

Operational Procedures

A. Purpose

- a. The purpose of these procedures is to establish a uniform set of guidelines to be followed by the Lake County Ethics Commission (“Commission”) as it conducts its business.

B. Definitions

“Administrative Hearing” means an administrative hearing, open to the public, following the Commission’s determination that Probable Cause exists to believe that a violation of Section 4 (Gift Ban) of the Lake County Ethics & Conduct Code has occurred.

“Commission Chair” is the Chair of the Lake County Ethics Commission, selected as defined in the Lake County Ethics & Conduct Code.

“Complaint” refers to a written notarized complaint alleging an Ethics Ordinance violation that is signed by the Complainant in accordance with the Ethics Ordinance.

“Complainant” means the person who verified the Complaint.

“Party” means a Complainant or a Respondent.

“Parties” means both the Complainant and the Respondent.

“Participating member” means a member of the Lake County Ethics Commission physically present and in attendance at a convened meeting of the Lake County Ethics Commission.

“Respondent” means a person or entity that is alleged in a verified Complaint to have violated the Lake County Ethics & Conduct Code.

“Sufficiency of Complaint and Probable Cause Examination” means a proceeding conducted by the Commission for the purpose of making a determination whether a Complaint is sufficient and whether Probable Cause exists.

“Verify or Verified” means to confirm or substantiate by oath or affidavit. Particularly used in making formal oath to accounts, petitions, pleadings, and other papers and frequently used interchangeably with “sworn”.

“Violation” means an action or inaction which is prohibited by the Lake County Ethics & Conduct Code.

C. Commission Meetings

- a. The Commission will meet two times per year at a regularly scheduled date and time, unless the Commission Chair determines that there is no business to conduct. The decision of the Commission Chair to not hold a meeting may be reversed if three Commission members wish a meeting to be held and so advise the County Administrator, or their designee. The Commission may meet more frequently than twice per year, if needed. The public notice requirements of the *Illinois Open Meetings Act*, 5 ILCS 120/1, *et seq.*, must be complied with, and the dates and times for meetings shall be posted as required by law. An operating procedures chart is attached

hereto as Exhibit 1 as a guide to the proper and orderly administration of the Commission's business related to the management of Complaints.

- b. The Commission will meet and conduct all regular business at the Lake County Building at 18 N. County St., Waukegan, IL 60085.
- c. Three members of the Commission present at a meeting or a Hearing shall constitute a quorum. No meeting shall proceed or continue in the absence of a quorum. In-person attendance is the preferred method of participation by Commission members; however, members may participate by video or audio conference, telephone call or other electronic means pursuant to the requirements of Sections 1.02 and 2.01 of the *Illinois Open Meetings Act* (5 ILCS 120/1.02 & 2.01) during regularly scheduled Commission meetings and for the consideration of complaints at all stages except at the Administrative Hearing. Members of the Commission shall be physically present in order to participate at an Administrative Hearing.
- d. The Commission's meeting agenda will be prepared by the County Administrator, or their designee, and will be posted on the County's web site and at the County Building at least 48 hours prior to any meeting, whether open or closed. Items not listed on the regular meeting agenda may be considered by the Commission, but no action may be taken on such items. Agenda items should be forwarded to the County Administrator, or their designee at least 96 hours in advance of the scheduled meeting at which the item will be considered.
- e. Commission meeting agendas and process shall follow the order listed below:
 - i. Call to Order
 - ii. Minutes
 - iii. Public Comment
 - iv. Old Business
 - v. New Business
 - vi. Adjournment
- f. Wherever these rules are silent regarding matters of procedure, the Commission shall conduct its meeting in accordance with the current edition of Robert's Rules of Order.

D. Public Comment

- a. The public is welcome and encouraged to attend all open meetings of the Commission. All interested persons shall be allowed to express their views at the Commission meetings regarding matters within the Commission's jurisdiction. All Commission meetings shall provide the public an opportunity to comment on both agenda items and matters not listed on the agenda but within the Commission's jurisdiction. Such opportunity for public comment will appear as an item on the agenda. Public comment will be allowed on the agenda before the business portion of the meeting. Public comment will be limited to three minutes per individual unless granted leave by the Commission Chair to extend their remarks. The Commission Chair may limit or discontinue public commentary as may be needed to maintain order.
- b. The Commission shall urge the public, in the strongest possible terms, not to make complaints regarding possible Lake County Ethics & Conduct Code violations at the public meetings since the public disclosure of such complaints may undermine any subsequent investigation which may be undertaken.

