

STATE OF MINNESOTA

SENATE

SPECIAL COMMITTEE ON ETHICAL CONDUCT

REPORT

In the Matter of the Complaint of Senator Nicholas D. Coleman
and Senator Robert O. Ashbach dated March 25, 1975

May 19, 1975

RECEIVED

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To the Members of the Senate:

The Special Committee on Ethical Conduct has met and considered a complaint submitted by Senators Nicholas D. Coleman and Robert Ashbach regarding allegations of improper solicitation of campaign money by employees of the Senate made in an article published in the Minneapolis Tribune on March 25, 1975. The committee held three meetings at which it took sworn testimony from the following persons:

Steven Dornfeld, Reporter for the Minneapolis Tribune

Patrick E. Flahaven, Secretary of the Senate

George G. Goodwin, Minority Secretary of the Senate

Eugene P. Daly, Senate Personnel Officer

Rosemary Goff, Administrative Assistant to the Committee on Local Government

Mark Andrew, Administrative Assistant to the Committee on Natural Resources and Agriculture

Lucy Johnson, Legislative Assistant to the Committee on Labor and Commerce

Kelvin Johnson, Administrative Assistant to Senator Borden

Michael Ahern, Administrative Assistant to the Committee on Health, Welfare and Corrections

John Kaul, Administrative Assistant to Senator Coleman

Jonathan Thomson, Administrative Assistant to Senator Ashbach

Shirley Cardwell, Secretary to Senator Coleman

Romayne Houle, Secretary to Senator Ashbach

Shirley Traxler, Secretary to Senator Knutson

The committee also held one public meeting at which it received comments and recommendations from the following additional persons:

Senator Robert Brown, Chairman, Minnesota Republican Party

Senator George Pillsbury, Chairman, Republican Party Finance Committee

Senator Charles Berg

Judy Healey, Joint Religious Legislative Committee

Tape recordings and minutes of all proceedings are available to the public through the Legislative Reference Library and the Secretary of the Senate as provided in Senate Rule 65. Transcripts of tape recordings will be prepared and furnished to any person at his own expense

Having completed the taking of testimony, and following further deliberations, the committee submits to the Senate the following findings and recommendations.

1. Findings.

- a. The conduct described in the article did in fact occur.
- b. The activity was undertaken voluntarily by the employees involved.
- c. The employees were open, forthright, and cooperative with the committee in its investigations.
- d. The Senate had adopted no policy, and the Senate employees concerned had been given no rules, guidance, or advice, on what kind of political activity, including solicitation of campaign money, is proper for Senate employees.
- e. The language of Minnesota Statutes, Section 43.28, does not give clear direction.

2. Recommendations.

- a. The Senate should develop a policy and adopt rules of conduct governing solicitation of campaign money by Senators and Senate employees.
- b. The Secretary of the Senate, under the direction of the Committee on Rules and Administration, should furnish a copy of the rules to each Senator and Senate employee, and should conduct whatever orientation and training sessions as are necessary to insure that all are aware of the existence and meaning of the rules.
- c. Minnesota Statutes, Section 43.28, should be amended to give clear direction.

To assist the Senate in developing a policy on political activity by Senate employees, the committee offers the attached Proposed Rules Governing Solicitation of Campaign Money by Senators and Senate Employees. A proposed bill amending section 43.28 is also attached.

Respectfully submitted,

SPECIAL COMMITTEE ON ETHICAL CONDUCT

George R. Conzemius
Senator George R. Conzemius
Chairman

William McCutcheon
Senator William McCutcheon

William G. Kirchner
Senator William G. Kirchner

Howard A. Knutson
* Senator Howard A. Knutson

*Senator Knutson did not participate in the committee's preliminary inquiry,
but he did assist in developing its final recommendations.

PROPOSED RULES GOVERNING SOLICITATION OF CAMPAIGN MONEY

BY SENATORS AND SENATE EMPLOYEES

1. No Senate caucus should conduct an organized effort to solicit campaign money while the Legislature is in regular or special session.
2. No employee in Senate Research should engage in partisan political activity at any time.
3. No Senate employee should solicit campaign money from the Capitol Complex at any time or by telephone from any place during normal working hours.
4. A secretary or administrative assistant normally assigned to work under the immediate supervision of an individual Senator may assist with the mailing of letters, keeping of records, and other functions of a clerical nature in connection with the solicitation of campaign money if these functions do not require the exercise of political judgment. Other Senate employees should neither be required nor requested to assist with the solicitation or receipt of campaign money.
5. Administrative assistants to the majority leader and minority leader may participate in political activities that require the exercise of political judgment.

A bill for an act

2 relating to state employees; clarifying
3 restrictions on political activities;
4 amending Minnesota Statutes 1974,
5 Section 43.28.

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

7 Section 1. Minnesota Statutes 1974, Section 43.28 is amended to read:

8 43.28 [POLITICAL ACTIVITIES PROHIBITED.] No officer, agent,
9 clerk, or employee of this state, other than a member of the legislature,
10 shall, directly or indirectly, during his hours of employment solicit or
11 receive funds, money for any political purpose or for any political party
12 or affiliate thereof. No officer, agent, clerk, or employee of this state
13 shall, directly or indirectly, or at any time use his authority or official
14 influence to compel any officer or employee in the classified service to
15 apply for membership in or become a member of any organization, or to pay
16 or promise to pay any assessment, subscription, or contribution, or to take
17 part in any political activity. Any person who violates any provision of this
18 section shall be guilty of a misdemeanor, and shall be punished accordingly,
19 and if any officer or employee in the classified service is found guilty of
20 violating any provision of this section, he is automatically separated from
21 the service.

22 Except as herein provided any officer or employee in the state classified
23 service shall:

24 (1) Take leave of absence upon assuming an elected federal or state
25 public office, including elected state legislative office;

26 (2) Take leave of absence upon assuming any elected public office other
27 than enumerated in clause (1), if, in the opinion of the commissioner of personnel,
28 the holding of such office conflicts with his regular state employment;

(3) Upon his request, be granted leave of absence upon becoming a
30 candidate, or during the course of such candidacy, for any elected public office;

(4) Take leave of absence upon becoming a candidate, or during the course of candidacy, for any elected public office if, in the opinion of the commissioner of personnel, such candidacy conflicts with his regular state employment.

All requests for opinions of the commissioner of personnel, and opinions from the commissioner under the provisions of clauses (2) and (4) shall be in written form and shall be delivered by registered mail.

The commissioner of personnel shall issue an opinion under the provisions of clauses (2) and (4) within seven calendar days of receipt of the request.

STATE OF MINNESOTA

SENATE

SPECIAL COMMITTEE ON ETHICAL CONDUCT

REPORT

In the Matter of the Complaint of Senator Nicholas D. Coleman
and Senator Robert O. Ashbach dated March 25, 1975

May 19, 1975

9 Senate aides solicited for DFL

By Bernie Shellum and Steven Dornfeld Staff Writers

At least nine key employees of the Minnesota Senate solicited contributions — in some cases from lobbyists — to a fund-raising event that generated nearly \$50,000 Saturday night for the reelection campaigns of Senate DFLers.

Eight of the solicitors are \$14,000-a-year ranking staff aides to Senate committees, which process legislation that often is of vital interest to the lobbyists.

The other is John Kaul, administrative assistant to Sen. Nicholas Coleman, the DFL majority leader.

Coleman, who said he does not regard the com-

mittee aides as "partisan" staff; nevertheless expressed no disapproval of their fund-raising efforts.

The aides were not "threatened," he said, but rather volunteered to make telephone calls to potential contributors on their own time.

Kaul acknowledged Monday that he recruited the committee aides as volunteers, then gave them "a pep talk" in his Capitol office before giving each one a list of about 50 potential contributors.

"Certainly there are registered lobbyists in it," Kaul said when questioned about the list. "It is possible that lobbyists were called."

Kaul also remarked that it "seemed obvious" that he did not intend that solicitations be made from the Capitol because "it would make for bad press."

In individual interviews, however, committee aides acknowledged that they did place some phone calls from the Capitol during business hours, in some instances to lobbyists who have legislation pending before their committees.

There is no legal prohibition against such activities. Legislation has been introduced to forbid soliciting of lobbyists by politicians, but a similar proposal failed to find favor last year with the DFL-controlled Senate and House.

Yesterday, Linda Schutz, administrative assistant to the Transportation and General Legislation Committee, said she placed a call to a trucking lobbyist who was then struggling against a proposed gasoline tax increase in that committee.

Another solicitor, Patrick Kelly, also said that he called lobbyists and acknowledged that some of them probably are interested in legislation that must be processed by the Finance Committee.

Kelly is a Roman Catholic priest on leave, who is working as administrative assistant to the Finance Committee. When asked if he had any ethical concerns about soliciting lobbyists, he said, "I have only been here since January, and I'm just learning how the system operates."

Mark Andrew, administrative assistant to the Natural Resources and Agriculture Committee, refused to say whether, or from where, he had tried to sell tickets for the DFL fund-raiser.

Later, however, Andrew said, "I'm just a good old loyal Democrat who tries

to do his bit when he can."

Other administrative assistants who solicited contributions are: Kelvin Johnson, aide to Sen. Winston Borden, assistant majority whip; Lucy Johnson, Labor and Commerce Committee; Janet Lund, Governmental Operations Committee; Adelaide O'Brien, Education Committee, and Rosemary Goff, Local Government Committee.

Two other committee aides said yesterday that they felt it would be inappropriate to solicit contributions from lobbyists and did not participate in the fund-raising.

Micahael Aharn, administrative assistant to the Health, Welfare and Corrections Committee, said that committee chairman George Conzemius "has never been too fond of selling tickets to fund-raisers, and a little bit of that has rubbed off on me."

Dale Ulrich, administrative assistant to the Judiciary Committee, indicated that he was not formally asked to solicit contributions, but said, "I would not be anxious to become involved in fund-raising or political activity during the work day."

Most of the 38 DFL senators also took a direct role in the fund-raising by writing letters and making followup phone calls, in

some instances to lobbyists.

Tickets for the dinner, held in the Leamington Hotel, cost \$50 each; for a prior reception, the cost was an additional \$50.

The approximately \$50,000 raised Saturday night increased the DFL Senate caucus's fund for 1976 campaigns to more than \$100,000.

Coleman said the caucus may sponsor additional fund-raising events before the 1976 elections, but "probably nothing this big."

If the Senate funds already on hand were allocated equally to the DFL's nominees for 67 seats, each candidate would receive at least \$1,500.

Under present campaign laws, legislative caucuses are treated as party organizations and can contribute up to 50 percent of a candidate's spending limit, or \$7,500 in the case of a

Senate assistant.

The Minnesota Ethics Commission has recommended to the Legislature, however, that caucus funds from registered same way as special-interest contributions, which can provide no more than 10 percent of a candidate's spending limit.


The Legislature also is expected to consider Republican-sponsored proposals that would prohibit the solicitation of campaign funds from registered lobbyists.

COMPLAINT

1. Senate Rule 75 creates a Senate Special Committee on Ethical Conduct.
2. The jurisdiction of said committee extends to the investigation of "any complaint by a member of the Senate in writing under oath received during a legislative session regarding improper conduct by any member or employee of the Senate or any lobbyist."
3. Pursuant to Rule 75 the jurisdiction of the Senate Special Committee on Ethical Conduct is invoked:
 - (a) to determine for the Senate if the conduct alleged in the attached article from the Minneapolis Tribune on March 25, 1975 relating to fund raising by employees of the Senate did in fact occur, and if it did occur, under what circumstances;
 - (b) to recommend to the Senate in its advisory capacity ethical guidelines for members and employees of the Senate with respect to political fund raising activities.

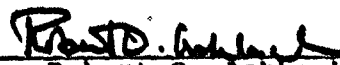
Further, it is alleged that for employees of the Senate to solicit registered lobbyists to purchase tickets to a partisan political fund raising dinner during normal working hours on state equipment constitutes "improper conduct" as contemplated by Senate Rule 75.

Further, complainants under oath swear the above to be full and true statements of the facts known to them about this matter.



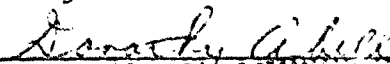
Nicholas D. Coleman
Senate Majority Leader

Dated: April 10, 1975



Robert O. Ashbach
Senate Minority Leader

I, Dorothy Abell, do hereby certify that Nicholas D. Coleman and Robert O. Ashbach did appear before me and did under oath administered by me pursuant to M.S. 359.05 certify the above to be a full and true statement to the best of their knowledge.



Dorothy Abell
NOTARY PUBLIC
DOROTHY ABELL
NOTARY PUBLIC

CITY OF SAINT PAUL

OFFICE OF THE CITY ADMINISTRATOR

THOMAS J. KELLEY

LAWRENCE D. COHEN
MAYOR

April 18, 1975

Mr. Peter S. Watson
Senate Counsel
Room 24, State Capitol Building
Saint Paul, Minnesota 55155

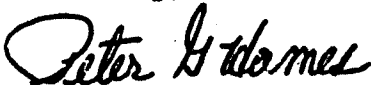
Dear Mr. Watson:

In response to your request for information, I am enclosing two documents. One is a copy of the existing Code of Ethics, approved September 8, 1972. The other is a copy of a proposed Code of Ethics.

The proposed code was submitted to the City Council (in August 1974) and referred to the Council Legislative Committee. No other action has been taken on the proposed code.

If this information is not sufficient, please contact me at 298-4928.

Sincerely,



Peter G. Hames
Administrative Aide

PGH/ca
Encl.

365 City Hall, Saint Paul, Minnesota 55102

Example of work performed:
 To take temperatures, respiration, and pulses.
 To prepare and apply dressings and packs.
 To give treatments and administer medications, as prescribed.
 To give hypodermic injections and make urinalyses.
 To wash and sterilize glasses and equipment.
 To keep clinical charts.
Minimum qualifications:
 Must be licensed as a practical nurse by the State of Minnesota.

SECTION 2

This ordinance shall take effect and be in force thirty days after its passage, approval, and publication.

Passed by the Council September 14, 1972.

Yeas—Councilmen Hunt, Konopatzki, Meredith, Sprafka, Vice President (Lavine)—5.
 Nays—0.

Approved September 14, 1972.

LAWRENCE D. COHEN,
 Mayor.

Attest:
 HARRY E. MARSHALL,
 City Clerk.
 (September 16, 1972)

RESOLUTIONS

Council File No. 238616—By William P. Konopatzki—

CODE OF ETHICS

Whereas, Members of the governing body hold positions of public trust under the scrutiny of public opinion, their acts as to legality and propriety must be above suspicion. Now therefore, be it

Resolved, That the following be adopted by the City Council as a "Code of Ethics" for all officials as defined below:

1. PURPOSE:

The purpose of this code is to establish ethical standards of conduct for all elected and appointed officials and employees in the unclassified service, and all members of appointed committees, boards or commissions, whether paid or unpaid, in the City of Saint Paul. For the purpose of this resolution such employees will hereafter be referred to as "officials".

