

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
**KEN HECHLER**  
**ADMINISTRATIVE LAW DIVISION**

Form #5

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OFFICE OF THE SECRETARY OF STATE  
OFFICE OF ADMINISTRATIVE SERVICES

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Ethics Commission TITLE NUMBER: 158

CITE AUTHORITY: Procedural

RULE TYPE: PROCEDURAL  INTERPRETIVE

EXEMPT LEGISLATIVE RULE \_\_\_\_\_  
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW  
\_\_\_\_\_

AMENDMENT TO AN EXISTING RULE: YES , NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_  
\_\_\_\_\_

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 1

TITLE OF RULE BEING ADOPTED: Procedural Rules for the West  
Virginia Ethics Commission

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS June 1, 1990

Lynne Ransom  
Legal Counsel  
WV Ethics Commission

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TITLE 158  
PROCEDURAL RULES FOR THE  
WEST VIRGINIA ETHICS COMMISSION

SERIES 1  
WEST VIRGINIA ETHICS COMMISSION

158-1-1 General

1.1 Scope--The following procedural rules and regulations set forth the practice and procedure established by the West Virginia Ethics Commission for carrying out its responsibilities in the administration and enforcement of the West Virginia Governmental Ethics Act, (hereafter referred to as the "Act") West Virginia Code section one, article one, chapter six-B, et seq.

1.2 Authority-- W.Va. Code 6B-2-1(e)

1.3 Filing Date--

1.4 Effective Date--

1.5 Procedure governed--These regulations shall govern all practice and procedure before the West Virginia Ethics Commission (hereafter referred to as Commission).

1.6 Liberal construction--These regulations shall be liberally construed to permit the Commission to discharge its statutory functions and to secure just and expeditious determination of all matters before the Commission.

1.7 Deviation from regulations--In special cases where good cause appears, not contrary to the Act, the Commission or its hearing examiner may permit deviation from these regulations insofar as it may find compliance therewith to be impractical or unnecessary.

1.8 Practice where regulations do not govern--In situations where the regulations are not applicable the Commission's or its hearing examiner's discretion shall be exercised in accordance with the traditional notions of fairness and justice.

1.9 Severability--If any of these regulations be held invalid, it shall not be construed to invalidate any of the other provisions of these regulations.

1.10 Availability of regulations--The regulations of the Commission shall be filed in the office of the Secretary of State.

1.11 Additional copies--Additional copies of the regulations of the Commission shall be available to the general public at the office of the Secretary of State.

1.12 Delegation of powers and duties--Except where contrary to the law, the Commission may delegate any of the powers and duties of the Commission to an employee or agent of the Commission or otherwise.

1.13 Effect of amendments to the act--In the event that the Act is amended by the Legislature, these rules and regulations will automatically be amended to conform to such amendments.

#### **158-1-2 Definitions**

All words defined in West Virginia Code section three, article one, chapter six-B or otherwise shall have the meanings therein ascribed to them for the purpose of these regulations. All other words shall have the meanings herein ascribed to them as set forth below:

2.1 The term "Act" means the West Virginia Governmental Ethics Act.

2.2 The term "Chairperson" means the chairperson of the West Virginia Ethics Commission elected by the Commissioners.

2.3 The term "Commissioner" means one (1) of the duly appointed members of the West Virginia Ethics Commission.

2.4 The term "Notice" means personal delivery to the agency or person to be so notified or by depositing such notice in the United States mail, postage prepaid, return receipt requested in an envelope addressed to such agency or person at his last known address. Proof of the giving of notice in either such manner may be made by a signed and dated certificate of the person who delivers or mails said notice.

2.5 The term "Service", unless otherwise required, shall be complete upon mailing and proof of service shall be a signed and dated certificate attached thereto by the party or his attorney.

2.6 The term "Personal Service" when required by these rules shall be that service as is described in Section 4 of the West Virginia Rules of Civil Procedure.

2.7 The term "Hearing Panel" means the Commission members appointed in accordance with the provisions of subsections (i) and (j), section four, article two, chapter six B of the West Virginia Code.