E. Minutes

- a. The Commission shall keep written minutes of all of its meetings. The County Administrator's Office shall be responsible for keeping and preparing the minutes in accordance with the Illinois Open Meetings Act.
- b. The Commission's minutes will be approved by a majority vote of the Commission.

F. Voting

- a. Any official action by the Commission shall require the affirmative vote of three (3) members of the Commission.
- b. Each member present at a Commission meeting shall vote on all matters put to a vote unless the member first requests recusal, or unless the member has a financial interest or other conflict of interest which would prevent the member from participating in the matter.
- c. Voting by proxy is prohibited.

G. Communications with the Commissions

- a. Electronic or surface mail directed to the Lake County Ethics Commission shall be forwarded to the County Administrator's Office as well as to the Commissioners.
- b. Freedom of Information Act requests for inspection or copying of public records pertaining to the Ethics Commission shall be forwarded to the County Administrator, or their designee, for response pursuant to the *Illinois Freedom of Information Act*, 5 ILCS 140, *et seq.* Records of the Commission shall be kept and maintained as required by the *Local Records Act*, 50 ILCS 205, *et seq.*

H. Standards of Conduct

- a. Acceptance of the oath of office constitutes a Commissioner's sworn responsibility to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with all pertinent laws and Lake County ordinances.
- b. In accepting the oath of office, members of the Commission shall maintain the highest standards of professional conduct. They shall strive to instill in the public a sense of confidence in the conduct of the Commission's business. In order to set the high standards of conduct and to assure the public's confidence in its government, the Commission commits itself to:
 - i. Encouraging and promoting government integrity by example;
 - ii. Fairly and objectively enforcing the Lake County Ethics & Conduct Code;
 - iii. Assuring honesty in all matters that come before the Commission, both individually and collectively; and
 - iv. Treating all staff, members of the public and colleagues with courtesy, respect, objectivity and fairness.

I. Complaint Processing and Adjudication Procedures

- a. Consistency with Existing Law
 - i. This Article is to be interpreted consistent with the language set forth in the Lake County Ethics & Conduct Code. In the event of a discrepancy between these procedures and the language of the Ethics Code, the Ethics Code shall govern.
 - ii. This Article is also to be interpreted consistent with provisions of the *Illinois Administrative Procedures Act* concerning Administrative Hearings as set forth in the Illinois Compiled Statutes, 5 ILCS 100/10-5, *et seq.* In the event of a discrepancy between these procedures and the language of the *Administrative Procedures Act*, these procedures shall govern.
- b. Disqualification of Ethics Commission Member
 - i. In accordance with Section H.1.d of the Lake County Ethics & Conduct Code, the Ethics & Oversight Committee, with the advice and consent of the County Board, may remove a commissioner from the Commission in case of incompetence, neglect of duty, or malfeasance in office.
 - ii. Any member of the Ethics Commission is subject to disqualification in a particular proceeding for bias, prejudice, interest, or for any other reason for which a judge may be disqualified for cause in a court of law.
 - iii. Any Party may request the disqualification of a member of the Ethics Commission in a particular proceeding by filing an Affidavit or Declaration under penalty of perjury. A

request against a member of the Ethics Commission must be made prior to the commencement of the Sufficiency of Complaint and Probable Cause Examination. The Affidavit or Declaration must state with particularity the grounds upon which it is claimed that a fair and impartial review cannot be accorded. Where the request seeks to compel the disqualification of a member of the Commission, the disqualification shall be determined by a concurring vote of all other participating members of the Commission. The Commissioner who is the subject of the request for disqualification shall not participate in the vote but may participate in deliberations and discussions preceding the vote.