2. RESPONSIBILITIES:

(a) These officials are agents of public office and are bound to uphold the Constitution of the United States, the Constitution of the State of Minnesota and the Charter of the City of Saint Paul. They are bound to carry out impartially the laws of the nation and state and city, and thus foster respect for all government.

(b) Officials shall refrain from using their influence as a member of a governing body in attempts to secure contracts, reasoning, or other favorable municipal actions for personal advantage.

(c) Officials shall refrain from participating in any action of the governing body in which some private benefit, either direct or indirect, may come by this action.

(d) Officials shall refrain from advising or assisting anyone in any action that is adverse to the City of Saint Paul.

3. CONFLICT OF INTEREST:

Any public official experiencing a conflict of interest should publicly fully disclose any such interest and benefit, as soon as it becomes apparent, and should abstain from voting on the matter should he have a vote. He should not enter into any discussion on the matter privately with any fellow official. An official may not be forced to become a second-class citizen and denied the rights of other citizens if a matter arises in which he has an interest. He should remove himself from the governing body and appear as any other citizen to explain and argue his interest openly and without expectation of special favor.

No official shall hold a position in addition to his public position that will in any way interfere with the proper discharge of his public duties.

No official shall use any information obtained as a result of his public office for personal gain.

No official shall hold investments which tend to interfere with the proper discharge of his public duty. Nor shall he enter into any contracts or other conduct of business for profit in which as a public employee he can influence.

4. EQUAL PRIVILEGES:

No official shall grant to any citizen, citizens, or corporation other than municipal privileges or immunities which, upon the same terms, shall not equally belong to all citizens or corporations.

The proper standard for the conduct of any official in his personal relationships must be above suspicion, and even the appearance or possibility of wrongdoing should be firmly avoided.

Adopted by the Council September 7, 1972.

Approved September 9, 1972.
 (September 16, 1972)

Council File No. 238617—By Victor J. Tedesco—

Resolved, That Council File No. 237493, Adopted by the Council Feb. 23, 1972, is amended as follows due to the redistricting order of June, 1972: Omit the following from Council File 237493,

- Ward 1, Prec. 8
- Ward 6, Prec. 4
- Ward 7, Prec. 3
- Ward 7, Prec. 12
- Ward 7, Prec. 13
- Ward 8, Prec. 9
- Ward 10, Prec. 16
- Ward 11, Prec. 23
- Ward 11, Prec. 32

and add the following—
 Ward 5, Prec. 12 Cretin Annex Lobby
 Ward 7, Prec. 6 Muska Electric Co.

CLERK
DEPARTMENT
FOR

Ordinance

Ordinance NO. _____

1 By _____

Referred To _____ Committee: Date _____

Out of Committee By _____ Date _____

Page 7.

Section 8.

Codification. This ordinance shall be deemed a part of the Saint Paul Administrative Code and shall be incorporated therein and given an appropriate chapter and/or section number at the time of the next revision of said Administrative Code.

Section 9.

Effective date. This ordinance shall take effect and be in force thirty (30) days from and after its passage, approval and publication.

COUNCILMEN

Yeas	CHRISTENSEN	Nays	
	BOGA HOZZA		
	KEGG	_____	In Favor
	Levine		
	ROEDLER	_____	Against
	SYLVESTER		
	Tedesco		
Mme. President	HUNT		

Adopted by Council: Date _____

Passed by Council Secretary _____

Approved by Mayor: Date _____

Requested by Department of: _____

By _____

Form Approved by City Attorney

By _____

Approved by Mayor for Submission to Council

By _____

Page 6.

first appointed shall have terms expiring in one, two, three, four and five years, respectively, from the date of commencement of their terms. Vacancies shall be filled for unexpired terms. The members shall elect annually a chairman, and the board shall adopt such rules and regulations as it deems necessary for the conduct of its business.

The City of Saint Paul, through the office of the City Attorney, shall provide the board with adequate staff to perform the duties prescribed under this ordinance.

b. The board shall have the following powers and duties:

- (1) To hear and decide issues of fact relating to alleged violations of the provisions of this ordinance, for submission to the office of the City Attorney.
- (2) To render, upon the written request of any officer or employee, written advisory opinions based upon the provisions of this ordinance defining the type of ethical conduct that the public has the right to expect of city officers and employees.
- (3) To adopt such rules and regulations as it deems necessary to effect the provisions of paragraph b(1) and and (2) herein.

Section 6.

Penalty. Any officer or employee violating the provisions of this ordinance shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$300 or by imprisonment for not to exceed 90 days, or both.

Section 7.

Savings Clause. If any part of this ordinance shall be held to be unconstitutional, or otherwise illegal, such unconstitutionality or illegality shall not affect the validity of remaining parts of this ordinance, and the Council hereby declares it would have passed the remaining parts of this ordinance if it would have known that such part or parts thereof might be unenforceable because they were unconstitutional or illegal.

6. Representation of citizens. No official or employee shall appear on behalf of any citizen to use the influence of his employment position before any public body in the city. This shall not preclude an official or employee from appearing to present his own personal position as a citizen, nor shall it prevent appearances required in the normal course and scope of his employment duties.
- f. Gifts and favors. No official or employee shall solicit or accept any gift, whether in the form of money, thing, favor, loan or promise, that would not be offered or given if he were not an official or employee.
- g. Investments. No official or employee shall hold investments which tend to interfere with the proper discharge of public duties nor enter into any contract or other conduct of business for profit which he can influence by his employment position.
- h. Confidential information. No official or employee shall, without prior authorization of the public body or official having jurisdiction, disclose confidential information concerning any other official or employee or any other person, or any property or governmental affairs of the city. No official or employee shall use or permit the use of such confidential information to advance the financial or personal interest of himself or any other person.
- i. Nepotism. No elected official shall appoint or vote for appointment any person related by blood or marriage to any office, position, employment or duty where compensation is to be paid out of public money.

Section 5.

Board of Ethics.

- a. Creation. There is hereby created and established a board of ethics consisting of five persons, who shall hold no other office or employment under the city, at least one of which shall be an attorney admitted to practice before the Supreme Court of the State of Minnesota.

Members shall be appointed in accordance with Section 3.01.8 of the Saint Paul City Charter and shall serve for a term of five years; provided, however, that those

- (a) with which such elected official, his or her spouse, parents, or children are connected as employee, officer, owner, director, trustee, partner, advisor or consultant; or
 - (b) in which such elected official, his or her spouse, parents or children have any continuing financial interest in excess of Two Thousand Dollars (\$2,000) at the time of reporting, through a pension or retirement plan, shared income or otherwise, as a result of any current or prior employment or business or professional association; or
 - (c) in which such elected official, his or her spouse, parents or children have any financial interest through the ownership of stocks, bonds, or other securities, and the nature of each source of income and each investment listed above.
- (2) A list of the outstanding indebtedness of each elected official, his or her spouse, parents or children, in excess of Two Thousand Dollars (\$2,000) at the time of reporting, such list to include the nature of the indebtedness.
- (3) A list of such public official's interest in real property or rights in lands other than property which is occupied as a personal residence or homestead.
- (4) The mayor shall cause to be prepared the form of the statement of financial disclosure as required by the terms of this ordinance, which shall be approved by the city council.
- d. Incompatible employment. No official or employee shall hold a position in addition to his public employment that will in any way interfere with the proper discharge of his public duties. No official or employee shall engage in private employment with or render services to any person having business transactions with any public body unless he shall first make full public disclosure of the nature and extent of such employment or services.

Page 3.

private benefit, either direct or indirect, may result. No official or employee shall advise or assist in any action that is adverse to the city.

Section 4.

Conflict of interest.

- a. Financial or personal interest. No official or employee, either on his own behalf or that of any other person, shall have any financial or personal interest in any business or transaction with a public body on which he has the right to vote or otherwise determine the outcome.
- b. Disclosure and disqualification. Any official or employee experiencing a conflict of interest should make full public disclosure of the nature and extent of such interest as soon as it becomes apparent, and shall disqualify himself from participating in the matter. For purposes of this section, "participation" shall include
- (1) participation in debate, deliberations or voting;
 - (2) preparation of oral or written reports;
 - (3) rendition of oral or written advice;
 - (4) testimony before the public body;
 - (5) discussions with any official or employee who must decide the matter; and
 - (6) issuance of official denials or approvals.
- c. Filing of financial information. No later than sixty (60) days from and after the effective date of this ordinance and thereafter annually on the first business day of each calendar year, each elected official and each appointed head of any city department or office shall disclose and file in the office of the city clerk a statement containing the following information:
- (1) A list of the names of all business corporations, companies, firms or other business enterprises, partnership and non-profit organizations and educational or other institutions

the city.

- b. Public body. Any agency, board, body, commission, committee, department or office of the city.
- c. Financial interest. Any interest which shall yield, directly or indirectly, a monetary or other material benefit (other than the duly authorized salary or compensation for services to the city) to the official or employee or any person employing or retaining the services of the official or employee. Such interest shall include the interest of a spouse, minor child or parent of such official or employee but exclude accounts in banks, credit unions, savings and loan associations, United States Government Bonds, principal residence or homestead, household goods, personal effects, personal automobile, and cash value of life insurance.
- d. Personal interest. Any interest arising from blood or marriage relationship, or from close business association, whether or not any financial interest is involved.

Section 3.

Responsibilities. In furtherance of the policies set forth in Section 1 herein, all officials and employees shall carry out the following responsibilities:

- a. Fair and equal treatment. No official or employee shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which is generally granted or made available to the public at large.
- b. City property. No official or employee shall request, use, or permit the use of any publicly owned or publicly supported property, vehicle, equipment, labor or service for personal convenience or advantage or private advantage of any other person.
- c. Improper influence. No official or employee shall use any influence he may have because of his employment position to secure or attempt to secure any contract, rezoning or other favorable action by the city for personal advantage, and shall refrain from participating in any action in which some

WHITE - CITY CLERK
PINK - FINANCE
CANARY - DEPARTMENT
BLUE - MAYOR

CITY OF SAINT PAUL

Council File NO. 264060

Ordinance

Ordinance No. David H. Hoff

Presented By _____
Referred To Legislative Com. Committee: _____ Date _____
Out of Committee By _____ Date _____

An administrative ordinance establishing a code of ethics for city officials and employees.

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

Section 1.

Policy. The public judges its government by the way its public officials and employees conduct themselves in the posts to which they are elected or appointed. City officials hold positions of public trust under the scrutiny of public opinion, and their actions must be above suspicion. The public has a right to expect that city officials and employees will conduct themselves in a manner that will preserve public confidence in, and respect for government. Such confidence and respect can best be promoted if every public official and employee, whether paid or unpaid, and whether elected or appointed, will uniformly:

- a. treat all citizens with courtesy, impartiality, fairness and equality under the law, and
- b. avoid both actual and potential conflicts between their private self interest and the public interest.

Section 2.

Definitions. The terms used in this ordinance are hereby defined as follows:

- a. Official or employee. Any person elected or appointed to or employed or retained by any public office or public body of the city, whether paid or unpaid and whether part-time or full-time, excluding persons under independent contract for labor, materials or supplies with

COUNCILMEN

Yeas	Hunt	Nays	Christensen
	Konopatzki		Hozza _____ In Favor
	Levine		Levine _____ Against
	Meredith		Roedler _____ Against
	Sprafka		Sylvester _____
	Tedesco		Tedesco _____
	Mme. President Butler		President Hunt _____

Adopted by Council: _____ Date _____
and Passed by Council Secretary _____

Requested by Department of: _____
By _____

Form Approved by City Attorney
By R. Scott Danie

Approved by Mayor: _____ Date _____
By _____

Approved by Mayor for Submission to Council
By James M. Kelly

- i. Entry into contracts or other conduct of business for profit by a business in which a public official or employee has a substantial or controlling interest, especially when the public official or employee can influence such contract or business because of his public position.

6. DISCLOSURE OF FINANCIAL INTERESTS:

- (a) Not later than 90 days after the date of this resolution, each elected official of Ramsey County and each employee in the unclassified civil service of Ramsey County shall file, as a public record, in the office of the Ramsey County Civil Service Commission a statement containing the following:

- A. A list of the names of all business corporations, companies, firms, or other business enterprises, partnerships, and non-profit organizations and educational or other institutions -

- (i) with which he is connected as an employee, officer, owner, director, trustee, partner, adviser or consultant; or
- (ii) in which he has any continuing financial interest, through a pension or retirement plan, shared income or otherwise, as a result of any current or prior employment or business or professional association; or
- (iii) in which he has any financial interest through the ownership of stocks, bonds, or other securities.

and the nature and extent of each source of income and each investment listed above if the source of income or investment is over \$1,000 in value at the time of the statement.

- B. A list of the names of his creditors other than those to whom he may be indebted by reason of a mortgage on property which he occupies as a personal residence or to whom he may be indebted for current and ordinary household and living expenses and the nature and extent of the indebtedness if the indebtedness on real property is over \$1,000 at the time of the statement.

- C. A list of his interests in real property or rights in lands, other than property which he occupies as a personal residence.

- (b) Not later than 90 days after the date of this resolution each member of an appointed committee, board or commission, including those jointly funded and organized between the City of Saint Paul and Ramsey County shall file, as a public record, in the office of the Ramsey County Civil Service Commission, a statement listing the names of all the corporations, companies, firms, state or local government organizations, research organizations and educational or other institutions in which he is serving as an employee, officer, member, owner, director, trustee, adviser or consultant. In addition, it shall list the nature and extent of all investments, including real property held for income or gain but not including property occupied as a personal residence, if the investment is over \$1,000 in value at the time of the statement.

- (c) Each person who enters upon duty after the date of this resolution in an office or position as to which a statement is required by this resolution shall file such a statement not less than 30 days after the date of his entrance on duty.

- (d) Within 90 days after each anniversary date of an initial filing, each person who made an initial filing shall file a new statement giving the information called for above as of the time of the new statement.

- (e) The interest of a spouse, minor child, or other member of his immediate household shall be considered to be an interest of a person required to file a statement by or pursuant to this resolution.

- (f) This resolution shall not be construed to require the filing of any information relating to any person's connection with, or interest in, any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civic or political organization or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

- (g) The Civil Service Commission shall prescribe the form and content of the statement of financial interests required by this resolution and shall inform each person, who is required to file, of the time and place for filing. The chairman of the Civil Service Commission shall inform the board whenever a person who is required to file a statement fails to do so.

7. APPLICABILITY OF CODE:

- (a) When a public official or employee has doubt as to the applicability of a provision of this code to a particular situation, he should apply to the Ramsey County Civil Service Commission for an advisory opinion and be guided by that opinion when given. The public official or employee shall have the opportunity to present his interpretation of the facts at issue and of the applicable provisions of the code before such advisory decision is made.