2.8 The term "Hearing Examiner" means that statutory officer referred to in section four, article two, chapter six B of the West Virginia Code required to conduct the public hearing or perform other functions authorized by the Act or the Commission's rules and regulations.

2.9 The term "Meeting" means the convening of the Commission for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

### 158-1-3 Meetings

3.1 Meetings of the Commission may be called by the chairperson, and the chairperson shall call a meeting upon the written request of three (3) commissioners.

3.2 The chairperson shall notify the Commission members in writing at least seven (7) days in advance of a meeting setting forth the time and place of such meeting and the matters to be considered, except that such notice is not required if the time, the place and matters for consideration have been fixed in a prior meeting.

3.3 The chairperson shall notify the public and the news media by filing with the office of the Secretary of State a public notice of the meeting at least seven (7) days in advance. The public notice shall contain the date, the time, the place and the matters to be considered.

3.4 The provisions of this section shall not apply in the event of an emergency requiring immediate official action by the Commission.

3.5 Meetings that are not concluded in one day may be continued to a set date, time and place by a majority vote of the Commission members present and voting.

~~3.6 The Commission shall meet in regular session on the first Thursday of each month: Provided, That when such date falls upon a legal holiday, the Commission may designate another date by a majority vote of a quorum of the Commission: Provided further, That the Commission may change its regular meeting dates by resolution of a majority vote of its members.~~

3.6 The Commission shall meet in regular session on the first Thursday of each month or such other date as the Commission may direct.

~~3.7 The Commission shall convene all regular meetings at eleven a.m., unless otherwise changed by a majority vote of a quorum of the Commission.~~

3.7 The Commission shall convene all regular meetings at the offices of the West Virginia Ethics Commission, Litton Building, 1207 Quarrier Street, Charleston, West Virginia, 25301, unless otherwise changed by a majority vote of a quorum of the Commission or by the chairperson.

~~3.8 The Commission may without notice, move the location of the meeting to accommodate members of the public who wish to attend such meeting, in the event the meeting room is too small to accommodate such attendance.~~

3.8 Order of business--The general order of business for a regular meeting of the Ethics Commission shall be:

- (a) Call to order
- (b) Secretary's report
- (c) Agenda adjustments (to include executive session, if any)
- (d) Executive session re: ongoing or planned investigations; verified or unverified complaints
- (e) Discussion and vote on advisory opinions
- (f) Exemptions requested and vote
- (g) Other new business or concerns
- (h) Setting of next regular meeting
- (i) Adjournment

#### 158-1-4 Proceedings to be Open; Exceptions

4.1 All meetings of the Commission shall be open to the public except as otherwise provided in the West Virginia Code section four, article nine-a, chapter six and section six, article three, chapter thirty, or as otherwise provided in the Act.

4.2 The Commission may at any meeting go into Executive Session, upon majority vote to discuss Commission personnel, planned or ongoing litigation, planned or ongoing investigations, or to conform with the provisions of the Act requiring confidentiality.

4.3 Any action taken as a result of such discussion in Executive Session must be properly passed in open session of the Commission to be an official action of the Commission.

#### 158-1-5 Minutes of Meetings

~~5.1 The Executive Secretary shall prepare written minutes of all its meetings and mail a copy to each commission member within ten (10) days of each meeting.~~

5.1 The Secretary shall prepare written minutes of all its meetings and mail a copy to each commission member within ten (10) days of each meeting.

5.2 A copy of the minutes of open meetings shall be available to the public within a reasonable time after such meetings and shall include the following information:

- (a) The date, time, and place of the meeting;
- (b) The name of each Commission member present or absent;
- (c) All motions, proposals, resolutions;
- (d) The results of all votes and upon the request of a member, the vote of each member, by name.

#### **158-1-6 Quorum, Majority Vote Required; Proxy Vote Prohibited**

6.1 A majority of the members of the Commission shall constitute a quorum for the transaction of business.

6.2 Business shall be transacted by a majority of a quorum except:

(a) that voting regarding probable cause to believe that a criminal violation may have been committed requires an affirmative vote of eight (8) Commission members as set forth in subsection (v) of section four, article two, chapter six-B; and

(b) when the commission is acting as a hearing panel pursuant to section four, article two, chapter six-B, then five members shall constitute a quorum.