- iv. Notwithstanding paragraph I.b.2, the Parties may choose to accept any member of the Ethics Commission if all Parties waive the grounds for disqualification raised by a Commissioner. The Waiver shall be included in the record of the hearing.

c. Filing Complaints

- i. Complaints are to be filed with the County Administrator's Office on a form prescribed. Complaints can be submitted anonymously, though follow up with the complainant may not be available unless a form of contact is provided. Upon receipt of the complaint, the County Administrator, or their designee, shall forward a copy of the complaint to the Commission Chair who will determine if the complaint shall be dismissed *sua sponte* in accordance with the criteria articulated in Section I.c.i.1 below or if the complaint shall advance to the Ethics Commission to undergo the sufficiency of complaint and probable cause examination. If a complaint is to be dismissed *sua sponte*, then the County Administrator, or their designee, shall send a notice to the complainant citing specific reasons for the dismissal with a copy to the Ethics Commission and the Respondent. The Commission Chair may consult with other members of the Commission regarding the decision whether to dismiss a complaint *sua sponte*. The Commission Chair may appoint an investigator/prosecutor pursuant to Section H.2.a.xiii of the Ethics Ordinance at any time during the complaint process.
 1. The Commission Chair may dismiss a complaint *sua sponte* at any time up to the Sufficiency of Complaint and Probable Cause Examination if the complaint does not set forth facts that when taken as true and liberally construed are sufficient to legally state a claim under this Ordinance; if the conduct involves a person not bound by this Ordinance; if the complaint is deemed frivolous; or if the complaint is not written, signed, verified, and filed within one (1) year of the alleged violation.
- ii. If the complaint advances, the County Administrator, or their designee, shall send a copy of the complaint along with all supporting materials and documents to the respondent via certified mail to advise the respondent of the complaint and alleged violations. The Respondent shall have 21 calendar days from the date of the mailing to respond to the allegations or otherwise plead.
- iii. Upon receipt of Respondent's response, the County Administrator shall send a copy of the Response to the Complainant. The Complainant shall have 14 days to file a reply in writing. It will be in the Chair's discretion to redact any sensitive and confidential material from the Response before sending it to the Complainant.
- iv. The Chair may grant an extension of time to file a Response or Reply upon written request of the parties.
- v. The Chair may request additional information or responses from the parties as necessary.

- vi. Upon receipt of the last requested response or reply, the County Administrator shall provide each member of the Commission with copies of the Complaint, Response and Reply and any attachments.
 - vii. Within 10 days upon receipt of the reply or after the expiration of time in which the last requested filing was due, a meeting shall be scheduled for the Commission to vote on the sufficiency of complaint and probable cause to proceed based on the written filings of the parties.
- d. Sufficiency of Complaint and Probable Cause Examination
- i. The Ethics Commission will meet to determine the sufficiency of the Complaint and to reach a decision about whether Probable Cause exists to proceed.
 - ii. The following documents shall be made a part of the record of the Sufficiency of Complaint and Probable Cause Examination: (1) the notice; (2) the Complaint; (3) any exhibits or documents appended to the Complaint; and (4) any waivers as to the disqualification of a member of the Ethics Commission. During its initial review, the Commission will determine, based on the evidentiary and supporting materials provided, whether any further preliminary action is warranted. If so, the Commission will determine whether it should defer proceedings pending the completion of such preliminary activity.
 - iii. After the Sufficiency of Complaint and Probable Cause Examination, the Commission shall:
 - 1. Issue an order finding that the Complaint is insufficient to allege any violation of the Lake County Ethics & Conduct Code or that no probable cause for the stated violation(s) exists; or
 - 2. Issue an order finding that the Complaint is sufficient to allege a violation of Section B of the Lake County Ethics & Conduct Code (Prohibited Political Activity), probable cause exists and refer the Complaint and all relating documents to the Lake County State's Attorney's Office; or
 - 3. Issue an order finding that the Complaint is sufficient to allege a violation of Section D of the Lake County Ethics & Conduct Code (Gift Ban), probable cause exists and refer the matter to the Lake County State's Attorney's Office; or
 - 4. Issue an order finding that the Complaint is sufficient to allege a violation of Sections D (Gift Ban), or L (Board Member Conduct) of the Lake County Ethics & Conduct Code, that probable cause exists for such a violation or violations and that the matter will proceed to an Administrative Hearing. Such order shall include the place, date and time of the Administrative Hearing which can occur immediately follow the sufficiency of complaint and probable cause examination.
 - iv. The Commission shall send a copy of the Commission's Order to the Complainant and the Respondent within thirty (30) days after closing the Sufficiency of Complaint and Probable Cause Examination. If the matter proceeds immediately to the administrative hearing, the Commission's Order shall be made on the record with the written order to follow.
 - v. If the Commission finds that Probable Cause exists, the Commission shall prepare a Determination of Probable Cause summarizing the essential findings of the Commission and issue notices to the Complainant and Respondent, stating the Commission's Determination of Probable Cause. In addition, the Commission shall notify the Lake County State's Attorney's Office to prosecute such actions and transmit the appropriate documentary materials in accordance with the Ordinance. If the matter proceeds

immediately to the administrative hearing, the Commission's Determination of Probable Cause shall be made on the record with the notice and summary to follow.

