature and scope of programs and activities, and to establish a proper basis for evaluating the programs and activities including the collection of, accounting for, and depositing of, revenues and other resources;
6. Management has established adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls; and
7. Indications of fraud, abuse, or illegal acts are valid and need further investigation.

### **Standards**

Audits shall be conducted in accordance with the Government Auditing Standards issued by the Comptroller General of the United States.

### **Annual Audit Plan**

The Internal Auditor shall provide the Audit Oversight Committee an annual audit plan by the beginning of each fiscal year. The annual audit plan should include the proposed audits, identify potential audit objectives or the general nature of the audits, and may identify potential audits for following fiscal years. The annual audit plan may be amended after review with the audit oversight committee, but the Internal Auditor shall have final authority to select the audits planned. The Internal Auditor may modify the annual audit plan as necessary during the fiscal year and will notify the audit oversight committee of such modifications.



### **Access to Employees, Records and Property**

All officers and employees of Augusta shall provide to the Internal Auditor unrestricted access to employees, information and records (including electronic data) within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts, and methods of business required to conduct an audit or otherwise perform audit duties. In addition, they shall provide access for the Internal Auditor to inspect all property, equipment, and facilities within their custody. If such officers or employees fail to produce the aforementioned access and/or information, the Internal Auditor may initiate a search to be made and exhibits to be taken from any book, paper, or record of any such official or employee, or outside contractor or subcontractor, except as governed by statute. Further, all contracts with outside contractors and subcontractors shall contain a “right-to-audit” clause and provide for 5 Internal Auditor access to the contractor’s employees and to all financial and performance related records, property, and equipment purchased in whole or in part with governmental funds.

### **Auditee Response**

A final draft of the audit report will be forwarded to the audited agency and the chief executive officer to obtain the view of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions prior to its release. The agency must respond in writing, specifying (i) agreement with audit findings and recommendations or reasons for disagreement with findings and/or recommendations; (ii) plans for implementing solutions to issues identified; (iii) a timetable to complete such activities. The response must be forwarded to the Internal Auditor within 30 days. The Internal Auditor will review and report on information included in the agency’s response. If no response is received, the Internal Auditor will note that fact in the transmittal letter and will release the audit report.

### **Audit Reports**

Each audit will result in a report, written or in some other retrievable form. The report shall contain relevant background information and findings and recommendations, and shall communicate results to the audit oversight committee, the commission, management and the public. Some information may be protected by state or federal law, and therefore not disclosed by the Internal Auditor.

### **Report of Irregularities**

If, during an audit, the Internal Auditor becomes aware of abuse or potential illegal acts or indications of such acts that could affect the governmental entity, the Internal Auditor shall report the irregularities to the audit oversight committee, the chief executive officer, legal counsel or the commission. If it appears that the irregularity is criminal in nature, the Internal Auditor shall notify the chief prosecuting authority in addition to those officials previously cited.



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### **Annual Report**

The Internal Auditor shall submit an annual report to the commission indicating audits completed, major findings, corrective actions taken by administrative managers, and significant issues which have not been fully addressed by management.

### **Audit Follow-up**

The Internal Auditor shall follow up on audit recommendations as practical to determine if corrective action has been taken. The Internal Auditor may request periodic status reports from audited entities regarding actions taken to address reported deficiencies and audit recommendations.

### **Contract Auditors, Consultants and Experts**

The Internal Auditor may obtain the services of Certified Public Accountants, qualified management consultants, or other professional experts necessary to perform the Office's work, including obtaining funding for outside legal counsel should the Internal Auditor identify a conflict of interest or threat to audit independence. An audit that is performed by contract must be conducted by persons who have no financial interests in the affairs of the consolidated government or its elected or appointed officers. The Internal Auditor will coordinate and monitor all auditing performed by certified public accounting firms or other organizations employed under contract by Augusta to assist with audit related activities. Contracting for the external audit will follow Augusta's normal contracting processes except for the participation and oversight by the Audit Oversight Committee.

### **Peer Reviews**

The audit activities of the Internal Auditor's office shall be subject to a peer review in accordance with the Government Auditing Standards by a professional, nonpartisan objective group. A copy of the written report of this independent review shall be provided to each member of the Commission.

