

Chapter Eth 3

PRACTICE AND PROCEDURE

GENERAL		Eth 3.04 Transcripts
Eth 3.01	Communications and documents addressed to board	REQUESTS FOR ADVICE
Eth 3.02	Computation of time	Eth 3.30 Requests for written advice
Eth 3.03	Service of documents and filing of statements of economic interests	

GENERAL

Eth 3.01 Communications and documents addressed to board. (1) All written communications and documents intended for the board should be addressed to the State of Wisconsin Ethics Board, 122 West Washington Avenue, Madison, Wisconsin 53703 and not to individual members of the board or its staff. All communications and documents delivered at the board's office are officially received.

History: Cr. Register, June, 1976, No. 246, eff. 7-1-76.

Eth 3.02 Computation of time. (1) The time within which an act is to be done as provided in the rule or order promulgated by the board, expressed in days, shall be computed by excluding the first day and including the last, except that if the last day be Saturday, Sunday or a legal holiday, the act may be done on the next secular day.

(2) "Legal holiday" as used in this section means any statewide legal holiday provided in s. 757.17, Stats. When an act is permitted to be done by the use of the postal service, and the last day within the time prescribed by a rule or order of the board for performing such act falls on a legal public holiday under federal law, or other holiday designated by the president such that the postal service does not receive registered mail or make regular deliveries on that day, the day shall be considered a legal holiday for purposes of this section.

History: Cr. Register, June 1976, No. 246, eff. 7-1-76; am. Register, October, 1978, No. 274, eff. 11-1-78.

Eth 3.03 Service of documents and filing of statements of economic interests. (1) Service of documents upon the board and upon other parties in the board's proceedings and the filing of statements of economic interests may be made by deposit in the first class mail in a properly addressed envelope with sufficient postage affixed or by delivery in person.

(2) The date of service or filing shall be the day when the matter served or filed is deposited in the mail or is delivered in person, as the case may be.

History: Cr. Register, June, 1976, No. 246, eff. 7-1-76.

Eth 3.04 Transcripts. (1) Proceedings of hearings conducted by the ethics board to determine whether a violation of subch. III, ch. 19, Stats., has occurred, will be transcribed and one copy of the transcript will be furnished each party free of charge upon request made prior to the hearing's conclusion. Otherwise copies of transcripts will be furnished upon

Register, October, 1979, No. 288

request and upon payment, in advance, of actual costs thereof as determined by the board.

(2) Any party may, within 7 days of the date of mailing of the transcripts, claim an error therein by filing with the board a written notice of the error claimed and mailing a copy of such notice to each party of record. Other parties, if any, may contest any claim of error within 12 days of the date of mailing of the transcript by filing a written notice with the board and mailing a copy to each party of record. The board may correct any errors in the transcript and shall promptly notify each party of record of any correction authorized or claim of error denied.

History: Cr. Register, October, 1979, No. 286, eff. 11-1-79.

REQUESTS FOR ADVICE

Eth 3.30 Requests for written advice. In instances where delay is of substantial inconvenience or detriment to a party requesting the board's written advice regarding the propriety of any matter to which he or she is or may become a party, the board's executive director may, with the advice and consent of the chair, or if he or she is unavailable, with the advice and consent of the next ranking officer of the board, or if he or she is unavailable, with the advice and consent of the secretary or other member of the board, advise the state public official. Written advice prepared by the executive director pursuant to this rule shall have the full force and effect of written advice given by the board.

History: Cr. Register, June, 1976, No. 246, eff. 7-1-76; am. Register, September, 1976, No. 249, eff. 10-1-76; am. Register, October, 1976, No. 250, eff. 11-1-76.