- vi. The Commission Chair may appoint a hearing officer if and when they determine it to be necessary and practical to preside over the Administrative Hearing process.
- e. Consent Agreements
 - i. At any time after the filing of a Complaint, in the discretion of the Commission and after consideration of such factors as the nature of the proceedings and the requirements of the public interest, a Consent Agreement may be entered into between the Commission and the Respondent, if such an agreement will result in a just disposition of the issues involved.
 - ii. Any Consent Agreement containing consent findings and an Order disposing of a proceeding or any part thereof shall also provide that:
 1. the Order shall have the same force and effect as an Order made after a full hearing;
 2. the entire record on which any Order may be based shall consist solely of the Complaint and the Consent Agreement;
 3. further procedural steps before the Commission are waived;
 4. any right to challenge or contest the validity of the Order and decision entered in accordance with the Consent Agreement is waived; and
 5. the Order and Decision of the Commission is final.
- f. Pre-Hearing Conference
 - i. If both parties agree to participate, the Commission Chair may conduct a Pre-Hearing Conference prior to the Administrative Hearing. The Commission Chair shall set the time and place for the Pre-Hearing Conference, and shall give reasonable written notice to all Parties.
 - ii. A Pre-Hearing conference may be held for the purpose of facilitating the orderly completion of the hearing. Thus, a Pre-Hearing Conference may deal with one or more of the following matters.
 1. Preparation of stipulations;
 2. Clarification of issues;
 3. Rulings on identity and limitation of the number of witnesses;
 4. Objections to proposed evidence;
 5. Order of presentation of evidence and cross-examination;
 6. Rulings regarding issuance of Subpoenas;
 7. Time limits for the completion and exchange of discovery prior to an Administrative Hearing;
 8. Schedules for the commencement and conduct of a hearing;
 9. Exchange of witness lists and of exhibits or documents to be offered in evidence at a hearing;
 10. The disqualification of any person from participating in the hearing;
 11. Any other matters that may promote the orderly and prompt conduct of the hearing.
 - iii. The Commission Chair may conduct all or part of the Pre-Hearing Conference by telephone, videoconferencing, or other electronic means if each participant in the conference has an opportunity to participate in and to hear the entire proceeding while it is taking place.

- iv. The Commission Chair shall issue a Pre-Hearing Order incorporating the matters determined at the Pre-Hearing Conference. The Commission Chair may direct one or more of the Parties to prepare the Pre-Hearing Order.
- g. Continuances
- i. The Ethics Commission may continue the Sufficiency of Complaint and Probable Cause Examination or the Administrative Hearing for good cause shown by one of the Parties to the hearing or upon request by any member of the Ethics Commission.
- h. Discovery
- i. Prior to the date of the Pre-Hearing Exchange of Information as provided for in Section I.i, any Respondent may request from any other Party to the hearing:
 1. the names and addresses of witnesses to the extent known to the other Party, including, but not limited to, those intended to be called to testify at the hearing; and
 2. an opportunity to inspect and make a copy of any of the following in the possession or custody or under the control of any other Party to the hearing:
 - a. A statement pertaining to the subject matter of the proceeding made by any Party to another Party or person;
 - b. Statements of witnesses then proposed to be called to testify at the hearing and of other persons having personal knowledge of the acts, omissions or events which are the basis for the proceeding, not included in (i) above; and/or
 - c. All writings that any other Party then proposes to offer in evidence.
 - ii. In the event that a material witness is unavailable to testify at the hearing, any Party may petition the Ethics Commission for an order that the testimony of that material witness be taken by deposition in the manner prescribed by law for depositions in civil actions under Rule 217 of the Rules of the Illinois Supreme Court. The petition shall set forth the nature of the pending proceeding; the name and address of the witness whose testimony is desired; a showing of the materiality of the testimony; a showing that the witness will be unable or cannot be compelled to attend; and shall request an order requiring the witness to appear and testify before an officer named in the petition for that purpose. The Complainant shall serve notice of the deposition and a copy of the petition on the other Parties at least three business days before the deposition.
 - iii. Requests for discovery must be made in writing. While no particular form must be used, the request must clearly and plainly state the information or items sought. Requests for discovery must be provided to the Party from whom the discovery is sought either by personal delivery or by certified mail, return-receipt requested.
 - iv. Concurrent with the service responsibilities set forth under Section I.h, the Party seeking discovery shall ensure that all other parties to the hearing are provided with a copy of the request for discovery.
 - v. The Party responding to the discovery request shall respond within 10 calendar days and shall ensure that all other Parties to the hearing are provided with a copy of all documents that are produced. The Party requesting documents shall be liable to reimburse the Party producing the documents for the reasonable photocopying expenses incurred by the producing Party.
 - vi. If a Respondent claims that a responding Party has failed to comply with a request for discovery pursuant to this Section, the Respondent may request a Pre-Hearing conference in accordance with Section I.e for the purpose of seeking to compel discovery.