- (b) This code shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary but determined to be more appropriate or desirable.

8. SANCTIONS:

Violation of any provisions of this Code should raise conscientious questions for the public official or employee concerned as to whether voluntary resignation or other action is indicated to promote the best interest of the county.

LOU McKENNA, County Auditor

By *[Signature]* Deputy.

**COUNTY OF RAMSEY
CODE OF ETHICS**

Resolution No. 9-894

June 7, 1971

WHEREAS, It is imperative that officials and employees in the public service not only maintain the highest possible standards of ethical conduct in their transaction of public business but that such standards be clearly defined and known to the public as well as to the public officials and employees; Now, Therefore, Be It

RESOLVED By the Board of Ramsey County Commissioners that the following be a "Code of Ethics" for the Public Service of Ramsey County:

1. DECLARATION OF POLICY:

The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all officials and employees of Ramsey County, whether elected or appointed, paid or unpaid. The purpose of this code is to establish ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the county and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the county. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of Ramsey County.

2. RESPONSIBILITIES OF PUBLIC OFFICE:

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Minnesota and to carry out impartially the laws of the nation and state, and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal consideration, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

3. DEDICATED SERVICE:

(a) All public officials and employees of Ramsey County should be loyal to the political objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.

(b) Public officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

FAIR AND EQUAL TREATMENT:

(a) **USE OF PUBLIC PROPERTY.** No public official or employee shall request or permit the use of county owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for the use of such public official or employee in the conduct of official business.

(b) **OBLIGATIONS TO CITIZENS.** No public official or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

5. CONFLICT OF INTEREST:

(a) No public official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties in the public interest or would tend to impair his independence of judgment or action in the performance of his official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.

(b) Specific conflicts of interest are enumerated below for the guidance of public officials and employees:

A. Incompatible employment — holding a position in addition to a public position which interferes, or may interfere, with the proper discharge of the public duty.

B. Use of confidential information, obtained as a result of public position, for personal gain.

C. Soliciting of personal gifts and favors by a public official or employee.

D. Use of official position for personal gain.

E. Holding investments which interfere, or tend to interfere, with the proper discharge of public duty.

F. Representation by public officials or employees of private interests before county governmental agencies and participation in the profits from such representation.

G. Participation in transactions as a public representative with a business entity in which the public official or employee has a direct or indirect financial or other personal interest without full disclosure.

H. Personal interest in legislation to the extent that private interest takes precedence over public interest and public duty.

(over)

April 25, 1975

MEMORANDUM

TO: Members of the Committee on Ethical Conduct
FROM: Senate Counsel Division-- Peter S. Wattson
RE: State Law on Solicitation of Contributions by
Senate Employees

Minnesota Statutes 1974, Section 43.01, Subdivision 20,
provides

Subd. 20. Civil service. "Civil service" of the state means a system consisting of all employees in the legislative, the judicial, and the executive branches of state government. The state civil service shall be divided into the classified and the unclassified civil service as provided elsewhere in this chapter.

Minnesota Statutes 1974, Section 43.01, Subdivision 17,
provides

Subd. 17. Legislative branch. For purposes of chapters 15A and 43, "legislative branch" means all legislators and all employees of the legislature including part time or full time employees and temporary or permanent employees of legislative committees or commissions.

Minnesota Statutes 1974, Section 43.09, Subdivision 2,
provides in part

Subd. 2. Unclassified service. The unclassified service comprises positions held by state officers or employees who are:

...

(6) Officers and employees of the senate and house of representatives of the legislature including temporary or permanent employees of legislative committees or commissions. Employees of the legislative audit commission, except for the legislative auditor, his deputy, and his confidential secretary, however, shall be employees in the classified civil service of the state;

...

Minnesota Statutes 1974, Section 43.28, provides
in part

43.28 POLITICAL ACTIVITIES PROHIBITED. No officer, agent, clerk, or employee of this state shall, directly or indirectly, during his hours of employment solicit or receive funds, or at any time use his authority or official influence to compel any officer or employee in the classified service to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription, or contribution, or to take part in any political activity. Any person who violates any provision of this section shall be guilty of a misdemeanor, and shall be punished accordingly, and if any officer or employee in the classified service is found guilty of violating any provision of this section, he is automatically separated from the service.

Except as herein provided any officer or employee in the state classified service shall:

...

Minnesota Statutes 1974, Section 43,27, provides

43.27 COMPLIANCE WITH LAW. All officers and employees of this state shall conform to, comply with, and aid in all proper ways in carrying into effect the provisions of this chapter and the rules prescribed hereunder. Any wilful violation of this chapter by officers, officials, or employees of the state shall be deemed a misdemeanor and punished accordingly. Conviction of same shall render the public office or position held by such person vacant.

For the most part, I think the statutes speak for themselves. The one possibly ambiguous section is the one of most concern, section 43.28. The ambiguity is whether it applies only to activities of officers and employees in the classified service, as suggested by the penalty provision in the last sentence of the first paragraph, which refers only to violations by persons "in the classified service", or whether it applies to all officers and employees of the state, as suggested by the opening phrase of that paragraph, which refers to "No officer, agent, clerk, or employee of this state", without limiting it to the classified service.

This section was amended to its present form by Laws 1973, Chapter 45, Section 1, which provided in part

Section 1. Minnesota Statutes 1971, Section 43.28, is amended to read:

43.28 STATE EMPLOYEES; POLITICAL ACTIVITIES PROHIBITED. ~~No officer or employee holding a position in the classified service of this state shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assistance, assessment, or subscription, whether voluntary or involuntary, for any political purpose or for any political party or affiliate thereof. No officer, agent, clerk, or employee of this state shall, directly or indirectly, during his hours of employment solicit or receive funds, or at any time use his authority or official influence to compel any officer or employee in the classified service to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription, or contribution, or to take part in any political activity. Any person who violates any provision of this section shall be guilty of a misdemeanor, and shall be punished accordingly, and if any officer or employee in the classified service is found guilty of violating any provision of this section, he is automatically separated from the service.~~

...

Note that the stricken language referred to "soliciting or receiving . . . for any political purpose" by classified employees only. It clearly did not cover soliciting or receiving done by unclassified employees. Note also that the former language in the next sentence referred only to influencing classified employees to participate in political activities. It clearly did not refer to influencing persons outside of the classified service to participate in political activities.

April 25, 1975

The purpose of the old section 43.28 appears to have been to keep classified employees out of politics by prohibiting them from engaging in the specified political activities, and by also prohibiting other officers and employees from influencing classified employees on political matters. There are only two kinds of state employees, classified and unclassified. The work of classified employees is generally considered to be less political in nature, and the work of unclassified employees is generally considered to be more political in nature. I take the reference to "No officer, agent, clerk, or employee of this state" to have been intended to include unclassified employees, in order to keep them from exerting their natural political influence on classified employees.

The 1973 amendment, by striking the reference in the old first sentence to "soliciting or receiving" by classified employees, and by adding after the reference to "No officer, agent, clerk, or employee of this state" a requirement that they not solicit or receive funds during their hours of employment, appears to have extended the prohibition on soliciting or receiving funds to all state employees, even those in the unclassified service, during their hours of employment. But the failure of the 1973 amendment to change the penalty provision, which relates only to classified employees, and the fact that the section formerly dealt only with solicitations by or from classified employees, raise the inference that the section still relates only to classified employees. Because this appears to conflict with the broad reference to "No officer . . . or employee of this state" in the opening phrase, the section might be said to be ambiguous.

PSW
PSW:mc

The following is a brief explanation of services offered by the Secretary of the Senate's Office, directed to Senators and employees of the Senate, for assistance in obtaining these services. For the sake of convenience, a loose-leaf style was adopted so that revisions made from time to time can be easily inserted.

PATRICK E. FLAHAVEN
Secretary of the Senate

P. E. Flahaven

Ex. A.

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EMERGENCY INFORMATION

In the event that there is a medical emergency, the following steps should be followed:

1. Call the St. Paul Fire Department for an ambulance. The phone number is 224-7371. Specify the name of the building and the street address where the patient is. (The Capitol is on Aurora and the State Office Building is on Wabasha.)
2. Send a member of the Senate staff to the front entrance under the steps, ground floor of the Capitol to hold an elevator and to escort the ambulance crew to the patient. In the State Office Building a staff person should go to the North door on Aurora to meet the ambulance crew.
3. Place a call to the Outpatient Emergency Department of Bethesda Hospital. The phone number is 227-8611. Request that a doctor be sent to the North door of the Capitol, or North door of the State Office Building, whichever is applicable.
4. Send someone from the Senate staff to the proper door to escort the doctor to the patient.
5. If you are in the Capitol, call the Sergeant-at-Arms, Extension 7159, and ask him to bring the emergency oxygen kit to the patient, and specify where the patient is. If you are in the State Office Building, send a member of the staff to the location where the oxygen kit is stored and have him bring it.
6. Call Capitol Security at Extension 2100. Tell them where the patient is, and the nature of the emergency.
7. The patient should be taken to St. Paul Ramsey Hospital by the ambulance crew.
8. As a final step, call the Office of the Secretary of the Senate and inform someone on the staff of the emergency. If the Secretary's Office is not open, call the Sergeant-at-Arms at Extension 7159 and have him call Pat Flahaven or Joe Vavrosky or someone from the staff at their homes.

In the event that there is a fire emergency, call the St. Paul Fire Department at 224-7371 immediately. Then call Capitol Security at Extension 2100. Inform the Secretary of the Senate's Office, as in step 8 above.

OFFICERS

COUNCILORS

BERNARD HALL, M.D., PRESIDENT ... JAMES D. MANLEY, M.D., VICE PRESIDENT ... WILLIAM E. JACOTT, M.D., VICE PRESIDENT ... HENRY L. BROWN, M.D., SECRETARY ... HATT K. BEARNA, M.D., TREASURER ... N.E. ANDRESE, M.D., SPEAKER HOUSE OF DELEGATES ... JAMES W. HALVORSEN, M.D., SPEAKER SENATE ... RICHARD J. FRY, M.D., CHAIRMAN OF THE COUNCIL ... HAROLD W. BRUNN, EXECUTIVE SECRETARY

MILNER J. REYNOLDS, M.D., VICE PRESIDENT ... M. P. VERNER, M.D., VICE PRESIDENT ... JUDITH S. BEINERT, M.D., VICE PRESIDENT ... W. E. HARTMAN, M.D., VICE PRESIDENT ... G. J. FLAHERTY, M.D., VICE PRESIDENT ... N. J. FLETCHER, M.D., VICE PRESIDENT ... ROBERT T. PETERSON, M.D., VICE PRESIDENT ... L. P. WARDEN, M.D., VICE PRESIDENT ... R. H. HEDMAN, M.D., VICE PRESIDENT

MINNESOTA STATE MEDICAL ASSOCIATION

375 JACKSON STREET • ST. PAUL, MINNESOTA 55101 • AREA 612 PHONE 222-6366

HAROLD W. BRUNN, Executive Secretary

January 17, 1975

Mr. Patrick E. Flahaven
Secretary of the Senate
State Capitol
St. Paul, MN 55155

Dear Mr. Flahaven:

The Minnesota State Medical Association along with Bethesda Hospital is again pleased to advise you of the arrangements for providing emergency medical services to the new legislature.

Mr. Mills, Administrator of Bethesda Hospital, has discussed the matter with the St. Paul Fire Department and Dr. Donald Brandt, Chief of the Bethesda Outpatient Department, and they have agreed that the best procedure in the event of a medical emergency will be to contact the St. Paul Fire Department, whose paramedics can provide prompt response at any time. Proper instructions should be issued to them at the time of the emergency for location of arrival and escort to the scene of the emergency.

The patient could then be delivered to the hospital of his choice or, if there is no preference, Bethesda would be willing to accept the individual and provide whatever treatment necessary.

We hope this arrangement will be satisfactory; and should you have any questions or suggestions, please don't hesitate to contact our office or Mr. Mills at Bethesda Hospital.

Best regards.

Sincerely,

James H. Sovo
James H. Sovo
Legislative Representative

RECEIVED

JAN 20 1975

SECRETARY OF THE SENATE

cc: Mr. Donald C. Mills
Donald Brandt, M.D.

JHS:mle

Revised 3/21/75

SENATE OFFICE

The Senate Office acts as a service center for members and staff, and as a resource or information center for the public. Their duties include a wide variety of activities aimed at keeping the Senate functioning smoothly. They include the following:

Distribution of Printed Materials - All printed materials such as Agendas, Journals, bills, etc., are distributed from this office.

Parking - Parking is available to members and employees at a fee of \$5 per month (deducted from your paycheck). See Natalie Kray for space assignment and a parking permit.

Travel Arrangements - Natalie Kray is in charge of making travel arrangements for Senators and staff.

Taping of Meetings - Duplicating Tapes - All proceedings of the Senate, Committee of the Whole, each standing committee and standing subcommittee are recorded on magnetic tape under the direction of the Secretary of the Senate, and a copy is delivered to the Legislative Reference Library. When the Senate is in session, an employee of the Secretary's Office monitors a recording unit located in the Senate Gallery. Committee meetings are taped by the Committee Secretary or Committee Clerk. Recording machines are checked out through Jim Greenwalt, and he can help you if you need tapes or duplicate tapes made. Copies of tapes are available to the public for a fee determined by the Secretary to be adequate to cover the cost of reproduction. A copy is provided free to any member of the Senate for use in legislative business upon request.

Furniture and Office Equipment - Jim Greenwalt handles all requests for furniture and equipment, including typewriters and dictaphones. He is also the person to be contacted when they are in need of repair.

Keys - Jim Greenwalt is the key man. He will help you with keys to desks, filing cabinet and office doors.

Water - Contact Al Finnegan at the Senate Office when your water cooler is low or runs dry.

Moving, etc.- Contact the Senate Office if you have a request for furniture or whatever needs to be moved.

Security, Heat, Phones and Repairs - Please lock your office doors when you leave at night. It is well to keep ladies' purses and any valuables locked in your desk.

All problems with heat, light, ventilation, phones, and security should be referred to the Secretary's Office and the appropriate service agency will be informed.

Mail and Mail Dispatch - During the Legislative Session, mail directed to Senators arrives at the Legislative Post Office in the basement and is distributed by the Senate Pages to members' offices. During the Interim, mail comes to the Secretary's Office and is sorted and delivered to each office.

During the Session, outgoing mail will be picked up on a scheduled basis, sealed, metered and mailed. The Mail Dispatch Room is located in Room B-15 in the basement of the Capitol. A Pitney-Bowes envelope sealer and postage machine, envelope stuffing machine, document folding machine, and a postage weight and rate scale are available.

Cafeterias - Dining facilities are available in several areas of the Capitol complex -- in the sub-basement of the Capitol, in the State Office Building, Highway Building, Centennial Building and the Veterans' Service Building. In addition, a coffee and sandwich bar is operated on second floor of the Capitol during the Session only.

