

**RESOLUTION # 1, 2012  
BEING A RESOLUTION OF THE TOWN BOARD OF  
THE TOWN OF ROANN, INDIANA,  
ADOPTING AN ANTI-NEPOTISM POLICY**

**WHEREAS**, in 2012 the Indiana Legislature passed, and the Governor signed, HEA 1005 entitled Nepotism; Conflict of Interest; and

**WHEREAS**, IC 36-1-20.2, as added by P.L. 135-2012, SECTION 7, requires this Town to establish a policy concerning nepotism; and;

**WHEREAS**, IC 36-1-21, as added by P.L. 135-2012, SECTION 8, requires this Town to establish a policy concerning contracting with relatives of elected officials; and

**WHEREAS**, these two new chapters, IC 36-1-20.2 Nepotism and IC 36-1-21 Contracting with a Unit, respectively, are effective July 1, 2012; and

**WHEREAS**, in both of the new Indiana Code chapters, the municipal legislative bodies are mandated to adopt a policy that includes, as a minimum, the requirements set forth in those new chapters; and

**WHEREAS**, in both of the new Indiana Code chapters “relative” is defined as a spouse, parent, stepparent, child (natural or adopted), stepchild, brother, half- brother, sister, half-sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law; and

**WHEREAS**, after thoughtful consideration and in order to comply with the two new chapters of the Indiana Code mentioned above, this Town believes it is in the best interests of its citizens to adopt as its policies the minimum requirements of IC 36- 1-20.2 Nepotism and IC 36- 1-21 Contracting with a Unit as stated in the said new chapters of the Indiana Code;

**NOW THEREFORE BE IT RESOLVED** by the Town Board of the Town of Roann, Indiana that:

1. This Town finds that it is necessary and desirous to adopt a policy of conduct with regard to nepotism in the employment with this Town and in contracting with this Town in order to continue to be able to provide local government services to its residents and to comply with the new laws effective July 1, 2012 known as IC 36-1-20.2 and IC 36-1-21, respectively.
2. On July 1, 2012 this Town shall have a Nepotism and a Contracting with a Unit policy that complies with the minimum requirements of IC 36-1-20.2 (hereinafter “Nepotism Policy”) and IC 36-1-21 (hereinafter “Contracting with a Unit by a Relative Policy”) and implementation of said policies shall will begin effective that date.

3. The Town of Roann Nepotism Policy is hereby established effective July 1, 2012 by adopting the minimum requirement provisions of IC 36-1-20.2, and including all future supplements and amendments thereto which become law from time to time, and making them a part hereof as if fully set out herein. A copy of IC 36-1-20.2 Nepotism in effect on July 1, 2012 is attached hereto as Appendix A.

4. The Town of Roann Contracting with a Unit by a Relative Policy is hereby established effective July 1, 2012 by adopting the minimum requirement provisions of IC 36-1-21, and including all future supplements and amendments thereto which become law from time to time, and making them a part hereof as if fully set out herein. A copy of the IC 36-1-21 Nepotism in effect on July 1, 2012 is attached hereto as Appendix B.

5. This Town finds that both IC 36-1-20.2 and IC 36-1-21 specifically allow a unit to adopt requirements that are "more stringent or detailed" and that more detailed are necessary.

6. This Town further finds that a single member of the legislative body cannot act for the body to make work assignments, compensation, grievances, advancement or a performance evaluation without prior authority of a majority of the body and therefore without such authority by the majority he/she will not be in the direct line of supervision. See, [IC 36-4-6-11] [IC 36-5 -2-9.4].

7. This Town finds that a single member of governing bodies with authority over employees in the this Town cannot act for the governing body to make work assignments, compensation, grievances, advancement or a performance evaluation without prior authority of a majority of the body, when a statute provides that a majority is needed to act, and therefore, without such authority by the majority the single member will not be in the direct line of supervision.

8. All elected and appointed officials and employees of this Town are hereby directed to cooperate fully in the implementation of the policies created by this Resolution and the demonstration of compliance with these same policies.

9. Failure to abide by or cooperate with the implementation, compliance and certifications connected with the Nepotism Policy is a violation and may result in the discipline, including termination, of an employee or a transfer from the direct line of supervision or other curative action. An elected or appointed official of this Town who fails to abide by or cooperate with the implementation, with the compliance and with mandated certifications of either the Nepotism Policy may be subject to action allowed by law.

10. Failure to abide by or cooperate with the implementation, compliance and certifications connected with the Contracting with Unit by a Relative Policy is a violation and may result in the discipline, including termination, of an employee or a curative action. An elected or appointed official of this Town who fails to abide by or cooperate with the implementation, with the



compliance and with mandated certifications of either the Nepotism Policy or the Contracting with Unit by a Relative Policy may be subject to action allowed by law.