6.3 No Commission member shall be allowed to vote by proxy.

6.4 Telephone conferencing and voting may be held by the Commission members for the purpose of approving or rejecting any proposed advisory opinion prepared by the Commission, or for voting on issues involving the administrative functions of the Commission.

6.5 Meetings held by telephone conferencing shall require notice to members in the same manner as meetings personally attended, may be electronically recorded, and if so, the recordings shall be made a permanent part of the Commission records as set forth in subsection (l) section one, Article two, Chapter six-B.

#### **158-1-7 Travel Expense Rules; Compensation**

7.1 Members of the Ethics Commission shall receive one hundred dollars for each day actually devoted to the business of the Commission.

7.2 Every day spent in a regular meeting shall constitute a day spent on Commission business.

7.3 Time devoted to Commission business, not spent in regular meetings shall be accumulated and eight (8) hours of time worked shall equal one day spent on Commission business.

7.4 Members of the Commission shall be reimbursed for expenses actually and necessarily incurred in the performance of their official duties based upon the rate applicable under the state employee travel regulations at the time the service is performed.

~~7.5 Mileage reimbursement for the use of a personal vehicle in the performance of a Commission member's duties will be based upon the rate applicable under the state employee travel regulations at the time the service is performed.~~

~~7.6 Expense accounts need not be notarized but are subject to audit.~~

#### 158-1-8 Oath

Each member of the Commission shall take and subscribe to the oath or affirmation required pursuant to Section 5, Article IV of the Constitution of West Virginia.

#### 158-1-9 Removal of Member

A Commission member may be removed by the governor for substantial neglect of duty, gross misconduct in office, or violation of the Act, after written notice and an opportunity for reply.

CHANGES TO PROCEDURAL RULES

158-2-1 (Advisory Opinions)

1.7 As Ellen Maxwell-Hoffman suggested in attached letter, re: advisory opinion requests should include requestor's status under the Act that allows him or her to seek an opinion.

1.10 Delete from when to end.

158-3-1 (Verified Complaints)

1.7 Add receipt to mean when received in the office of the Commission.

158-3-2 (Unverified Complaints)

2.1-2.2 Delete all, under new amendments to the Act we no longer have an unverified complaint.

158-4-1 (Investigative Panel)

1.5 Receipt means when received in the office of the Commission.

1.8 Repeat later language regarding investigative panel's order in 158-5-1.7.

1.10 Delete all since amendments to the new Act do not allow an investigation without a verified complaint.

158-4-2 (Notice of Investigation)

2.5 As Ellen Maxwell-Hoffman suggested in attached letter, re: the respondent may reserve the right to appear before the investigative panel.

2.6 Gives the investigative panel chairman the option of extending the time for the respondent to respond in writing upon good cause shown by the respondent.

158-4-4 (Confidentiality Requirements)

4.2 Changed to reflect amendments made to the Act in 6B-2-4(e)(1)(A-E) that waive confidentiality in 5 instances, which are:

a. After a finding of probable cause, any material introduced at any probable cause hearing is thereafter not confidential.

b. After a finding of probable cause, any subsequent hearing shall be open to the public and all materials which are non-deliberative that are introduced into evidence are not confidential.

c. The Commission may release any information relating to an investigation at any time if the release has been agreed to in writing by the respondent.

d. The identity of the complainant shall be disclosed to the respondent immediately upon request.

e. The Commission is otherwise required by the provisions to disclose such information or to proceed in such a manner as is necessary and required to fulfill such requirements.

158-5-1 (Hearing Process - Order)

1.5 -Change to state that order must be from investigative panel, not the Commission.

158-5-2 (Notice of Hearing)

2.1 --As Ellen Maxwell-Hoffman suggested in attached letter, re: we must send out the hearing notice "at least" 80 days prior to hearing, not as previously written "within" 80 days.

158-5-3 (General)

3.3 Delete the five (5) day minimum requirement and allow a scheduled hearing to be continued based on good cause upon a motion "prior to the hearing."

158-5-4 (Hearing Examiner)

4.2 Insert "either"

The hearing examiner shall not reside in "either" the same County as either the respondent or the complainant.