Public Information Office - The Senate Public Information Office, located in Room B14 of the Capitol, is a non-partisan office of the Senate responsible for providing information regarding Senate business. Specifically, the Information Office publishes weekly and monthly press releases and newsletters which highlight legislative business. In addition, the Information Office works closely with T.V., Radio, and metropolitan and outstate papers to ensure full coverage of events.

Information may be obtained daily by calling Jim Pirius at extension 4916.

FISCAL SERVICES DIVISION

The Fiscal Services Division is under the direction of Joyce Kleinschmidt. It is the responsibility of this division to prepare all warrants and abstracts for payment of Senate salaries, vendor expenditures, travel expenses and to maintain accounting records for the Senate and reports on cost analysis and budget preparation.

Members' Salaries, Per Diem and Mileage Expenses - Members' salaries are paid on the first of the month and per diem on the fifteenth of the month during the session. In the interim, per diem is paid at least once a month, along with staff travel expenses and vendor payments.

Members who have moved from their permanent residence during the session are reimbursed for the number of trips home during the month. During the interim, members are reimbursed for mileage whenever they attend committee meetings.

Employees' Salaries - Employees salaries are paid on a bi-weekly basis (every other Friday), on a daily rate for seven days a week. The payroll is not on a delayed system; therefore, each paycheck will reflect reimbursement for the previous 14 days worked.

Attendance Reports - All Senate employees must complete and have approved a weekly attendance report. These reports must be turned in each Monday morning for the previous week. Paychecks will not be released unless attendance reports are complete and up-to-date. Employees are to report the number of hours actually worked (hours worked should not reflect the lunch and dinner hour). Overtime will not be paid unless prior approval has been obtained from the Secretary of the Senate.

Vacation and Sick Leave - All permanent Senate employees receive vacation and sick leave according to an established schedule set by the State Personnel Department. The records for your vacation and sick leave are maintained by Debbie Getter (2343). If you have any questions regarding your time, please contact Debbie. All absences of permanent and temporary employees must be reported to Debbie.

Office Supplies - Request forms must be completed for all office supplies. These requests must be signed by the Administrative Assistant or Committee Secretary or by another supervisor. During the session, the supply room (B-43) will be open from 7:30 a.m. to 10:30 a.m. and from 1:00 p.m. to 3:00 p.m. Please have your supply orders filled during these hours. Only emergency requests will be filled at other times of the day.

Postage and Stationery for Members - Members receive a postage and stationery allowance in accordance with the adoption of a Senate Resolution. Orders will be taken for stationery by Mary Lee as soon as a resolution is passed, and postage will be distributed to members after the passage of the resolution.

Motor Pool - Members and staff are to use state vehicles whenever traveling outside the metropolitan area. Please contact either Debbie or Joyce (2343) for state vehicles at least 3 or 4 days prior to the day the car is needed. If a state vehicle is not available, authorization will be granted to use your personal vehicle and for mileage reimbursement. Insurance policies must be filed with the Fiscal Services Division, as to your policy number, limits of liability, etc., before your personal vehicle can be used for state business.

Travel Expense Reimbursement for Members and Staff - All travel must have prior approval from the Chairman of the Rules and Administration Committee. Travel reimbursements will not be processed without his approval. Reimbursements are made in accordance with the travel regulations established by the State Personnel Department. Please contact Debbie or Joyce if you have any questions.

Inter and Intra-State WATS Calls - Long distance calls on state telephones are for business only. They are not to be used for personal long distance calls. Please use the WATS lines and do not dial direct, unless the WATS lines are busy and the call cannot wait until a WATS line is free. Long distance calls must be reported on the pink forms furnished by the Senate Office. These sheets are to be completed weekly and turned in to the Fiscal Services Division.

If you have any questions in regard to salary, salary deductions, insurance, retirement plans, expense reimbursement, travel regulations, or supplies, please call 2343.

Conference Call Telephone - For your convenience, portable conference telephones are available for use in Room 237 of the Capitol and in Room 123A of the State Office Building. These sets permit a group of people to talk over a telephone connection with other individuals or groups, and can also be used at committee meetings where a speaker from a remote location can address the group by telephone without the expense of traveling.

THE SENATE DESK

The Senate Desk is a "catch all" title for a wide range of activities that center around the actual enactment of legislation and all the documents, papers, etc. that are a part of that process. The primary purpose of the people who staff the Senate Desk is to insure that the Senate functions smoothly and conforms to certain Senate Rules and Constitutional and Statutory provisions that relate to the mechanics of enacting legislation.

The operation and services provided by the Desk consist of the following:

Daily and Permanent Journal of the Senate - Under the provisions of the Constitution, Statutes, and Rules of the Senate, the Secretary of the Senate is directed to keep a correct journal of all Senate proceedings. Responsibility for the Senate Journal lies with Janine Mattson, and any questions on Journal entries should be directed to her.

Minnesota is a journal entry state, as opposed to an enrolled bill state, which means that the legality of a bill depends on whether or not the constitutional requirements of first, second and third readings were met and entered in the Journal. If the enrolled bill does not agree with the Journal, the Journal is assumed to be correct.

The Journal is a record of all proceedings of the Senate; it does not include verbatim debate, only action taken. Some preparation is done before session in assembling items such as Executive and Official Communications, Introductions, Messages and Committee Reports which are already printed. While the Senate is in session minutes are taken and copy built by attaching roll calls to bill titles as acted on, and copy is indexed, proofed and checked carefully before being sent to the printer, where the Journal is printed overnight and returned the next morning for distribution.

At the end of each Daily Journal is an index to that day's proceedings which is included as a convenience in locating bill action. This daily index is eliminated when the Permanent Journal is printed.

The Permanent Journal is the hard bound copy which is produced at the close of the session, and is the permanent record of Senate proceedings. All the Daily Journals are very carefully proofed and roll calls rechecked, and editing done as to form and style before they are re-printed and bound as the Permanent Journal.

Permanent Journals are distributed by the Secretary of the Senate's office to members of the legislature, state departments and a few libraries.

Committee Reports - When a bill is reported out of committee, the original bill and the committee report go to Kay Ganje, Engrossing Secretary, who checks the committee report for correct drafting, proper wording and clarity, engrossability, internal references, title amendments, grammar, punctuation, and clerical details. She keeps a record of all committee reports by committee and file number as to when received and when sent to the Desk.

Amendments - All floor amendments should be forwarded to Kay Ganje before they are sent to the Senate Desk. Any amendments that are received from anyone outside of the Senate, as well as those drafted within the Senate, must be checked by her before presentation on the floor. Kay is also available to members and staff who are having difficulties drafting amendments in the proper language or form.

Agendas, General Orders, Calendars and Printed Bills - The preparation of the Senate Agenda, Calendars, General Orders and Printed Bills is under the supervision of Joe Vavrosky. The Agenda is a convenience to members in that it shows what business will come before the Senate each day. It is prepared the day before, and shows bills being introduced, bills being reported out of committee, messages from the House on action taken in that body, etc.

When a bill is reported out of committee with a favorable recommendation, it is placed on the proper calendar for consideration by the entire Senate. A copy of the bill is sent to the printer for reproduction.

If a bill is amended in committee, after the committee report has been adopted, the bill is sent to the Revisor of Statutes Office for engrossment, which means putting the amendment into the bill in the proper place. When

Revised 3/21/75

the bill is returned from the Revisor of Statutes Office, its title is placed on the appropriate calendar and a copy of the bill goes to the printer.

The General Orders Calendar is the calendar most bills go on after they have been reported out of committee. There is an index to General Orders which is an assistance in locating companion bills and substitutions. During consideration of this calendar, the entire Senate becomes a Committee of the Whole, and it is during this time that the amendment process takes place. If a member wishes to amend, he tells Kay Ganje what he wishes the amendment to do, and she drafts the amendment properly and sends it out to a typist.

After a bill passes off the General Orders Calendar it is on the Calendar for third reading and final passage. Bills are not amended on third reading except by unanimous consent.

The Calendar of Ordinary Matters is a short-cut, in that a bill may be recommended out of committee to be placed on the Calendar of Ordinary Matters, which is a third reading calendar, and by-passes General Orders by virtue of the fact it is a bill of non-controversial or local nature.

Copies of the Agenda, General Orders, Calendars and Printed Bills are distributed to every Senator and appropriate staff. The public may obtain copies of these items in the Senate Office, room 231. Questions regarding these items should be directed to Joe Vavrosky or Paul Johnson.

Bill Introductions, Messages from the House, Committee Reports, Procedural Motions, etc. - The Senate Desk is responsible for processing bill introductions, Messages from the House, Committee Reports and all the other paper that is part of the legislative process. The Desk will also assist members in making procedural motions.

Bill introductions must be received by the Secretary of the Senate by 9:00 a.m. in order to be introduced the following day.

Questions relating to these items should be directed to Joe Vavrosky or Paul Johnson.

INDEX DEPARTMENT

The Senate Index Department is under the direction of Ardis Schulz, and performs the following services:

Bill Status Index System - The bill status index system is designed to provide quick and easy access to the history and current status of all bills (Senate and House) introduced in the Senate. The system is based on the use of a single card per bill, showing bill number, subject headings, a brief summary of the content, initial authors, committee reference and all subsequent action that occurs on the floor of the Senate.

This card is reproduced so that it can be filed by author, number, subject and committee. The original card is kept in order of Senate file number and each action subsequent to introduction is posted to the card with reference to Journal paging added. The entire file is microfilmed after each Session, so that the microfilm will always include the latest introductions and all actions on earlier bills. This includes House files received in the Senate.

If the bill number is known, the microfilm can be consulted directly for actions on a bill. Two microfilm readers are available at the Index counter. A Page Search Reader-Printer will be at the Desk in the Chamber. Another microfilm reader is in the State Office Building.

Each Session is monitored so it is possible to get current information at the counter or over the phone before the close of the daily Session and filming.

If the bill number is not known, the other files can be consulted to locate it by subject, author or committee. Usually Index staff can do this quickly.

Access to bill status information is available by telephone: 296-2887. Outstate calls can be returned on the WATS line. The telephone also serves to supplement use of the microfilm reader at the State Office Building.

Temporary and Permanent Index to the Journal - Senate Index also performs the task of preparing the temporary and permanent index to the Journal. The index to the Journal allows the reader to locate a bill by number, subject, author, etc.; determine the history of the bill; and find the page numbers of the Journal where such action can be found.

PERSONNEL DEPARTMENT

At the close of the 1974 Session the position of Personnel Officer was created. Eugene Daly serves in this capacity. His duties include interviewing and screening applicants for employment in the Minnesota Senate, assisting the Rules and Administration Subcommittee on Staffing and management of existing personnel.

Public Law 93-259 (an amendment to the Fair Labor Standards Law) entitles certain state employees to overtime for hours worked in excess of 40 hours per week. A number of staff employees of the Senate are exempt because of their responsibilities, judgment and discretion exercised, and salaries paid.

For the employees who are not exempt the following rules are established:

1. No one will work or be paid for overtime unless the overtime is authorized in writing by the Secretary of the Senate.
2. Any supervisor requesting use of overtime for his or her employee will complete the necessary request form (sample on next page) and submit the form to Mr. Flahaven in duplicate.
3. The employee will not perform any overtime until signed authorization is received by the supervisor and shown to the employee.
4. Every effort must be made by the supervisor to avoid use of overtime by carefully scheduling employee's work hours.

Examples:

- a) If an employee works more than 8 hours one day, he or she should report for work later the next day or be allowed to leave early so as not to work more than 40 hours that week.
- b) If supervisors have more than one employee, vary the shift hours for these employees.

DUPLICATING DEPARTMENT

The Secretary of the Senate maintains a duplicating department which serves all members and committees. Xerox and A-M machines are used for copying and duplicating needs, and are located in Room B-15 in the basement of the Capitol. Similar facilities are located in the State Office Building.

Barry Alverman and Sandra Greeley operate the duplicating service during the legislative session, and scheduled pick-up and delivery will be a part of the service.

Please observe the following suggestions for use of duplicating equipment:

The Xerox 3600 - The Xerox 3600 prints on 8 x 10 inch to 8½ x 14 inch paper. It will print on both sides, sort up to 50 copies, and is used for full size copies of bills, other 8½ x 14 inch copying, and for projects of less than 15 copies.

The Xerox 7000 - The Xerox 7000 also prints on 8 x 10 to 8½ x 14 inch paper, on both sides of the paper, and sorts up to 30 copies. This machine has a reduction feature which makes it possible to reduce to 38.5%. The reduction feature can be a paper saver too, since it is possible to reduce two 8½ x 14 inch pages so that they fit side by side on one 8½ x 11 inch page. By printing on the reverse side and folding the page, you have a four-page "booklet". The reduced print is very readable. This booklet method of printing would be especially economical for mailings, since 20 pages could be printed on five sheets of paper (which can be automatically folded and stuffed into envelopes by a Pitney-Bowes machine) for a considerable saving of energy, paper, duplicating cost and postage.

The A-M offset printer - This machine prints on 8½ x 11 inch to 8½ x 14 inch paper, but sorts only the 8½ x 11 inch paper up to 100 copies. It will print on both sides and can reduce 8½ x 14 inch originals to 8½ x 11 inch paper so that they can be sorted. It is used for more than 15 copies, for reduced copies of bills. It is more economical than Xerox for more than 15 copies, and is better quality copy than Xerox copy.

The Xerox 4500 - This machine is located at the end of the hall on the south side of the Senate Chamber. It is only for short runs and is meant to be a convenience for last-minute or "emergency" copying. It is not to be used for long runs. This room will be open until 12:00 midnight during the session.

In addition to the day-time staff in the Duplicating Department, one employee will begin work at 4:00 p.m. and work evenings, so there should not be any backlog of work piled up.

Revised 3/21/75

PUBLICATIONS

Legislative Directories - The Official Directory of the Legislature is compiled by the Secretary of the Senate and the Chief Clerk of the House. This is a complete directory of names and addresses of members of both houses of the Legislature, the committee structure, times of meeting, Rules of the Senate and the House, Joint Rules, Constitutional and Statutory provisions applicable to the Legislature, and lists of employees of both houses, press, state departments, and Congressmen.

A more brief Members Directory is a listing of members, addresses and phone numbers, and is printed for public distribution through the Senate and House offices. Janine Mattson assisted in compiling these 1975 directories, and any updating information you have should be given to her.

Legislative Manual - The Legislative Manual (Blue Book) is published by the Secretary of State, with the portion concerning the Senate furnished by the Secretary of the Senate, and this office handles distribution of Manuals to the Senators.

Procedures Manual - A procedures manual is available for Senate Personnel, primarily for secretaries, clerks and anyone involved in drafting or typing amendments, preparing committee reports or performing other clerical duties relating to floor procedure. The manual was written by Kay Ganje, and any questions on it may be directed to her.