The peer review will use Government Auditing Standards to evaluate the quality of the audit effort and reporting. Specific quality review areas shall include staff qualifications, adequacy of planning and supervision, sufficiency of work paper preparation and evidence, and the adequacy of systems for reviewing internal controls, fraud and abuse, program compliance, and automated systems. The peer review will also assess the content, presentation, form, timelines, and distribution of audit reports. The Augusta Commission shall provide funding in the Internal Auditor's budget to pay for the costs of the peer review.



## 15. Ethics Language

### Purpose and Scope

In order to promote integrity, public trust, and transparent governance, all elected officials, appointed officers, and employees of the consolidated government shall adhere to and be subject to the following ethical and financial standards.

### Conflicts of Interest

(a) Elected and appointed officers of the consolidated government are trustees and servants of the residents of the consolidated government and shall act in a fiduciary capacity for the benefit of such residents.

(b) Conflict of Interest - No elected official, appointed officer, or employee of the consolidated government or any agency or political entity to which this charter applies shall knowingly:

- (1) Engage in any business or transaction, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of that person's official duties, or which would tend to impair the independence of the official's judgment or action in the performance of those official duties;
- (2) Engage in or accept private employment, or render services for private interests when such employment or service is incompatible with the proper discharge of that person's official duties or would tend to impair the independence of the official's judgment or action in the performance of those official duties;
- (3) Disclose confidential information, including information obtained at meetings which are closed pursuant to Title 50, chapter 14 of the Official Code of Georgia Annotated, concerning the property, government, or affairs of the governmental body by which the official is engaged without proper legal authorization; or use such information to advance the financial or other private interest of the official or others;
- (4) Accept any valuable gift, whether in the form of service, loan, thing, or promise, from any person, firm or corporation which to the official's knowledge is interested, directly or indirectly, in any manner whatsoever, in business dealings with the governmental body by which the official is engaged; provided, however, that an elected official who is a candidate for public office may accept campaign contributions and services in connection with any such campaign;
- (5) Represent other private interests in any action or proceeding against this consolidated government or any portion of its government; or



(6) Vote or otherwise participate in the negotiation or in the making of any contract with any business or entity in which the official has a financial interest.

(c) Disclosure - Any elected official, appointed officer, or employee of any agency or political entity to which this charter applies who shall have any financial interest, directly or indirectly, in any contract or matter pending before or within such entity shall disclose such interest to the consolidated government Commission. The mayor or any commissioner who has a financial interest in any matter pending before the commission shall disclose such interest and such disclosure shall be entered on the records of the Commission, and that official shall disqualify himself or herself from participating in any decision or vote relating thereto.

(d) Use of Public Property - No elected official, appointed officer, or employee of the consolidated government or any agency or entity to which this charter applies shall use property owned by such governmental entity for personal benefit or profit but shall use such property only in their capacity as an elected official, appointed officer, or employee of the consolidated government.

(e) Contracts Voidable and Rescindable - Any violation of this section which occurs with the knowledge, express or implied, of a party to a contract or sale shall render said contract or sale voidable at the option of the Commission.

(f) Ineligibility of Elected Official - Except where authorized by law, neither the mayor nor any commissioner shall hold any other elective or appointive office in the consolidated government or otherwise be employed by said government or any agency thereof during the term for which that official was elected. No former mayor and no former commissioner shall hold any appointive office in the consolidated government until one year after the expiration of the term for which that official was elected.

(g) Political Activities of Certain Officers and Employees - No appointive officer of the consolidated government shall continue in such employment upon qualifying as a candidate for nomination or election to any public office. No employee of the consolidated government shall continue in such employment upon qualifying for or election to any public office in this consolidated government or any other public office which is inconsistent, incompatible or in conflict with the duties of the consolidated government employee. Such determination shall be made by the Commission either immediately upon election or at any time such conflict may arise.

(h) Penalties for Violation

(1) Any elected official, appointed officer, or employee who knowingly conceals such financial interest or knowingly violates any of the requirements of this section shall be guilty of malfeasance in office or position and shall be deemed to have forfeited that person's office or position.



(2) Any elected official, appointed officer, or employee of the consolidated government who shall forfeit an office or position as described in paragraph (1) above, shall be ineligible for appointment or election to or employment in a position in the consolidated government for a period of three years thereafter.