11. The policies created by this Resolution are hereby directed to be implemented by providing a copy of this Resolution to all employees and elected and appointed officials of this Town. Upon the taking of this action, these policies are deemed implemented by the Town of Roann, Indiana.

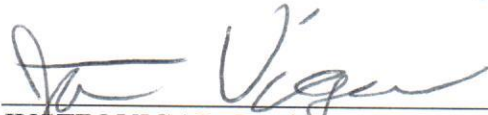
12. These policies are further implemented by requiring the following certifications in accordance with IC 36-1-20.2 and IC 36-1-21:


a) Each new applicant for employment shall submit with the applicant's application form, a statement verifying that the applicant is in compliance with the Nepotism Policy of the Town of Roann, which verification shall be in the form as shown in Exhibit C attached.


b) Every elected official of the Town of Roann, Indiana who is related to an individual or a business entity that is entering into a contract with the Town of Roann, Indiana, where "relative" and "business entity" have the meanings set forth in IC 36-1-21 must complete a disclosure form that discloses the relationship which disclosure form shall be in the form as shown in Exhibit D attached.

13. A copy of IC 36-1-20.2 and IC 36-1-21, and as supplemented or amended, are on file in the office of the Clerk-Treasurer for the Town of Roann, Indiana for public inspection as may be required by IC 36-1-5-4.

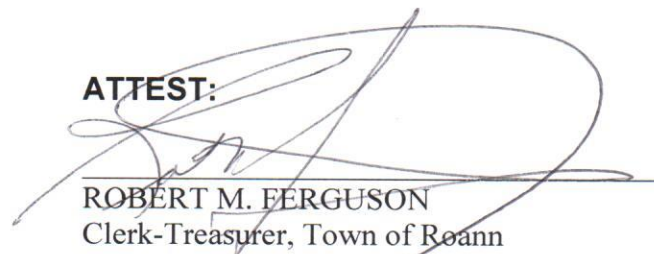
**SO RESOLVED** this 2nd day of July, 2012.

  
\_\_\_\_\_  
JUSTIN VIGAR, President

  
\_\_\_\_\_  
JAMES FRANCIS, Board Member

  
\_\_\_\_\_  
SUSAN FLOOR, Board Member

**ATTEST:**

  
\_\_\_\_\_  
ROBERT M. FERGUSON  
Clerk-Treasurer, Town of Roann

## APPENDIX A

### Chapter 20.2. Nepotism

Sec. 1. This chapter applies to all units.

Sec. 2. An individual who is employed by a unit on July 1, 2012, is not subject to this chapter unless the individual has a break in employment with the unit. The following are not considered a break in employment with the unit:

- (1) The individual is absent from the workplace while on paid or unpaid leave, including vacation, sick, or family medical leave, or worker's compensation.
- (2) The individual's employment with the unit is terminated followed by immediate reemployment by the unit, without loss of payroll time.

Sec. 3. For purposes of this chapter, the performance of the duties of:

- (1) a precinct election officer (as defined in IC 3-5-2-40.1) that are imposed by IC 3; or
  - (2) a volunteer firefighter;
- is not considered employment by a unit.

Sec. 4. As used in this chapter, "direct line of supervision" means an elected officer or employee who is in a position to affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the executive, legislative body, or fiscal body of a unit, as provided by law, to make decisions regarding salary ordinances, budgets, or personnel policies of the unit.

Sec. 5. As used in this chapter, "employed" means an individual who is employed by a unit on a full-time, part-time, temporary, intermittent, or hourly basis. The term does not include an individual who holds only an elected office. The term includes an individual who is a party to an employment contract with the unit.

Sec. 6. As used in this chapter, "member of the fire department" means the fire chief or a firefighter appointed to the department.

Sec. 7. As used in this chapter, "member of the police department" means the police chief or a police officer appointed to the department.

Sec. 8. (a) As used in this chapter, "relative" means any of the following:

- (1) A spouse.
- (2) A parent or stepparent.
- (3) A child or stepchild.
- (4) A brother, sister, stepbrother, or stepsister.



- (5) A niece or nephew.
- (6) An aunt or uncle.
- (7) A daughter-in-law or son-in-law.

(b) For purposes of this section, an adopted child of an individual is treated as a natural child of the individual.

(c) For purposes of this section, the terms "brother" and "sister" include a brother or sister by the half blood.

Sec. 9. (a) This chapter establishes minimum requirements regarding employment of relatives. The legislative body of the unit shall adopt a policy that includes, at a minimum, the requirements set forth in this chapter. However, the policy may:

- (1) include requirements that are more stringent or detailed than any provision in this chapter; and
- (2) apply to individuals who are exempted or excluded from the application of this chapter.