Miscellaneous - A city directory, a reverse phone directory, and a Congressional directory are available for members' and employees' use in the Senate Office. In addition, the Senate Office has pocket size information cards listing Senators' office locations and phone numbers, employees' names, locations and phone numbers, committee assignments and committee schedules and Senate service offices.

SERGEANTS

A staff of sergeants, under the direction of the Sergeant-at-Arms, is responsible for the security of the Senate.

Sergeants maintain order, control the admittance of people to the Senate Chamber and the Senate offices, control the temperature and ventilation of the Chamber, pick up mail, help during committee meetings, and perform various other related duties. Sergeants are responsible for the security of the Chamber, galleries, offices, and hearing rooms, and for enforcing the dress code in the Chamber.

PAGES

The Senate Pages are under the supervision of the Captain of the Pages, and are hired to work during the Session. They wear a uniform consisting of a maroon blazer and dark skirt for the girls, and maroon blazer and dark slacks for the boys.

Pages distribute mail, telephone and other messages, amendments, and other materials in the Chamber and to Senate offices. They sort bills and daily Journals, as well as the various calendars and the daily agenda, and keep binders up to date in the Chamber and offices. They locate Senators and other persons Senators wish to see; run errands for Senators and authorized personnel; and help in committee rooms and in hearing rooms when needed.

SENATE ETHICAL CONDUCT COMMITTEE
Meeting: Friday, April 25, 1975
Room 237, State Capitol, 2:00 p. m.

Members Present: Senators Conzemius, Chairman
McCutcheon
Kirchner

Others Present: Mr. Peter Wattson, Senate Counsel

The meeting was called to order at 2:10 p. m. by the Chairman, Senator Conzemius. The meeting had been called primarily to discuss procedure, a time schedule and the calling of witnesses.

The charge to the committee, as pointed out by the chairman, is:

1. Determine if the conduct alleged in the Tribune article of March 25th actually did occur, and if so, under what circumstances.
2. Recommend ethical guidelines for members and employees of the Senate with respect to political fund raising activities.
3. Determine whether or not the alleged solicitation of registered lobbyists to purchase tickets to a partisan political fund raising dinner during normal working hours on state equipment by employees of the Senate constitutes "improper conduct" under Rule 75.

The committee discussed the Tribune article of March 25th and it was the consensus Mr. Dornfeld and Mr. Shellum should be invited to meet with the committee at its next meeting.

There was discussion as to procedure and SENATOR McCUTCHEON MOVED

that the committee meet in executive session and that at the conclusion of each executive session the chairman be authorized to issue a factual summary, on request, of the content of that session, and that all proceedings be made public at the conclusion of the hearings. MOTION PASSED UNANIMOUSLY

The committee agreed:

1. All witnesses would be sworn under oath.
2. The committee would try to complete its work and report to the Senate before adjournment on May 19th.
3. Witnesses would be called at the request of any member of the committee.
4. Committee members should be notified as soon as agenda for a meeting has been finalized.
5. Transcript of meeting can be requested by any member of the committee but will not be prepared unless so requested.
6. Tapes of hearings are to be made available to the public as provided in the Senate rules and as directed by the committee or chairman thereof.

7. Notices are to be posted on the bulletin boards. If the committee is to meet in executive session, the cards will so indicate.
8. Two tape recorders are to be run at each meeting.

Mr. Wattson reviewed the attached memorandum prepared at the request of the chairman dealing with state law relating to solicitation of contributions by Senate employees. It was noted that the law not only applies to employees but also applies to legislators. A question was raised as to the meaning of Sec. 43.27 which relates to penalties for violation and Mr. Wattson pointed out this section is broader in scope than Sec. 43.28 which relates only to "classified" employees. Mr. Wattson was requested to furnish the committee with an opinion as to the meaning of Sec. 43.27 -- question: Is it an absolute prohibition for every member of the Senate? A question was also raised as to the definition of "political activity". Mr. Wattson said that prior to this time the statute had been very clear. It applied only to "classified" employees and applied only to their soliciting and receiving funds, but since it had been amended it was ambiguous. The committee agreed a recommendation to clarify the law could be made and requested Mr. Wattson to prepare language to accomplish this purpose for consideration by the committee.

It was suggested the committee lay ground work for future proceedings by determining:

1. What kind of instructions employees receive when they are employed.
2. Were they apprised of what was expected of them.
3. Were they given any material or information relative to political activity while an employee of the Senate.
4. What are employees told in their training sessions.

In order to accomplish the above, Mr. Flahaven, Mr. Goodwin and Mr. Daly were to be invited to the next meeting of the committee.

Mr. Wattson said he had checked into civil service personnel rules and there is nothing on soliciting contributions or other political gift or activity; there is nothing in the rules of the State Ethics Commission and nothing in the Senate Manual put out by the Secretary of the Senate for Senate employees and there is no mention made of political activity in the training session held for all Senate employees on the opening day of the session. It was agreed the Manual should be made a part of the record.

The Chairman suggested Mr. Wattson contact Mr. Larry Margolis of the Citizens Conference of State Legislatures, Mr. Howard Saks, Dean of the Law School, Eagleton Institute, National Conference of State Legislatures and others to determine whether or not they have anything on the subject that would be of help to the committee.

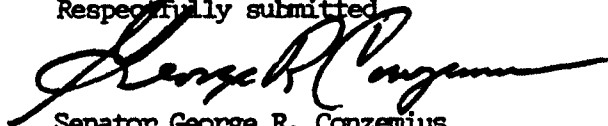
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4/25/75

The next meeting of the committee will be held either Tuesday or Wednesday, April 29th or 30th at 2 p. m., if possible, for one and one-half to two hours. Agenda would include: Mr. Shellum, Mr. Dornfeld, Mr. Flahaven, Mr. Goodwin and Mr. Daly.

Senator Kirchner inquired as to whether or not other matters could be considered by the committee such as a complaint he had had about the ambiguity in lobbying regulations that made it almost impossible to live up to such regulations and was causing a great deal of concern. The Chairman said he was of the opinion this committee could deal with such complaints but thought it should be done after the committee had completed its present assignment.

Respectfully submitted



Senator George R. Conzemius
Chairman

a/
attach.

April 25, 1975

MEMORANDUM

TO: Members of the Committee on Ethical Conduct

FROM: Senate Counsel Division - Peter S. Wattson

RE: State Law on Solicitation of Contributions by Senate Employees

Minnesota Statutes 1974, Section 43.01, Subdivision 20, provides

Subd. 20. Civil service. "Civil service" of the state means a system consisting of all employees in the legislative, the judicial, and the executive branches of state government. The state civil service shall be divided into the classified and the unclassified civil service as provided elsewhere in this chapter.

Minnesota Statutes 1974, Section 43.01, Subdivision 17, provides

Subd. 17. Legislative branch. For purposes of chapters 15A and 43, "legislative branch" means all legislators and all employees of the legislature including part time or full time employees and temporary or permanent employees of legislative committees or commissions.

Minnesota Statutes 1974, Section 43.09, Subdivision 2, provides in part

Subd. 2. Unclassified service. The unclassified service comprises positions held by state officers or employees who are:

...

(6) Officers and employees of the senate and house of representatives of the legislature including temporary or permanent employees of legislative committees or commissions. Employees of the legislative audit commission, except for the legislative auditor, his deputy, and his confidential secretary, however, shall be employees in the classified civil service of the state;

...

Minnesota Statutes 1974, Section 43.28, provides in part

43.28 POLITICAL ACTIVITIES PROHIBITED. No officer, agent, clerk, or employee of this state shall, directly or indirectly, during his hours of employment solicit or receive funds, or at any time use his authority or official influence to compel any officer or employee in the classified service to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription, or contribution, or to take part in any political activity. Any person who violates any provision of this section shall be guilty of a misdemeanor, and shall be punished accordingly, and if any officer or employee in the classified service is found guilty of violating any provision of this section, he is automatically separated from the service.

Except as herein provided any officer or employee in the state classified service shall:

...

April 25, 1975

Minnesota Statutes 1974, Section 43.27, provides

43.27 COMPLIANCE WITH LAW. All officers and employees of this state shall conform to, comply with, and aid in all proper ways in carrying into effect the provisions of this chapter and the rules prescribed hereunder. Any wilful violation of this chapter by officers, officials, or employees of the state shall be deemed a misdemeanor and punished accordingly. Conviction of same shall render the public office or position held by such person vacant.

For the most part, I think the statutes speak for themselves. The one possibly ambiguous section is the one of most concern, section 43.28. The ambiguity is whether it applies only to activities of officers and employees in the classified service, as suggested by the penalty provision in the last sentence of the first paragraph, which refers only to violations by persons "in the classified service", or whether it applies to all officers and employees of the state, as suggested by the opening phrase of that paragraph, which refers to "No officer, agent, clerk, or employee of this state", without limiting it to the classified service.

This section was amended to its present form by Laws 1973, Chapter 45, Section 1, which provided in part

Section 1. Minnesota Statutes 1971, Section 43.28, is amended to read:

43.28 STATE EMPLOYEES; POLITICAL ACTIVITIES PROHIBITED. ~~No officer or employee holding a position in the classified service of this state shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assistance, assessment, or subscription, whether voluntary or involuntary, for any political purpose or for any political party or affiliate thereof. No officer, agent, clerk, or employee of this state shall, directly or indirectly, during his hours of employment solicit~~
or receive funds, or at any time use his authority or official influence to compel any officer or employee in the classified service to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription, or contribution, or to take part in any political activity. Any person who violates any provision of this section shall be guilty of a misdemeanor, and shall be punished accordingly, and if any officer or employee in the classified service is found guilty of violating any provision of this section, he is automatically separated from the service.

...

Note that the stricken language referred to "soliciting or receiving . . . for any political purpose" by classified employees only. It clearly did not cover soliciting or receiving done by unclassified employees. Note also that the former language in the next sentence referred only to influencing classified employees to participate in political activities. It clearly did not refer to influencing persons outside of the classified service to participate in political activities.

April 25, 1975

The purpose of the old section 43.28 appears to have been to keep classified employees out of politics by prohibiting them from engaging in the specified political activities, and by also prohibiting other officers and employees from influencing classified employees on political matters. There are only two kinds of state employees, classified and unclassified. The work of classified employees is generally considered to be less political in nature, and the work of unclassified employees is generally considered to be more political in nature. I take the reference to "No officer, agent, clerk, or employee of this state" to have been intended to include unclassified employees, in order to keep them from exerting their natural political influence on classified employees.

The 1973 amendment, by striking the reference in the old first sentence to "soliciting or receiving" by classified employees, and by adding after the reference to "No officer, agent, clerk, or employee of this state" a requirement that they not solicit or receive funds during their hours of employment, appears to have extended the prohibition on soliciting or receiving funds to all state employees, even those in the unclassified service, during their hours of employment. But the failure of the 1973 amendment to change the penalty provision, which relates only to classified employees, and the fact that the section formerly dealt only with solicitations by or from classified employees, raise the inference that the section still relates only to classified employees. Because this appears to conflict with the broad reference to "No officer . . . or employee of this state" in the opening phrase, the section might be said to be ambiguous.

PSW
PSW:mc

CITY OF SAINT PAUL

OFFICE OF THE CITY ADMINISTRATOR

THOMAS J. KELLEY

LAWRENCE D. COHEN
MAYOR

April 18, 1975

Mr. Peter S. Watson
Senate Counsel
Room 24, State Capitol Building
Saint Paul, Minnesota 55155

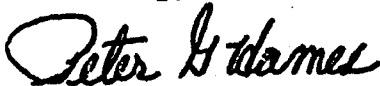
Dear Mr. Watson:

In response to your request for information, I am enclosing two documents. One is a copy of the existing Code of Ethics, approved September 8, 1972. The other is a copy of a proposed Code of Ethics.

The proposed code was submitted to the City Council (in August 1974) and referred to the Council Legislative Committee. No other action has been taken on the proposed code.

If this information is not sufficient, please contact me at 298-4928.

Sincerely,



Peter G. Hames
Administrative Aide

PGH/ca
Encl.

365 City Hall, Saint Paul, Minnesota 55102

Example of work performed:
 To take temperatures, respiration, and pulses.
 To prepare and apply dressings and packs.
 To give treatments and administer medications, as prescribed.
 To give hypodermic injections and make urinalyses.
 To wash and sterilize glasses and equipment.
 To keep clinical charts.
Minimum qualifications:
 Must be licensed as a practical nurse by the State of Minnesota.

SECTION 2

This ordinance shall take effect and be in force thirty days after its passage, approval, and publication.

Passed by the Council September 14, 1972.

Yeas—Councilmen Hunt, Konopatzki, Meredith, Sprafka, Vice President (Levine)—3.
 Nays—0.

Approved September 14, 1972.

LAWRENCE D. COHEN,
 Mayor.

Attest:
 HARRY E. MARSHALL,
 City Clerk.
 (September 16, 1972)

RESOLUTIONS

Council File No. 239616—By William P. Konopatzki.

CODE OF ETHICS

Whereas, Members of the governing body hold positions of public trust under the scrutiny of public opinion, their acts as to legality and propriety must be above suspicion. Now therefore, be it

Resolved, That the following be adopted by the City Council as a "Code of Ethics" for all officials as defined below:

1. PURPOSE:

The purpose of this code is to establish ethical standards of conduct for all elected and appointed officials and employees in the unclassified service, and all members of appointed committees, boards or commissions, whether paid or unpaid, in the City of Saint Paul. For the purpose of this resolution such employees will hereafter be referred to as "officials".

2. RESPONSIBILITIES:

- (a) These officials are agents of public office and are bound to uphold the Constitution of the United States, the Constitution of the State of Minnesota and the Charter of the City of Saint Paul. They are bound to carry out impartially the laws of the nation and state and city, and thus foster respect for all government.
- (b) Officials shall refrain from using their influence as a member of a governing body in attempts to secure contracts, patronage, or other favorable municipal actions for personal advantage.

(c) Officials shall refrain from participating in any action of the governing body in which some private benefit, either direct or indirect, may come by this action.

(d) Officials shall refrain from advising or assisting anyone in any action that is adverse to the City of Saint Paul.

3. CONFLICT OF INTEREST:

Any public official experiencing a conflict of interest should publicly fully disclose any such interest and benefit, as soon as it becomes apparent, and should abstain from voting on the matter should he have a vote. He should not enter into any discussion on the matter privately with any fellow official. An official may not be forced to become a second-class citizen and denied the rights of other citizens if a matter arises in which he has an interest. He should remove himself from the governing body and appear as any other citizen to explain and argue his interest openly and without expectation of special favor.

No official shall hold a position in addition to his public position that will in any way interfere with the proper discharge of his public duties.

No official shall use any information, obtained as a result of his public office, for personal gain. No official shall collect or receive gifts or favors.

No official shall hold investments which tend to interfere with the proper discharge of his public duty. Nor shall he enter into any contracts or other conduct of business for profit in which as a public employee he can influence.