### **Ethics in hiring, contracting and procurement**

(a) All hiring and personnel decisions shall be conducted in accordance with the highest ethical standards and in compliance with applicable federal, state, and local laws.

(b) No member of the Ethics Board, Commission, official, or employee of the consolidated government shall participate in, influence, or attempt to influence the hiring, promotion, or employment-related decisions involving any individual with whom they have a familial, personal, or financial relationship that may reasonably be perceived as a conflict of interest.

(c) The Commission shall adopt one or more ordinances establishing:

(1) policies to prevent nepotism in the hiring and supervision of employees by individuals with familial or close personal relationships;

(2) best practices and policies for procurement, contracting, and the appointments of members to boards and authorities;

(3) the obligation of commissioners to recuse themselves from voting on any of the above-described matters and to disclose the basis of such recusal.

(d) Any alleged violation of any such ordinances shall be investigated as provided in Section [insert section number].

### **Reporting of alleged violations**

The Commission shall create a portal on its website or create another mechanism for the anonymous reporting of an alleged violation of this Article or any ordinance relating to the ethical obligations of any elected official, appointed officer, or employee. Employees of the consolidated government shall have the same job protections for reporting any such violations as afforded employees reporting violations under federal and state “whistleblower” statutes.



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## **Meeting participation**

Attendance at Commission and committee meetings by the Commission is necessary for the effective operation of the consolidated government. Members of the Commission are expected to attend and remain present for the full duration of all Commission and committee meetings. The Commission shall adopt a policy outlining its responsibilities regarding meeting attendance. Any breach of this policy shall be subject to investigation in accordance with the procedures set forth in Section [insert section number].

## **BOARD OF ETHICS**

### **Membership**

There is hereby established an independent Board of Ethics which shall consist of eleven (11) members; and shall be appointed as follows: one (1) member shall be appointed by the mayor and one (1) by each commissioner representing each of the ten districts. All members shall be residents of the consolidated government for at least one year immediately preceding the date of taking office and shall remain a resident while serving on the Board.

### **Term**

All members of the Board of Ethics shall serve a two-year term and may be reappointed for one additional consecutive term of two years. No member shall serve more than two consecutive terms. A member's term shall automatically expire upon the conclusion of the term of the person who appointed them.

### **Support and Research**

The members of the Board of Ethics shall serve without compensation, the Commission shall provide meeting space for the Board of Ethics and, subject to budgetary procedures and requirements of the consolidated government, such supplies and equipment as may be reasonably necessary for the board to perform its duties and responsibilities shall be provided.

### **Vacancies**

In the event a vacancy arises in the membership, the mayor or commissioner who originally appointed the member shall appoint a qualified successor within thirty (30) calendar days from the date the vacancy occurs. If the mayor or commissioner fails to make such appointment within the prescribed time period, the remaining members of the Commission shall, by majority vote, appoint an individual to fill the vacancy at the next regularly scheduled Commission meeting.



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## **Qualifications**

No person shall serve as a member of the Board of Ethics who is currently serving as an elected official, is a candidate for office, or is an officer or employee of the consolidated government.

## **Removal of Board Members**

Board of Ethics members may be removed only for cause, after notice and hearing conducted by the Commission, as provided in Article \_\_\_\_\_, and upon a two-thirds affirmative vote of the Commission. Cause shall include but not be limited to misconduct, neglect of duty, or inability to perform the responsibilities of office.

## **Investigation of Violations**

Upon receipt of a referral concerning an alleged violation of this Article or any ordinance of the consolidated government pertaining to ethical or financial standards, requirements, or conduct, or upon the Board of Ethics's own identification of a potential violation thereof, the Board of Ethics shall initiate and conduct an investigation in accordance with its duly adopted rules and by-laws. If, upon completion of such investigation, the Board of Ethics determines that a violation has occurred, it shall submit a written report of its findings to the Commission, together with its recommendations regarding the imposition of appropriate penalties.

## **Adoption of By-Laws and Rules of Procedure**

The Board of Ethics shall have the authority and responsibility to adopt such by-laws and rules of procedure as may be necessary and appropriate to effectively discharge the duties and responsibilities imposed under this Article. All such by-laws and rules shall be consistent with applicable federal and state laws, the provisions of this Charter, and all relevant local ordinances.