4.5 As Ellen Maxwell-Hoffman suggested in attached letter, RE: hearing examiner shall prepare findings of fact and submit them to the Commission within fifteen (15) days following the hearing.

158-5-6 (Hearing Procedure)

6.16 Move up in numbering order to 6.3

6.17 Move up in numbering order to 6.4

158-5-7 (Findings of Fact)

7.2 Insert same language in 4.5 above to require hearing examiner to prepare findings of fact and submit to the Commission within 15 days of the hearing.

158-5-9 (Final Decision)

9.5 The final decision will be filed within three (3) days of entry by the Commission, not upon receipt from the hearing panel. This will toll the time it takes to get all 9 panel member's signatures.

158-5-10 (Sanctions)

10.6 Change time allowed for submission of memorandum of sanctions to within fifteen (15) days "following" final decision.

158-5-13 (Criminal Referral)

13.1 Delete "or Commission employee".

HEARING ON  
PROCEDURAL RULES

HELD: March 21, 1990  
1:00 p.m.

1. Attendance:

Lee Feinberg  
Richard M. Alker  
Lyne Ranson  
Ellen Maxwell-Hoffman

2. Comments received:

See attached letter from Ellen Maxwell-Hoffman, dated March 14, 1990.

3. Amendments made to the proposed rules as a result of the comments received:

See new Procedural Rules and a three page summary of the changes.

4. Reasons for amendments:

To better carry out the Legislative intent of the Ethics Act and to implement changes made in the Ethics Act as amended in March 1990.

  
Chairman

LAW OFFICES

# Bowles Rice McDavid Graff & Love

## Charleston Area Offices:

P.O. Box 1386 • Charleston, West Virginia 25325-1386 • (304) 347-1100  
16th Floor Commerce Square • Lee Street • Charleston, West Virginia 25301 • Telecopier (304) 343-2867  
4th Floor United Center • 500 Virginia Street East • Charleston, West Virginia 25301 • Telecopier (304) 347-1196

## Martinsburg Area Offices:

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P.O. Box 59 • Charles Town, West Virginia 25414 • (304) 725-1535  
Old National Bank Building • East Washington Street • Charles Town, West Virginia • 25414  
204 North Washington Street • Berkeley Springs, West Virginia 25411 • (304) 258-2591

WRITER'S DIRECT DIAL NUMBER

347-1186

AND LOCATION

Commerce Square

March 14, 1990

HAND DELIVERY

Richard M. Alker, Executive Director  
West Virginia Ethics Commission  
4th Floor - Litton Building  
1207 Quarrier Street  
Charleston, West Virginia 25301

Re: West Virginia Ethics Commission Procedural Rules

Dear Mr. Alker:

The following comments to the proposed Procedural Rules for the West Virginia Ethics Commission are submitted on behalf of the West Virginia Society of Association Executives. Comments and questions may be directed to the undersigned or to Thomas A. Winner, Chairperson for the Society's Ethics Committee.

No registration under W. Va. Code §6B-3-1 et seq. has been made for this purpose as these written comments are being submitted in accordance with the exemption provided pursuant to W. Va. Code §6B-3-1 (7)(B)(i). If this understanding is inaccurate please so advise in order that proper registration may be made.

SERIES 1

WEST VIRGINIA ETHICS COMMISSION

158-1-1 General

1.12 Delegation of Powers and Duties...The proposed rule grants broad powers to the Commission to delegate its

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powers and duties to an employee or agent of the Commission beyond the scope of statutory authority. Pursuant to W. Va. Code §6B-2-1(i), the Commission may delegate authority only to the chairman or executive director of the Commission.

## 158-1-2 Definitions

*not necessary*  
Because "person" is defined twice in the Act, it is suggested that a definition for "person" be included in the legislative rules adopting that definition set forth in W. Va. Code §6B-1-3(f). See W.Va. Code §6B-3-1(8).

## 158-1-6 Quorum; Majority Vote Required; Proxy Vote Prohibited

*no*  
6.2(a) Restate as "When the Commission is voting regarding probable cause to believe that a criminal violation may have been committed requiring an affirmative vote of eight (8) commission members as set forth in subsection (v) of Section 4, Article 2, Chapter 6-B, then a full commission shall constitute a quorum."