4. EQUAL PRIVILEGES:

No official shall grant to any citizen, citizens, or corporation other than municipal, privileges or immunities which, upon the same terms, shall not equally belong to all citizens or corporations.

The proper standard for the conduct of any official in his personal relationships must be above suspicion, and even the appearance or possibility of wrongdoing should be firmly avoided.

Adopted by the Council September 7, 1972.

Approved September 9, 1972.
 (September 16, 1972)

Council File No. 239617—By Victor J. Tedesco—

Resolved, That Council File No. 237493, Adopted by the Council Feb. 23, 1972, is amended as follows due to the redistricting order of June, 1972: Omit the following from Council File 237493,

- Ward 1, Prct. 3
- Ward 5, Prct. 4
- Ward 7, Prct. 3
- Ward 7, Prct. 12
- Ward 7, Prct. 13
- Ward 8, Prct. 9
- Ward 10, Prct. 16
- Ward 11, Prct. 23
- Ward 11, Prct. 22

and add the following—
 Ward 3, Prct. 12 Crellin Annex Lobby
 Ward 7, Prct. 6 Muska Electric Co.

COUNTY OF RAMSEY
CODE OF ETHICS

Resolution No. 9-894

June 7, 1971

WHEREAS, It is imperative that officials and employees in the public service not only maintain the highest possible standards of ethical conduct in their transaction of public business but that such standards be clearly defined and known to the public as well as to the public officials and employees; Now, Therefore, Be It

RESOLVED By the Board of Ramsey County Commissioners that the following be a "Code of Ethics" for the Public Service of Ramsey County:

1. DECLARATION OF POLICY:

The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a code of ethics for all officials and employees of Ramsey County, whether elected or appointed, paid or unpaid. The purpose of this code is to establish ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the county and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the county. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of Ramsey County.

2. RESPONSIBILITIES OF PUBLIC OFFICE:

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the State of Minnesota and to carry out impartially the laws of the nation and state, and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal consideration, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

3. DEDICATED SERVICE:

- (a) All public officials and employees of Ramsey County should be loyal to the political objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority.
- (b) Public officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

4. FAIR AND EQUAL TREATMENT:

- (a) **USE OF PUBLIC PROPERTY.** No public official or employee shall request or permit the use of county owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for the use of such public official or employee in the conduct of official business.
- (b) **OBLIGATIONS TO CITIZENS.** No public official or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

5. CONFLICT OF INTEREST:

- (a) No public official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties in the public interest or would tend to impair his independence of judgment or action in the performance of his official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.
- (b) Specific conflicts of interest are enumerated below for the guidance of public officials and employees:
 - A. Incompatible employment — holding a position in addition to a public position which interferes, or may interfere, with the proper discharge of the public duty.
 - B. Use of confidential information, obtained as a result of public position, for personal gain.
 - C. Soliciting of personal gifts and favors by a public official or employee.
 - D. Use of official position for personal gain.
 - E. Holding investments which interferes, or tend to interfere, with the proper discharge of public duty.
 - F. Representation by public officials or employees of private interests before county governmental agencies and participation in the profits from such representation.
 - G. Participation in transactions as a public representative with a business entity in which the public official or employer has a direct or indirect financial or other personal interest without full disclosure.
 - H. Personal interest in legislation to the extent that private interest takes precedence over public interest and public duty.

(over)

- i. Entry into contracts or other conduct of business for profit by a business in which a public official or employee has a substantial or controlling interest, especially when the public official or employee can influence such contract or business because of his public position.

6. DISCLOSURE OF FINANCIAL INTERESTS:

- (a) Not later than 90 days after the date of this resolution, each elected official of Ramsey County and each employee in the unclassified civil service of Ramsey County shall file, as a public record, in the office of the Ramsey County Civil Service Commission a statement containing the following:

- A. A list of the names of all business corporations, companies, firms, or other business enterprises, partnerships, and non-profit organizations and educational or other institutions —

- (i) with which he is connected as an employee, officer, owner, director, trustee, partner, adviser or consultant; or
- (ii) in which he has any continuing financial interest, through a pension or retirement plan, shared income or otherwise, as a result of any current or prior employment or business or professional association; or
- (iii) in which he has any financial interest through the ownership of stocks, bonds, or other securities.

and the nature and extent of each source of income and each investment listed above if the source of income or investment is over \$1,000 in value at the time of the statement.

- B. A list of the names of his creditors other than those to whom he may be indebted by reason of a mortgage on property which he occupies as a personal residence or to whom he may be indebted for current and ordinary household and living expenses and the nature and extent of the indebtedness if the indebtedness on real property is over \$1,000 at the time of the statement.

- C. A list of his interests in real property or rights in lands, other than property which he occupies as a personal residence.

- (b) Not later than 90 days after the date of this resolution each member of an appointed committee, board or commission, including those jointly funded and organized between the City of Saint Paul and Ramsey County shall file, as a public record, in the office of the Ramsey County Civil Service Commission, a statement listing the names of all the corporations, companies, firms, state or local government organizations, research organizations and educational or other institutions in which he is serving as an employee, officer, member, owner, director, trustee, adviser or consultant. In addition, it shall list the nature and extent of all investments, including real property held for income or gain but not including property occupied as a personal residence, if the investment is over \$1,000 in value at the time of the statement.

- (c) Each person who enters upon duty after the date of this resolution in an office or position as to which a statement is required by this resolution shall file such a statement not less than 30 days after the date of his entrance on duty.

- (d) Within 90 days after each anniversary date of an initial filing, each person who made an initial filing shall file a new statement giving the information called for above as of the time of the new statement.

- (e) The interest of a spouse, minor child, or other member of his immediate household shall be considered to be an interest of a person required to file a statement by or pursuant to this resolution.

- (f) This resolution shall not be construed to require the filing of any information relating to any person's connection with, or interest in, any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civic or political organization or any similar organization not conducted as a business enterprise and which is not engaged in the ownership or conduct of a business enterprise.

- (g) The Civil Service Commission shall prescribe the form and content of the statement of financial interests required by this resolution and shall inform each person, who is required to file, of the time and place for filing. The chairman of the Civil Service Commission shall inform the board whenever a person who is required to file a statement fails to do so.

7. APPLICABILITY OF CODE:

- (a) When a public official or employee has doubt as to the applicability of a provision of this code to a particular situation, he should apply to the Ramsey County Civil Service Commission for an advisory opinion and be guided by that opinion when given. The public official or employee shall have the opportunity to present his interpretation of the facts at issue and of the applicable provisions of the code before such advisory decision is made.

- (b) This code shall be operative in all instances covered by its provisions except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of a statutory provision is discretionary but determined to be more appropriate or desirable.

8. SANCTIONS:

Violation of any provisions of this Code should raise conscientious questions for the public official or employee concerned as to whether voluntary resignation or other action is indicated to promote the best interest of the county.

LOU McKENNA, County Auditor

By J. J. Swan Deputy.

Ordinance

Ordinance NO.

Presented By

Referred To Legislative Comm.

Committee:

Date

Out of Committee By

Date

An administrative ordinance establishing a code of ethics for city officials and employees.

THE COUNCIL OF THE CITY OF SAINT PAUL DOES ORDAIN:

Section 1.

Policy. The public judges its government by the way its public officials and employees conduct themselves in the posts to which they are elected or appointed. City officials hold positions of public trust under the scrutiny of public opinion, and their actions must be above suspicion. The public has a right to expect that city officials and employees will conduct themselves in a manner that will preserve public confidence in, and respect for government. Such confidence and respect can best be promoted if every public official and employee, whether paid or unpaid, and whether elected or appointed, will uniformly:

- a. treat all citizens with courtesy, impartiality, fairness and equality under the law, and
b. avoid both actual and potential conflicts between their private self interest and the public interest.

Section 2.

Definitions. The terms used in this ordinance are hereby defined as follows:

- a. Official or employee. Any person elected or appointed to or employed or retained by any public office or public body of the city, whether paid or unpaid and whether part-time or full-time, excluding persons under independent contract for labor, materials or supplies with

COUNCILMEN

Hunt, Konopatzki, Levine, Meredith, Sprafka, Tedesco, President Butler, President Hunt. Ayes: Christensen, Hoza, Levine, Roedler, Sylvester, Tedesco. In Favor, Against.

Requested by Department of:

By

Form Approved by City Attorney

By P. Scott Danis

Approved by Mayor for Submission to Council

By

SENATE ETHICAL CONDUCT COMMITTEE

Meeting: Tuesday, April 29, 1975
Room 237, State Capitol, 2:00 p. m.

Members Present: Senators Conzemius, Chairman
Kirchner
McCutcheon

Others Present: Mr. Peter Wattson, Senate Counsel
Mr. Steven Dornfeld, Press
Mr. Patrick Flahaven, Secretary of the Senate
Mr. G. G. Goodwin, Minority Secretary of the Senate
Mr. Eugene Daly, Senate Personnel Officer

Chairman Conzemius called the meeting to order at 2:10 p. m. Attention was directed to the material before the members relating to special rules of procedure and memorandum re application of M.S. Sec. 43.28 prepared by Mr. Wattson. After discussion it was the consensus this material should be laid over for discussion at the next meeting of the committee.

Agenda for today's meeting included: Mr. Dornfeld and Mr. Shellum co-authors of the article appearing in the Minneapolis Tribune for March 25, 1975; Mr. Patrick Flahaven, Secretary of the Senate; Mr. G. G. Goodwin, Minority Secretary of the Senate and Mr. Eugene Daly, Senate Personnel Officer.

First Witness: Mr. Steven Dornfeld
State Capitol Reporter for Minneapolis Tribune
Residing in Ramsey County

Mr. Dornfeld refused to take the oath as administered by Mr. Wattson.

In response to questions Mr. Dornfeld said he and Mr. Shellum had written the article of March 25th for the Minneapolis Tribune and that it fairly represented the information he had received. The information was given to them in some cases in person and in other instances by phone.

Second Witness: Mr. Patrick Flahaven Mr. Flahaven took the oath
Secretary of the Senate as administered by Mr. Wattson,
Residing in Ramsey County

The chairman explained procedure that was being followed by the committee. Mr. Flahaven read a prepared statement, copy of which is on file.

In response to questions Mr. Flahaven said he hires employees for the Senate subject to the approval of the Committee on Rules and Administration. Positions and salaries are set by the Rules Committee. A resolution naming all employees is submitted to the Senate the opening day of the session for approval. The Rules Committee and the Senate body have veto power over the employment of

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any Senate personnel. Since 1973 the minority caucus in the Senate has had the prerogative of naming its own employees.

Reference was made to the two manuals put out by the Secretary of the Senate's office-- one entitled "Job Specifications" and the second "Directory of Administrative Services". Inquiry was made as to whether or not Senate employees received copies of these manuals, one of which it was thought set out the duties of employees. Mr. Flahaven said the only manual distributed to employees was the Directory of Administrative Services. Mr. Flahaven said there is no book that generally spells out rules and regulations for the conduct of Senate employees and that the in-service training programs were primarily to acquaint new people with working hours, location of various offices and facilities and technical matters such as how to draft amendments, etc. He said further he has not been approached with any inquiry regarding political activity.

Mr. Flahaven felt some guidelines should be developed for the benefit of legislative employees and at the request of the committee agreed to submit in writing any guidelines he thought might be proper.

Mr. Flahaven said it was difficult to define "normal working hours" for Senate employees, particularly during a session. Personnel had to adjust their working hours to fit their work assignment and with the exception of those subject to the federal wage and hour law would be expected to work as long as necessary to complete their assignment. During the interim working hours are more normal and most employees work a 40-hour week.

Mr. Flahaven was requested to furnish the committee with a memorandum defining "normal working hours" for Senate employees broken down into whatever categories he thought necessary, including job descriptions, responsibilities, etc.

Third Witness: Mr. George G. Goodwin
Minority Secretary of the Senate
Residing in Ramsey County

Mr. Goodwin took the oath as administered by Mr. Wattson.

In response to questions Mr. Goodwin said at this time he does not hire employees, he interviews them and makes recommendations to a special committee. He was not sure there were any rules or regulations governing employees conduct that could be distributed. He said rules of the Senate had in the past been made available to employees. He pointed out to his knowledge the nearest the Senate ever came to having a manual or book setting out employees duties was a Senate Employees Salary and Classification Manual prepared in 1972. However, this Manual did not get into the political area so far as ethics were concerned. In training sessions they have conducted for employees the matter has been discussed if the question arises.

In response to a question Mr. Goodwin said he had been involved in discussions relative to political involvement on two occasions and had been instructed by the Rules Committee when he became acting secretary of the senate that he was to "stay out of politics". He further said questions had been raised by staff personnel as to policy involving political activity.

Mr. Goodwin said he felt some kind of broad, general guidelines might be helpful although he said he felt it would be impossible to write guidelines covering every situation. It was his feeling legislative employees should not be engaged in political activity.

There was discussion with both Mr. Flahaven and Mr. Goodwin relative to the duties and responsibilities of secretaries. To whom are they responsible? Should they exercise independent judgment? When are they on duty and when are they off duty? If they are not in a legislative office or area, are they working for the legislature or is this free time? Are lunch hours and coffee breaks exempt from the time specified as working hours even though employees are still on the premises?

Mr. Goodwin was requested and agreed to prepare a memorandum for the committee giving his opinion on these matters and suggesting such guidelines as he might think from his experience would be proper.

Mr. Goodwin said the National Society of Legislative Clerks and Secretaries had adopted a code of ethics for itself and he would try to obtain a copy for the committee.

Fourth Witness: Mr. Eugene P. Daly
Personnel Officer
Minnesota State Senate

Mr. Daly took the oath as administered by Mr. Wattson.

The attached copy of a "Directory of Administrative Services" was submitted by Mr. Daly and is marked Exhibit "A" for the record.

Mr. Daly was questioned as to whether or not in his duties as a "screening official" he had ever discussed with employees the fact they might be required to participate in a fund raiser. Mr. Daly said the questions he asked did not relate to political affiliation or political activity but rather to see if the applicant had a record of any kind that would reflect on the Senate and that he was not generally acquainted with the employees political affiliation.

Mr. Daly said he had not participated in any in-service training and that in the material furnished employees there is nothing relative to ethical conduct. He said employees are told to work with the Senators on Senate business and help them in every way they can.

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Mr. Daly's interpretation of office hours would be 8 a. m. to 5 p. m. However, in order to comply with the federal wage and hour law it is necessary for covered employees to work in split shifts. The eight to five hours have to be adjusted to meet the needs during the session. He said he thought working hours would be the time when an employee was within the Senate complex. Mr. Daly said he felt secretaries should carry out instructions of the Senator they are working for; that they should not be expected to exercise independent judgment and say what they will do and what they will not do--that would be getting into a judgment area he felt should not be imposed upon employees.