- vii. Nothing in this Article shall authorize the inspection or copying of any writing or thing which is privileged from disclosure by law or otherwise made confidential or protected as the attorney's work product.
- i. Prehearing Exchange of Information
 - i. No later than seven calendar days prior to the Administrative Hearing, all Parties to the hearing shall mail or deliver to all other Parties a list of all witnesses and a copy of all exhibits or documents that the Party anticipates offering into evidence at the hearing.
- j. Venue & Hearing
 - i. A Commission Administrative Hearing or a Sufficiency of Complaint and Probable Cause Examination shall be held at the County Administration Building.
 - ii. Sufficiency of Complaint and Probable Cause Examinations may be closed to the public under the applicable Section of the *Illinois Open Meeting Act*, 5 ILCS 120/2(c)(1) and (4), unless all Parties request in writing that the hearing be open to the public and the Commission concurs. Deliberations by the Commission following receipt of evidence will be closed.
 - iii. Administrative Hearings may be closed to the public under the applicable Section of the *Illinois Open Meeting Act*, 5 ILCS 120/2(c)(1) and (4), unless all Parties request in writing that the hearing be open to the public and the Commission concurs. Deliberations by the Commission following receipt of evidence may be closed if such closure is in accordance with the *Illinois Open Meetings Act*.
 - iv. Alternatively, the Commission may elect to refer to the Lake County State's Attorney's Office a possible violation of Section D of the Code (Gift Ban) for prosecution in the courts of the Nineteenth Judicial Circuit.
 - v. Prosecution of an alleged violation of Section B of the Code (Prohibited Political Activities) will be promptly referred to the Lake County State's Attorney's Office for prosecution.
- k. Counsel
 - i. Each party has the right to attend the hearing and may be represented by legal counsel or any other representative of their choosing.
- l. Administrative Hearing Order of Proceedings
 - i. The Ethics Commission calls the matter for hearing and asks the Parties and any counsel present to identify themselves. The Ethics Commission takes official notice of any official positions or offices within the County of Lake, which are held by any of the Parties. Unless the commission appoints a Hearing Officer, the Commission Chair will preside at the Administrative Hearing.
 - ii. The following documents shall be made a part of the Administrative Hearing record: (1) the notice of hearing; (2) the Complaint; (3) the Probable Cause determination and findings; and (4) any waivers as to the disqualification of a member of the Ethics Commission.
 - iii. Any Party may make an opening statement. If the Complainant and Respondent both wish to make an opening statement, the Complainant proceeds first. The Respondent may reply after the Complainant's opening statement or may reserve an opening statement until after the Complainant concludes their case.
 - iv. The Complainant presents their case first.
 - v. The Respondent presents their case after the Complainant concludes. If there is more than one Respondent, the order of presentation may be decided by mutual agreement of the Respondents or, if necessary, by the Ethics Commission.