The unit may prohibit the employment of a relative that is not otherwise prohibited by this chapter.

(b) The annual report filed by a unit with the state board of accounts under IC 5-11-13-1 must include a statement by the executive of the unit stating whether the unit has implemented a policy under this chapter.

Sec. 10. Individuals who are relatives may not be employed by a unit in a position that results in one (1) relative being in the direct line of supervision of the other relative.

Sec. 11. (a) This section applies to an individual who:

- (1) is employed by a unit on the date the individual's relative begins serving a term of an elected office of the unit; and
- (2) is not exempt from the application of this chapter under section 2 of this chapter.

(b) Unless a policy adopted under section 9 of this chapter provides otherwise, an individual may remain employed by a unit and maintain the individual's position or rank even if the individual's employment would violate section 10 of this chapter.

(c) Unless a policy adopted under section 9 of this chapter provides otherwise, an individual described in subsection (b) may not:

- (1) be promoted to a position; or
- (2) be promoted to a position that is not within the merit ranks, in the case of an individual who is a member of a merit police department or merit fire department; if the new position would violate section 10 of this chapter.

Sec. 12. This chapter does not abrogate or affect an employment contract with a unit that:

- (1) an individual is a party to; and
- (2) is in effect on the date the individual's relative begins serving a term of an elected office of the unit.

Sec. 13. Unless the policy adopted under section 9 of this chapter provides otherwise, a sheriff's spouse may be employed as prison matron for the county under IC 36-8-10-5 and the spouse may be in the sheriff's direct line of supervision.

Sec. 14. Unless the policy adopted under section 9 of this chapter provides otherwise, an individual:

- (1) who served as coroner;
  - (2) who is currently ineligible to serve as coroner under Article 6, Section 2(b) of the Constitution of the State of Indiana;
  - (3) who, as coroner, received certification under IC 36-2-14-22.3; and
  - (4) whose successor in the office of coroner is a relative of the individual;
- may be hired in the position of deputy coroner and be in the coroner's direct line of supervision.

Sec. 15. If the township trustee's office is located in the township trustee's personal residence, unless the policy adopted under section 9 of this chapter provides otherwise the township trustee may hire only one (1) employee who is a relative. The employee:

- (1) may be hired to work only in the township trustee's office;
- (2) may be in the township trustee's direct line of supervision; and
- (3) may not receive total salary, benefits, and compensation that exceed five thousand dollars (\$5,000) per year.

Sec. 16. Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer has not violated this chapter. An officer shall submit the certification to the executive of the unit not later than December 31 of each year.

Sec. 17. If the state board of accounts finds that a unit has not implemented a policy under this chapter, the state board of accounts shall forward the information to the department of local government finance.

Sec. 18. If a unit has not implemented a policy under this chapter, the department of local government finance may not approve:

- (1) the unit's budget; or
  - (2) any additional appropriations for the unit;
- for the ensuing calendar year until the state board of accounts certifies to the department of local government finance that the unit is in compliance with this chapter.



## APPENDIX B

### Chapter 21. Contracting With a Unit

Sec. 1. This chapter applies only to a unit.

Sec. 2. As used in this chapter, "elected official" means:

- (1) the executive or a member of the executive body of the unit;
- (2) a member of the legislative body of the unit; or
- (3) a member of the fiscal body of the unit.

Sec. 3. (a) As used in this chapter, "relative" means any of the following:

- (1) A spouse.
- (2) A parent or stepparent.
- (3) A child or stepchild.
- (4) A brother, sister, stepbrother, or stepsister.
- (5) A niece or nephew.
- (6) An aunt or uncle.
- (7) A daughter-in-law or son-in-law.

(b) For purposes of this section, an adopted child of an individual is treated as a natural child of the individual.

(c) For purposes of this section, the terms "brother" and "sister" include a brother or sister by the half blood.

Sec. 4. (a) This chapter establishes minimum requirements regarding contracting with a unit. The legislative body of the unit shall adopt a policy that includes, at a minimum, the requirements set forth in this chapter. However, the policy may:

- (1) include requirements that are more stringent or detailed than any provision in this chapter; and
- (2) apply to individuals who are exempted or excluded from the application of this chapter.

The unit may prohibit or restrict an individual from entering into a contract with the unit that is not otherwise prohibited or restricted by this chapter.

(b) The annual report filed by a unit with the state board of accounts under IC 5-11-13-1 must include a statement by the executive of the unit stating whether the unit has implemented a policy under this chapter.

Sec. 5. (a) A unit may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with:

- (1) an individual who is a relative of an elected official; or
- (2) a business entity that is wholly or partially owned by a relative of an elected official; only if the requirements of this section are satisfied and the elected official does not violate IC 35-44-1-3.