Respectfully submitted,



George R. Conzenius
Chairman

a/

SENATE ETHICAL CONDUCT COMMITTEE
Meeting: Friday, May 2, 1975
Room 237, State Capitol, 10:00 A. M.

Members Present: Senators Conzemius, Chairman
McCUTCHEON
Kirchner

Others Present: Mr. Peter Wattson, Senate Counsel

- - - - -

Chairman Conzemius, in opening the meeting, stated of the eleven persons named in the article six had been called to meet with the committee today. If committee members desired, or a determination was made that it would be the best policy to hear from all persons mentioned in the article, those not meeting with the committee today would be called for the next meeting.

In explaining procedure to each witness before testimony was taken, the Chairman said the committee was trying to verify the accuracy of the article appearing in the Minneapolis Tribune for March 25th and receive any suggestions employees might like to make.

First Witness: Rosemary Goff
Administrative Assistant to the Committee on Local Government.

Mrs. Goff took the oath as administered by Mr. Wattson.

Mrs. Goff said she had not contacted lobbyists but political friends she had contacted on previous occasions for other fundraisers and that this had been done on her own time. Questioned as to whether or not she had attended any training sessions sponsored by the Senate since her employment, she said there had been four or five since she started working but more of a job orientation program on committee procedure, meaning of the rules of the Senate. Further, she was not aware there was anything in the Senate employees' handbook relating to ethical conduct. In response to a question she indicated she had been asked by Mr. Kaul to help with the fundraiser and that Mr. Kaul had said the work should be done outside of office hours.

Second Witness: Mark Andrew
Administrative Assistant, Senate Natural Resources and
Agriculture Committee
Employed by the Senate since December of 1974

Mr. Andrew took the oath as administered by Mr. Wattson.

Mr. Andrew was questioned as to whether or not the article insofar as he was concerned had been quoted accurately. He responded that it had been but it had been taken out of context. He said he had had past contact with Mr. Shellum and Mr. Shellum was aware he had been engaged in fundraisers at other times prior to his Senate employment.

In response to a question Mr. Andrew said he had attended only one session where they showed the film "There Ought'a Be a Law" which was more of an orientation meeting than a training session. He was not sure he had a handbook but thought he had. He was not aware of anything that spelled out employee's conduct. He said he had done soliciting for the fundraiser but did not call any names he recognized as a lobbyist. The only one he could remember contacting was Don Wozniak and he contacted him because of his friendship with Mr. Wozniak's son.

He said he was not aware of having read anything regarding any rules of conduct and had not discussed rules of conduct with any other member of the Senate staff. He did not think he was violating any Senate rules.

He said he had been furnished a list of names he understood was an accumulation of a number of DFL fund-raising instances that had been used in past years for the purpose of fund raising activities. This list had been given to him by Mr. Kaul. He said he had made many phone calls, and breaking it down into percentages about 75% of them were made during the day for the reason most of the phone numbers were office numbers and they were more easily reached in the daytime.

He indicated he identified himself by name and said he was calling on behalf of the caucus fundraiser. He did not use a Senator's name unless he was specifically asked where he worked and for whom. He felt this was a caucus matter and should be kept that way.

Ord Witness: Lucy Johnson
Legislative Assistant, Labor and Commerce Committee
Employed by the Senate in 1973

Ms. Johnson was asked whether or not the article in the Tribune of March 25th indicating she had "solicited" contributions was correct. She stated she was not sure about the word "solicited". Her understanding was she was to remind people who had already received letters about the fundraiser. She said she had placed about 35-40 calls during her lunch hour. However, some people were out and those she did not contact during her lunch hour, she did call later on in the day.

Since being employed in 1973 she said she had not attended any training sessions but had attended a couple of orientation sessions where they were given information about Senate procedure, working hours and what the job entailed. She said she did have a copy of the handbook distributed to employees but was not aware there was anything in the manual setting out that political activity was prohibited. She said she did not feel she had violated any rules of the Senate.

Ms. Johnson said she had been given a list of people by Mr. Kaul and asked to contact them to remind them of the fundraiser. In identifying herself to these people she had given her name and said she was calling to remind them of the fundraiser. She did not use any Senator's name, only the language that was in the invitation. She did not do any of the collecting for the tickets.

Ms. Johnson said no member of the Senate staff had talked with her at any time relating to this type of situation.

Fourth Witness - Kelvin Johnson
Administrative Assistant to Senator Borden
Employed by the Senate January 13, 1975

Mr. Johnson took the oath as administered by Mr. Wattson.

Mr. Johnson was questioned as to whether or not the article written by Mr. Shellum and Mr. Dornfeld as it referred to him was basically correct and he responded in the affirmative. He said he had made approximately 200 calls at various times during the day. He had volunteered his services to Mr. Kaul.

He said he had attended no seminars dealing with conduct of employees, rules or regulations or procedures. He had attended one orientation program where he had seen the film "There Ought'a Be a Law". He said he did not have a copy of the employee handbook. He did read rule 64 or 65 of the Senate rules relating to employees after he had read the article in the paper.

The calls he made had been from a list furnished by Mr. Kaul. He said he did not recognize but a very few of the names inasmuch as he is quite a new employee.

In making calls he said he gave them his name, mentioned he worked for Senator Borden and that he was calling to follow-up on a letter they had received previously. He collected from a very few after the fundraiser. No one from the Senate staff had visited with him relative to any particular code of ethics for Senate employees when he started to work for the Senate.

Fifth Witness - Michael Ahern
Administrative Assistant, Health, Welfare and Corrections
Employed January 3, 1973

Mr. Ahern said the article as it pertained to him was accurate. He said he did not sell any tickets nor did he make any calls for the fundraiser. He attended one orientation program on general Senate procedure. He does have a copy of the employee handbook but was not aware there was anything in it dealing with participation in political activity. He said, as he had told Dornfeld who had talked to him personally, Senator Conzemius had never been too fond of those types of things and he just followed the Senator's line of thinking.

He had been contacted to make phone calls. He did not do so. Mr. Dornfeld called him by phone and indicated in the phone conversation that he had talked to other AA's. No one on the Senate staff has at any time visited with him about ethics or conduct of an employee of the legislature.

After hearing from the witnesses, the committee discussed testimony and future proceedings. Comments follow.

Senate Ethical Conduct Committee

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- 1) Consensus was the Senate had done a very poor job of passing on instructions to Senate employees.
- 2) One basic question is, should there be a recommendation from this committee that there be no fundraisers during the time the legislature is in formal session.
- 3) Suggestion was the report be in two sections: (a) Recommendations and (b) Questions.
- 4) Committee members were asked to prepare a memorandum setting out guidelines, recommendations and questions they would like to have incorporated into the report and submit them to Mr. Wattson.
- 5) Committee should acknowledge their reaction to the article in the Minneapolis Tribune as a prelude to specific recommendations and mention the fact some persons had been contacted personally and some had not.
- 6) As to the extent of the inquiry it was pointed out the charge was to determine "if it happened" and "if employees had been given any guidelines". It should also be kept in mind any Senator who did any calling might also be involved.
- 7) Attention was called to the fact that after completion of testimony, the rule calls for open meetings.
- 8) It was agreed there would be one more meeting to hear from witnesses. Those to be invited to meet with the committee are: John Kaul, Jonathan Thompson, Shirley Cardwell, Romayne Houle and Shirley Traxler. The next meeting is to be scheduled for Tuesday, May 6th at 10 A. M.
- 9) It was suggested at the first open meeting Mr. Flahaven and Mr. Goodwin be requested to present their recommendations.

There was discussion relative to the draft of Rules of Procedure before the committee. SENATOR KIRCHNER MOVED ADOPTION OF THE RULES OF PROCEDURE. Motion Prevailed.

Respectfully submitted,



Senator George R. Konzemius
Chairman

attach.

SENATE ETHICAL CONDUCT COMMITTEE
MEETING: Friday, May 2, 1975
Room 237, State Capitol, 10 A. M.

A G E N D A

1. The following were requested to meet with the committee:
 - a. Mrs. Janet Lund . . . Committee on Governmental Operations
 - b. Mrs. Rosemary Goff . . . Committee on Local Government
 - c. Mr. Mark Andrew . . . Committee on Natural Resources and
Agriculture
 - d. Ms. Lucy Johnson . . . Committee on Labor and Commerce
 - e. Mr. Kelvin Johnson. . . Adminstrative Assistant to Senator
Borden
 - f. Mr. Mike Ahern Committee on Helath, Welfare and Corrections

2. Discussion of material presented by Senate Counsel
 - a. Special Rules of Procedure
 - b. Application of Section 43.28 to Members and Employees of
the Senate

SENATE ETHICAL CONDUCT COMMITTEE
Meeting: Friday, May 16, 1975
Room 237, State Capitol, 12:10 p. m.

Members Present: Senators Conzemius, Chairman
McCutcheon
Kirchner

Others Present: Mr. Peter Wattson, Senate Counsel

The meeting was called to order by the Chairman, Senator Conzemius. Format of the committee report was discussed. However, the Chairman stated, the main purpose of the meeting was to hear from persons selected by the committee representing Senate staff.

In explaining committee procedure the Chairman said the committee was trying to verify the accuracy of the article appearing in the Minneapolis Tribune for March 25 and would like to receive suggestions anyone might like to make.

First Witness: John Kaul, Administrative Assistant to Senator Coleman
Employed by the Senate - 1971 Session, Caucus Research
1973 Session, Director of Caucus Research
1974, March, Personnel Director
1974, September, AA to Senator Coleman

Mr. Kaul took the oath as administered by Mr. Wattson.

In response to a question as to whether or not the Tribune article of March 25 was basically accurate Mr. Kaul said it was with the exception of the reference to the activities of Janet Lund and Rosemary Goff. The statement was made in the article that they had carried on political activities on Senate time when in fact this work had been done in their own homes and after office hours.

Questioned as to whether or not he had attended any orientation sessions, Mr. Kaul said he recalled one meeting at the beginning of the 1973 session which was more or less in the nature of a "pep" talk, and that he had not attended any orientation or training sessions. Further he was not aware of any employee handbook that makes reference to rules of conduct for employees.

In response to a question as to whether or not he had ever solicited funds, Mr. Kaul answered in the affirmative and said he did not feel he has in any way violated any Senate employee rule. Mr. Kaul was questioned in some detail relative to the procedure he followed in organizing and coordinating all activities relating to fundraisers. Mr. Kaul said he felt it was important to develop confidence on the part of the public in government. It was his feeling AA's should not be prohibited from helping the people they work for raise money but some restrictions should be imposed such as no soliciting should be done from the Capitol; soliciting should be prohibited during normal working hours and the use of state equipment should be prohibited.

Mr. Kaul said he would be glad to put his thoughts and recommendations in writing and submit them to the committee.

Second Witness: Jonathan Thompson, Administrative Assistant to Minority Leader
Employed by Senate: October 1, 1973

Mr. Thompson took the oath as administered by Mr. Wattson.

Mr. Thompson was questioned relative to a fundraiser recently held by the Minority Caucus. He said he was not involved in the solicitation of funds just in the mechanics of making plans for the occasion. He said there was a fundraising subcommittee in the Caucus who handled the details.

In response to a question as to whether or not he had ever attended any orientation sessions when he was first employed in the Senate Mr. Thompson said he had attended a "little seminar" for AA's and Researchers which would be the extent of it except for conversations with Senator Krieger and Mr. Goodwin. He said he did have a so-called employees' handbook prepared by Mrs. Ganje but was not aware of anything in the book that related to participation in political activity.

Mr. Thompson said he would be glad to submit a memorandum to the committee on his ideas as to how to properly handle fundraisers.

Third Witness: Shirley Traxler
Secretary to Senator Knutson and Senator Pillsbury
Employed by the Senate since 1973

Ms. Traxler took the oath as administered by Mr. Wattson.

In response to questions Ms. Traxler said she had attended meetings held by Mr. Flahaven for Senate employees at which time procedures, dress code and that sort of thing were discussed. She did have a copy of a manual put out by the Senate but had not had an opportunity to read it thoroughly and did not know whether or not it covered rules of conduct for employees insofar as partisan politics was concerned. Ms. Traxler said she had never solicited funds for any political purpose and did not know of any rules that regulated her conduct in that respect. She said further she was aware there was a fundraising effort on the part of the Republican caucus but it was the understanding she was not to be involved in it any more than absolutely necessary. She did have to answer questions over the phone and she did have to handle checks but she did not do any soliciting or calling potential ticket purchasers. She said Senator Knutson was in charge and took care of all of the details of the fundraiser.

Fourth Witness: Romayne Houle
Secretary to Senator Ashbach
Employed by the Senate since October of 1967

Miss Houle took the oath as administered by Mr. Wattson.

Miss Houle said she did not recall ever having attended any orientation session since she has been employed by the Senate. She was not sure she had an employee's handbook and did not know of any rules or regulations governing the conduct of Senate employees, but that she had always understood Senate employees did not

become involved in politics during working hours. She said she was aware of the fundraising effort in the Republican caucus but that she did not do any soliciting .

Fifth Witness: Mrs. Shirley Cardwell
Secretary to Senator Coleman
Employed during 1971 session; fulltime since January 1973.

Mrs. Cardwell took the oath as administered by Mr. Wattson.

Mrs. Cardwell said she had attended a general welcoming meeting called by Mr. Flahaven at the opening of the 1973 session and that she had never attended any training session since July of 1974. She said she did have a copy of the employee's handbook but had not read it very carefully and was not aware of anything in the book pertaining to political participation of Senate employees nor was she aware of any rules or regulations regarding the conduct of Senate employees. Mrs. Cardwell said she did not solicit any money for the fundraiser. She did, however, type letters and address envelopes.

Senator Kirchner suggested Mr. Kaul be contacted by the Chairman and requested to furnish the committee a list of the names he used for the fundraiser, and if a list was used to indicate how it was assembled.

It was agreed the next meeting of the committee would be an open meeting. The following persons were to be invited to the meeting: Mr. Hank Fisher, Senator Robert Brown, representatives of the Ethics Commission, Common Cause, JRIC and League of Women Voters.

Speaking to the report the Chairman said he felt the report could show the allegations of improper solicitation of campaign money by Senate employees were well founded; that section 43.28 of the Statutes was very broad and encompassing and included both Senators and staff; that all employees appearing before the committee said they knew of no guidelines, rules or regulations governing the political activity of Senate employees.

It was suggested the guidelines could include:

- 1) No Senate employee may "directly solicit for the caucus" either personally or by phone during normal working hours.
- 2) Senate employees cannot solicit lobbyists.
- 3) A distinction should be made between a personal secretary and AA's working for the Majority and Minority Leaders and those working for a committee.

Senate Ethical Conduct Committee
Page 4 - May 16, 1975

- 4) That fundraisers be prohibited during a session.
- 5) That an amendment be drawn to Section 43.28 of Minnesota Statutes to exclude legislators.

The next meeting of the committee will be held Saturday, May 17, 1975 in Room 118 of the State Capitol, 12 o'clock noon.