## SERIES 2

### ADVISORY OPINIONS

#### 158-2-1 Advisory Opinions

✓  
1.7 Modify as blacklined: All requests for advisory opinions should fully describe the requestor's official position, employment or status under the Act.

1.10 Modify as blacklined: The date of receipt by the Commission shall be at the regular monthly meeting of the Commission next following the date of receipt by the office of the Commission.

## SERIES 3

### COMPLAINTS

#### 158-3-1 Verified Complaints

1.6 Add: "...filing shall be the date upon which the duly verified complaint is actually received in the office of the Commission."

*See 1.7*

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158-3-2

*OK - not w/ new Act*  
2.1 Modify as blacklined: In the absence of a verified complaint but where the Commission receives or discovers information which may merit an inquiry as to whether a violation of the Act has occurred, the Commission may by an affirmative vote of seven (7) of its members direct the chairperson to appoint an investigative panel in accordance with Series 4, Rule 1.5 herein to make a probable cause determination.

2. Restate: "An investigative panel appointed in accordance with 158-3-2 shall proceed as provided in 158-4-1.

## SERIES 4

### INVESTIGATIVE PANEL

158-4-1 General

*158-5-1.7 OK*  
1. Add a new rule following Rule 1.7: "If a majority of the members of the investigative panel determines that there is probable cause to believe that a violation of the Act has occurred, the majority members of the investigatory panel shall sign an order directing the commission staff to:

- (a) Prepare a statement of charges;
- (b) Assign the matter for a hearing to the Commission or a hearing examiner as the Commission may subsequently direct; and
- (c) Schedule a hearing to determine the truth or falsity of the charges within ninety (90) days after the date of the order."

See W. Va. Code §6B-2-4(g).

158-4-2 Notice of Investigation

*OK*  
2.5 Modify as blacklined: The notice shall also inform the respondent that he has the right to appear and make an oral response before the investigative panel if he or she reserves the right to make an appearance in writing within fifteen (15) days of the date of the notice.

*OK*  
2.6 Add: "...which time may be extended by the executive director upon good cause shown by respondent."

*Comm. Inv. Panel*

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158-4-4 Confidentiality requirements

4.1 Modify as blacklined: All matters or information received by the Commission, or any member, employee or agent of the Commission relating to a complaint, including the identity of the complainant and respondent, must be kept confidential.

4.2 (Proposed 4.3) Modify as blacklined: No present or former Commission member, employee or agent may knowingly and improperly disclose any confidential information acquired [delete by him] in the course of his or her official duties.

4.3 (Proposed 4.4) The Commission may order a person filing a complaint to be bound to confidentiality if the Commission makes a finding that there is a reasonable likelihood that the dissemination of information regarding a pending or imminent proceeding will interfere with a fair hearing or otherwise prejudice the due administration of justice.

4.4 (Proposed 4.2) Modify as blacklined: Notwithstanding Rule 4.3, if the respondent agrees in writing to a release of confidential information relating to a complaint, including the identity of the respondent and complainant, it may be disclosed.

## SERIES 5

### HEARING PROCESS

158-5-1 Order

1.5 Proposed rule is inconsistent with Series 4 Rule 1.8 and W. Va. Code §6B-2-4(b) wherein it is provided that "if the complaint is determined by a majority vote of the investigative panel to be insufficient in this regard, the investigative panel shall dismiss the complaint (by order)."

Proposed Rules 1.5 - 1.8 should be set forth under 158-4-1.

1.7 Combine proposed rules 1.7 and 1.8 as follows:  
"If a majority of the members of the investigative panel determines that there is probable cause to believe that a violation of the Act has occurred, the majority members of the investigatory panel shall sign an order directing the commission staff to:

See 6B-2-4(e)(1)  
A-E

OK

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- (a) Prepare a statement of charges;
- (b) Assign the matter for a hearing to the Commission or a hearing examiner as the Commission may subsequently direct; and
- (c) Schedule a hearing to determine the truth or falsity of the charges within ninety (90) days after the date of the order.