- vi. After the initial presentation of evidence by both sides, the Parties, beginning with the Complainant, may introduce evidence in rebuttal. Such evidence should be limited to matters already raised in the presentation of the Complainant's or Respondent's case.
- vii. Each Party may make a closing argument. The Complainant proceeds first. The Respondent proceeds after the Complainant's closing argument. The Complainant may conclude the closing arguments with a rebuttal.
- viii. These procedures do not authorize the making of a motion for dismissal or a motion for nonsuit or directed findings at any time during the hearing.

m. Evidence

- i. Oral evidence shall be taken only under oath. The oath may be administered by the Ethics Commission Chairperson or the Hearing Officer. The oath is obtained by an affirmative response to the following statement: "Do you solemnly state, under penalty of perjury, that the evidence that you shall give in this matter shall be the truth, the whole truth, and nothing but the truth?"
- ii. Each Party shall have these rights:
 - 1. To call and examine witnesses;
 - 2. To introduce exhibits;
 - 3. To cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination;
 - 4. To impeach any witness regardless of which Party first called them to testify;
 - 5. To object for sound reasons to the evidence presented by an adverse Party.
- iii. A Party may redirect and recross, subject only to the limitations imposed by the Ethics Commission.
- iv. The Complainant may call and examine any Respondent as if under cross-examination even if that Respondent does not first testify in their own behalf.
- v. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Rulings on the admission of evidence will be made by the Commission Chair or the Hearing Officer (whichever is presiding).
- vi. At an Administrative Hearing, hearsay evidence may be used for the purpose of supplementing or explaining other evidence; however, upon timely objection, hearsay evidence shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. An objection is timely if made before submission of the case.
- vii. The Ethics Commission has discretion to exclude evidence if its probative value is substantially outweighed by the probability that its admission will necessitate undue consumption of time.

n. Ex Parte Communications

- i. Except as otherwise provided in this Section, while the proceeding is pending, the members of the Ethics Commission shall not participate in any communications with any Party, representative of a Party, or any person who has a direct or indirect interest in the outcome of the proceeding about the subject matter or merits of the case at issue, without notice and opportunity of all Parties, to participate in communication.
- ii. No pleading, letter, document, or other writing shall be filed by a Party unless a copy thereof together with any exhibit or attachment is provided to all other Parties to the proceeding.
- iii. Communications prohibited under Section I.m.i do not include communications concerning matters of procedure or practice, including request for continuances that are

not in controversy. It also does not prohibit communications between a Party and the Ethics Commission when the opposing Party has had a default entered pursuant to Section I.n.

- iv. If, while the proceeding is pending, an Ethics Commissioner received a communication of a type that would be in violation of this Article, they shall promptly disclose the content of the communication on the record and give all Parties an opportunity to address it.
- o. Default
 - i. In the event a Respondent fails to appear at an Administrative Hearing, the Ethics Commission may direct that the scope of the hearing be narrowed. At its discretion, the Ethics Commission may conduct the Hearing notwithstanding the absence of the Respondent or, in the alternative, dispense with the Hearing and take under submission Respondent's express written admissions, stipulations entered into between the Parties, and any other written evidence submitted by a Party who was present at the Administrative Hearing.
 - ii. In the event of the Respondent's default, and within seven business days after a decision by the Commission that either (1) there is probable cause to believe that the Respondent has committed a violation of the Lake County Ethics & Conduct Code, or (2) the Respondent has committed a violation of the Lake County Ethics & Conduct Code, the Respondent may serve a written motion requesting that the decision be vacated and stating the grounds relied on. The Commission, in its discretion, may vacate the decision and grant a re-hearing on a showing of good cause. As used in this Section, good cause includes, but is not limited to, any of the following:
 - 1. Failure of the Person to receive notice of the hearing; or
 - 2. Mistake, inadvertence, surprise, or excusable neglect.
- p. Findings and Decision
 - i. Following the receipt of evidence and the conclusion of the Examination or Hearing, the members of the Commission may convene in closed session for deliberations and a decision on the matters presented and any further or related rulings as appropriate. The Commission will render its decision within 30 days of the conclusion of the Administrative Hearing.
- q. Judicial Review
 - i. Judicial review may be had by filing a complaint for administrative review in accordance with the provisions of the *Illinois Code of Civil Procedure*, 735 ILCS 5/3-101, *et. seq.*
 - ii. The 35 day statute of limitations contained in the *Illinois Code of Civil Procedure*, 735 ILCS 5/3-103 shall apply to judicial review of enforcement decisions made by the Commission.
- r. Enforcement of Fines and Penalties
 - i. Fines and penalties levied by the Lake County Ethics Commission pursuant to Section K of the Lake County Ethics & Conduct Code shall be considered a matter of ordinance. Failure to pay fines and fees levied shall constitute an ordinance violation and shall be pursued and prosecuted as an ordinance violation in the Nineteenth Judicial Circuit Court.