(b) A unit may enter into a contract or renew a contract with an individual or business entity described in subsection (a) if:

(1) the elected official files with the unit a full disclosure, which must:

(A) be in writing;

(B) describe the contract or purchase to be made by the unit;

(C) describe the relationship that the elected official has to the individual or business entity that contracts or purchases;

(D) be affirmed under penalty of perjury;

(E) be submitted to the legislative body of the unit and be accepted by the legislative body in a public meeting of the unit prior to final action on the contract or purchase; and

(F) be filed, not later than fifteen (15) days after final action on the contract or purchase, with:

(i) the state board of accounts; and

(ii) the clerk of the circuit court in the county where the unit takes final action on the contract or purchase;

(2) the appropriate agency of the unit:

(A) makes a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered; or

(B) makes a certified statement of the reasons why the vendor or contractor was selected; and

(3) the unit satisfies any other requirements under IC 5-22 or IC 36-1-12.

(c) An elected official shall also comply with the disclosure provisions of IC 35-44-1-3, if applicable.

(d) This section does not affect the initial term of a contract in existence at the time the term of office of the elected official of the unit begins.

Sec. 6. Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer is in compliance with this chapter. An officer shall submit the certification to the executive of the unit not later than December 31 of each year.

Sec. 7. If the state board of accounts finds that a unit has not implemented a policy under this chapter, the state board of accounts shall forward the information to the department of local government finance.

Sec. 8. If a unit has not implemented a policy under this chapter, the department of local government finance may not approve:

(1) the unit's budget; or

(2) any additional appropriations for the unit;

for the ensuing calendar year until the state board of accounts certifies to the department of local government finance that the unit has adopted a policy under this chapter.



**APPENDIX C**

**VERIFICATION OF APPLICANT FOR EMPLOYMENT  
FOR COMPLIANCE WITH MUNICIPAL NEPOTISM POLICY**

I, \_\_\_\_\_ (printed name), have reviewed the direct line of supervision for the position I am seeking with the Town of Roann, Indiana and I am not a relative of any employee who will be in my direct line of supervision in the position of \_\_\_\_\_.

I understand that Relative means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children).

I understand that "Direct Line of Supervision" means an elected officer or employee who is in a position to affect the terms and conditions of my employment, including making decisions about my work assignments, compensation, grievances, advancements, or performance evaluations. The term does not include the responsibilities of the Town Board Members, or Clerk-Treasurer to make decisions regarding salary ordinances, budgets, or personnel policies of the unit.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

**APPENDIX D**

**TOWN BOARD MEMBER DISCLOSURE OF  
RELATIVE'S CONTRACT WITH MUNICIPALITY**

**Indiana Code 36-1-21-5**

A governing body of a municipality may enter into a contract or renew a contract for goods, services or public works with an individual who is or a business entity that has an ownership interest by an individual who is a relative of the Town Board Member of the municipality if a Disclosure of Relative's Contract is made by the above noted elected official and the elected official does not violate IC 35-44-1-3.1, the criminal Conflict of Interest law. In addition, the appropriate municipal governing body makes certain certified statements regarding price or selection of the contractor.

The foregoing consists only of excerpts and clarifying language from I.C. 36-1-21-5. Care should be taken to review I.C. 36-1-21-5 and 35-44-1-3.1 in their entirety.

1. Name of Elected Official (Town Board Member) Submitting Disclosure:

2. Name of Office: \_\_\_\_\_

3. Name of Municipality: **TOWN OF ROANN, INDIANA**

4. Description of Contract for purchase or public works (Describe the kind of contract, the project name, the governing body or person(s) proposing to execute the contract for the municipality, the length of the contract term and the contractor):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe all of the ownership interests of the Contractor:

\_\_\_\_\_  
\_\_\_\_\_

6. Describe the relationship of the Contractor from which the municipality is contracting for the purchase of goods, services or public works to the Elected Official submitting this Disclosure (Elected Official is Town Board Member)(the relationship is the disclosure of which one of the following relatives ---spouse, parent, stepparent, child, stepchild, adopted child, brother, half-brother, stepbrother, sister, half-sister, stepsister niece or nephew aunt of uncle, daughter-in-law or son-in-law is the Contractor or has an ownership interest in the Contractor):



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(Attach extra pages as needed)

7. The appropriate agency of the municipality contracting for the goods, services or public works made its certified statements as required by law on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and believes that it has complied with state law.

8. Effective Dates: (Disclosure of a Relative's contract must be submitted to the Legislative Body of the municipality prior to final action on the contract for goods, services or public works.):

Date Submitted to Council Anticipated Date of Action on Contract or Purchase

9. Affirmation of Elected Official: This disclosure was submitted to the municipality of the Town of Roann, Indiana for acceptance by its Legislative Body in a public meeting prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Signature of Elected Official