See W. Va. Code §6B-2-4(g).

158-5-2 Notice of Hearing

OK  
2.1 The executive director shall at least eighty (80) days prior to the date of the hearing serve respondent by "certified mail, return receipt requested" a notice of the hearing. (See W.Va. Code §6B-2-4(h))

158-5-3 General

OK  
3.3 Modify as blacklined: The scheduled hearing may be continued only upon a showing of good cause by the respondent (delete at least five (5) days) prior to the hearing or at the convenience and on motion of the Commission members who will be adjudicating.

3.4 Add: "With respect to allegations of a violation under the Act, the complainant has the burden of proof. A complainant may be assisted by a member of the Commission staff affirmed by the Commission after a determination of probable cause."

158-5-4 Hearing Examiners

OK  
4.2 Modify as blacklined: The hearing examiner shall not reside in the same county as either the respondent or complainant presenting a verified complaint.

4.5 Add a new rule following Rule 4.4: "Following the fifteen (15) day period after the hearing reserve to the parties to submit proposed findings of fact, the hearing examiner shall prepare his or her own proposed findings of fact, make copies of the findings available to the parties, and submit the entire findings of the hearing examiner and the entire record to the Commission for final decision."

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## 158-5-5 Prehearing Discovery

5.1(e) Add: "...or the source of information to be presented into evidence at a hearing."

*AB*  
5.3 Add: "...or complainant's possession."

5.8 Redraft: "A subpoena requiring the attendance of any witness shall state the designated place, time and hearing date."

5.14 Depositions. Add: "...in the event a witness is unavailable as defined in Rule 5.5."

## 158-5-6 Hearing Procedure

6.10 Redraft: "A party shall have the right to cross-examine any witness who testifies against the interest of such party."

6.16 and 6.17 These rules should follow Rule 6.2.

## 158-5-7 Findings of Fact; Briefs

*OK*  
7. Add a new rule following Rule 7.2: "Following the fifteen (15) day period after the conclusion of the hearing reserved to the parties to submit proposed findings of fact, the hearing examiner shall prepare his or her own proposed findings of fact, make copies of the such findings available to the parties, and submit the findings of the hearing examiner with the entire record to the Commission for final decision."

## 158-5-9 Final Decision

*OK*  
9.5 The rule directs the Executive Director to file a final decision received from a hearing examiner. The hearing examiner does not render a final decision and should be deleted from the rule.

## 158-5-10 Sanctions

10.6 Modify as blacklined: Respondent and complainant may submit a memorandum regarding proposed appropriate sanctions to be placed upon respondent within fifteen (15) days following the date of mailing the final decision to the parties.

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158-5-13 Criminal Referral

13.1 Only a hearing examiner, a member of the Commission's investigative panel, or a Commission member should be raising matters involving a criminal violation before the full Commission, although such an individual may request the assistance of a Commission employee in presenting the facts to be considered.

*No*  
13.5(b) Modify as blacklined: if it would be able and willing to present the matter before the next convening Grand Jury and upon indictment or upon information in matters which are misdemeanors to prosecute the matter.

Very truly yours,

  
Ellen Maxwell-Hoffman

EMH/cc

cc: Lyne Ranson, Esquire  
Thomas A. Winner



KEN HECHLER  
Secretary of State

WILLIAM H. HARRINGTON  
Chief of Staff

MARY P. RATLIFF  
Deputy Secretary of State

JUDY COOPER  
Director, Administrative Law

A. RENEE COE  
Deputy Secretary of State

DONALD R. WILKES  
Director, Corporations

CATHERINE FREROTTE  
Executive Assistant

(Plus all the volunteer  
help we can get)

STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0770

Telephone: (304) 558-6000  
Corporations: (304) 558-8000

TO: Bob LaMont

AGENCY: Ethics Commission

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: July 6, 1992

THE ATTACHED RULE RECENTLY FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 1 TITLE: 158 Ethics Commission

\* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: \_\_\_\_\_

TITLE OF PERSON SIGNING: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*\*

\* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Robert T. Jamart

TITLE OF PERSON SIGNING: COUNSEL

DATE: 7/15/92

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.