Respectfully submitted,



Senator George R. Conzemius
Chairman

a/

SPECIAL COMMITTEE ON ETHICAL CONDUCT
Meeting: Friday, May 16, 1975
Room 237, State Capitol, 12 to 2

A G E N D A

- 12:00 noon Mr. John Kaul, Administrative Assistant to
 Senator Coleman
- 12:15 p. m. Mr. Jonathan Thompson, Administrative Assistant
 Minority Caucus
- 12:25 p. m. Mrs. Shirley Cardwell, Secretary to Senator Coleman
- 12:35 p. m. Miss Romaine Houle, Secretary to Senator Ashbach
- 12:45 p. m. Mrs. Shirley Traxler, Secretary to Senator Knutson

Next Meeting: Saturday, May 17, 1975
Room 118, State Capitol
12 noon to 2 p. m.

SENATOR Senator Pillsbury offered the following suggestions: There
PILLSBURY should be no mingling of individual contributions in any funds
 other than by a registered political party or a candidate's
campaign fund. Voluntary associations could be formed, but they should only
serve as a conduit for the contributions of their individual members. We
should ultimately limit the amount that a candidate or a political party can
accept from an individual to no more than \$100 and we should prohibit all
contributions from registered lobbyists.

SENATOR Senator Berg said he felt the power of special interests is grow-
BERG ing, nationally as well as statewide; that we will be facing
 some type of a crisis in the not too far distant future in regard
to campaign financing and fundraisers etc, and that he felt the time was
opportune to address ourselves to the problem. He said further he hoped the
committee would come up with recommendations: (1) That caucus fundraisers
be banned especially during a legislative session; (2) The proper maximum
contribution that individuals can make; (3) That individual lobbyists not
contribute to individual candidates in the legislature or at least to limit
the contribution to a certain figure.

With reference to the role of employees in regard to fundraisers Senator Berg
said he would prefer they do very little if anything but if they do anything
at all it should not be on state time but on time paid for by the individual
legislator or on their own time.

Senator Berg submitted the following proposed amendment to S. F. No. 615.

Page 2 after line 15, insert: "Sec. 2. Minnesota Statutes 1974
Section 10A.27, is amended by adding a subdivision to read:

Subd. 5. No public employee shall demand, solicit, ask or invite
any payment or contribution from a registered lobbyist during the
legislative session."

Amend the title as follows: Page 1, line 5, strike "Section" and insert
"Sections"; Page 1, line 5, before the period insert "; and 10A.27, by
adding a subdivision"

JUDY HEALY Mrs. Healy said she felt lobbyists should not be solicited
JRLC for major contributions to fundraisers in the way they have
 been in the past and that she would support the recommendations
previously made that fundraisers definitely not be held during a session, that
staff not work on fundraisers on state time and that a serious check be undertaken
into whether or not it is ethical for lobbyists to be solicited at all for contri-
butions to either party caucus of the legislature or personal contributions.
She further suggested the state may have to look at limiting the amount of con-
tributions that any single legislator can receive. It was her thought campaign
funds could be raised through individual contributions and public financing.

PATRICK FLAHAVER Mr. Flahaven submitted a written statement copy of which is attached hereto for reference.

GEORGE G. GOODWIN Mr. Goodwin said he believed there was a necessity for the establishment of guidelines and that as soon as possible the committee should recommend guidelines for legislative employees, and that such guidelines be applicable to comparable staff in the executive branch.

The committee recessed at this point to reconvene at 4 o'clock p. m. in Room 237 of the State Capitol.

The committee reconvened at 4 o'clock p. m. with the following members present:

Senator Conzemius, Chairman
Senator Kirchner
Senator McCutcheon
Senator Knutson

Others Present were: Mr. Peter Wattson, Senate Counsel, Mr. John Kaul, Administrative Assistant to Senator Coleman, Mr. Charles Geer.

Mr. Kaul, Administrative Assistant to Senator Coleman, met with the committee and in his remarks suggested 1) that Administrative Assistants not be prohibited from "this type of political activity but that the recommendation of the committee be that there be no solicitation of money during regular working hours"; 2) that the committee recommend that there be no use of state equipment, machinery or apparatus of any sort for solicitation or for political purposes; and 3) that the committee give consideration to the unique position of the Administrative Assistant to the Majority and Minority Leaders.

Mr. Wattson submitted the attached report draft for committee consideration. After discussion the following action was taken.

- FINDINGS
- (a) Amended by inserting a period after the word "occur" and striking the balance of the sentence. Approved as amended.
 - (b) Approved as stated.
 - (c) Approved as stated.
 - (d) Removed from Findings. To be incorporated into the Recommendations.

Add new (d) to the effect that the language of Minnesota Statutes, Section 43.28 does not give clear direction.

It was further suggested the report list all persons who testified and/or presented papers noting that such persons were open, forthright and cooperative with the committee in its investigation.

RECOMMENDATIONS The committee members suggested the recommendations read somewhat as follows:

- (a) We recommend the Senate adopt rules of conduct governing solicitation of campaign money by Senators and Senate employees.
- (b) The Secretary of the Senate, under the direction of the Committee on Rules and Administration, shall be charged with the responsibility of preparing and furnishing a copy or copies of the rules to each Senator and Senate employee and conducting the necessary orientation and training sessions.
- (c) That Minnesota Statutes, Section 43.28 be amended to give clear direction.

The following committee action was taken with reference to the draft of proposed rules.

Item 1. Line 1. "Senator" was stricken and "Senate" inserted.
Line 2. "regular or special" inserted after "in"

Items 3 and 4 were approved.

Item 2 was stricken. It was suggested a distinction be made between Senate Research staff and other staff in that Research staff cannot engage in partisan politics at any time and that all other Senate employees cannot solicit campaign money directly from a registered lobbyist at any time during normal working hours.

A proposed Rule 5 is to be added to indicate Majority and Minority Administrative Assistants should have more flexibility than Committee Administrative Assistants.

After being rewritten the report is to be submitted to the committee members for final approval after which it is to be submitted to the Senate Body. A footnote is to be added indicating Senator Knutson did not take part in formulating the findings but did participate in preparing the recommendations. There was discussion as to whether or not the proposed rules should be incorporated within the permanent rules of the Senate. This was to be discussed at a later time.

Respectfully submitted,


Senator George R. Conzemius
Chairman

da

Adjourned 5:10 p. m.

SPECIAL COMMITTEE ON ETHICAL CONDUCT
Meeting: Saturday, May 17, 1975
Room 118, State Capitol, 12:00 noon

A G E N D A

Opening statement Chairman Conzemius

29) Sen. Brown

Recommendations: Mr. Patrick Flahaven, Secretary of the Senate

Mr. George Goodwin, Minority Secretary of the Senate

Others contacted - - - - -

a. Ethics Commission

b. Common Cause

443 c. JRLC

d. MPIRG

e. Mr. Hank Fisher

29 - f. Senator Robert Brown

g. League of Women Voters

Discussion of Report

264 - Sen. Berg
269 - Sen. Pillsbury
289 - Sen. Berg

625 - (g)

(633) KLOSS

1170 Sen. Knutson

Slide 1
0

538
604

Additional
list

2nd machine
(672)

SPECIAL COMMITTEE ON ETHICAL CONDUCT
Meeting: Saturday, May 17, 1975
Room 118, State Capitol, 12:00 noon

A G E N D A

Opening statement Chairman Conzemius

Recommendations: Mr. Patrick Flahaven, Secretary of the Senate
Mr. George Goodwin, Minority Secretary of the Senate

Others contacted - - - - -

- a. Ethics Commission
- b. Common Cause
- c. JRIC
- d. MPIRG
- e. Mr. Hank Fisher
- f. Senator Robert Brown
- g. League of Women Voters

Discussion of Report

The SPECIAL COMMITTEE ON ETHICAL
CONDUCT will meet in executive
session on FRIDAY, MAY 16, 1975
from 12 noon to 2 p. m. in Room
237, State Capitol.

Senator George R. Conzemius
Chairman



State of Minnesota

SENATE

May 15, 1975

MEETING NOTICE

The Special Committee on Ethical Conduct has been conducting an investigation into allegations of improper solicitation of campaign funds by Senate staff.

The committee has completed interviewing the persons involved and is well aware of the differences of opinion about which kinds of political activity by Senators and Senate employees is proper. With that in mind the committee would now like to hear from interested Senators, staff members and the general public their opinions and recommendations concerning what the guidelines for political activity, particularly fundraising by Senators and Senate employees, should be for the future.

The committee will meet in open session

SATURDAY, MAY 17, 1975
12 noon to 2 p. m.
Room 118, State Capitol

and would greatly appreciate receiving your thoughtful suggestions.

SENATOR GEORGE CONZELIUS
Chairman
Special Committee on Ethical Conduct

cc Peter Watton
Kirchner
McCutcheon
Goodwin - Personal - with note Jess, es, &
Flakaven - Personal - " " " "
Geer
Dine

Committee cards should be sent to the following:

COMMITTEE
CARD
LIST

*All of Charlie Keen
par
9/21/71*

Attorney General's Office
~~Authors and co-authors of bills~~
Bulletin Boards (3 large cards)
Captain of Pages
~~Committee (one card unless your committee prefers to have more)~~
Governor's Office
House Research, Room 17, Capitol
Information Desk, first floor, Capitol Press
Public Information Officer, B14 Capitol
~~Rules and Administration, Room 208~~
Senate Index
Senate Majority Research, Room 2
Senate Minority, State Office Bldg. (4 large cards)
Senate Office - Natalie Kray, Room 232
Senate Research, Room 24
Sergeant at Arms

SUBCOMMITTEE
MEETINGS

The chairman of a subcommittee will be notified when a bill is placed in subcommittee. The subcommittee secretary will make folders for each subcommittee member, just as the committee secretary does. (See page 17.) Xerox copies of bills to be heard should be obtained from the Senate Office for each folder.

A card file should be kept to show action on each bill. This should be easily available for quick reference.

When the time of meeting for a hearing of a bill is set up by the chairman of the subcommittee, the subcommittee secretary should arrange for the hearing room with the Senate Office.

Subcommittee meeting cards should be filled out and sent to the same places the committee cards are sent (see above) and also to:

The committee chairman
The committee secretary
The Senate Research staff member assigned to the subcommittee.

Special Ethics Committee

-2-

Rule 4. Chairman Conzemius said in this rule an attempt was made to allow for some flexibility in the mailing of letters etc.

Senator McCutcheon MOVED Rule 4 be amended to read as follows:

"A secretary or administrative assistant normally assigned to work under the immediate supervision of an individual Senator may assist with the functions of a clerical nature in connection with the solicitation of campaign money. Other Senate employees shall be neither required nor requested to assist with the solicitation or receipt of campaign money."

Motion Prevailed

Rule 5. No change

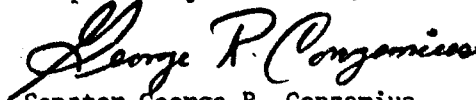
Mr. Wattson reviewed recommendation "c", page 2 of the report stating it had been the consensus that Section 43.28, Minnesota Statutes did not give clear direction and as a result of discussion it appeared some legislators could have been in violation of the law. The committee members felt the law should be amended to give clear direction. A proposed bill to accomplish this purpose was drafted and is attached to the report.

If the committee adopts the report with the attachments this would constitute an endorsement and recommendation on the part of the committee. This bill would clear up any problem relating to elected officials.

Senator Kirchner MOVED the recommended change in the language of the statutes be endorsed by the committee and that the report, as amended, together with the attachments be recommended to the Committee on Rules and Administration for approval.
Motion Prevailed.

Senator Kirchner questioned whether or not any legislation was being considered to clarify a ruling of the Ethics Commission that any employee of a corporation must register and report as a lobbyist when communicating with public officials on behalf of the corporation. The committee secretary was asked to follow-through on this question and advise the chairman.

Respectfully submitted,



Senator George R. Conzemius
Chairman

a/
attachs.

PROPOSED RULES GOVERNING SOLICITATION OF CAMPAIGN MONEY BY
SENATORS AND SENATE EMPLOYEES

1. No Senate caucus should conduct an organized effort to solicit campaign money while the Legislature is in regular or special session.
2. No employee in Senate Research should engage in partisan political activity at any time.
3. No Senate employee should shall solicit campaign money from the Capitol Complex at any time or by telephone from any place during normal his working hours.
4. A secretary or administrative assistant normally assigned to work under the immediate supervision of an individual Senator may assist with the mailing of letters, keeping of records, and other functions of a clerical nature in connection with the solicitation of campaign money, ~~if these functions do not require the exercise of political judgment.~~ Other Senate employees should neither be shall be neither required nor requested to assist with the solicitation or receipt of campaign money.
5. Administrative assistants to the majority leader and minority leader may participate in political activities that require the exercise of political judgment.

STATE OF MINNESOTA

SENATE

SPECIAL COMMITTEE ON ETHICAL CONDUCT

REPORT

In the Matter of the Complaint of Senator Nicholas D. Coleman
and Senator Robert O. Ashbach dated March 25, 1975

MARCH 3, 1976

To the Members of the Senate:

The Special Committee on Ethical Conduct has met and considered a complaint submitted by Senators Nicholas D. Coleman and Robert O. Ashbach regarding allegations of improper soliciation of campaign money by employees of the Senate made in an article published in the Minneapolis Tribune on March 25, 1975. The committee held three meetings at which it took sworn testimony from the following persons:

Steven Dornfeld, Reporter for the Minneapolis Tribune

Patrick E. Flahaven, Secretary of the Senate

George G. Goodwin, Minority Secretary of the Senate

Eugene P. Daly, Senate Personnel Officer

Rosemary Goff, Administrative Assistant to the Committee on
Local Government

Mark Andrew, Administrative Assistant to the Committee on
Natural Resources and Agriculture

Lucy Johnson, Legislative Assistant to the Committee on
Labor and Commerce

Kelvin Johnson, Administrative Assistant to Senator Borden

Michael Ahern,, Administrative Assistant to the Committee on
Health, Welfare and Corrections

John Kaul, Administrative Assistant to Senator Coleman

Jonathan Thomson,, Administrative Assistant to Senator Ashbach

Shirley Cardwell, Secretary to Senator Coleman

Romayne Houle, Secretary to Senator Ashbach

Shirley Traxler, Secretary to Senator Knutson

The committee also held one public meeting at which it received comments and recommendations from the following additional persons:

Senator Robert Brown, Chairman, Minnesota Republican Party

Senator George Pillsbury, Chairman, Republican Party Finance Commit

Senator Charles Berg

Judy Healey, Joint Religious Legislative Committee

Tape recordings and minutes of all proceedings are available to the public through the Legislative Reference Library and the Secretary of the Senate as provided in Senate Rule 65. Transcripts of tape recordings will be prepared and furnished to any person at his own expense

Having completed the taking of testimony, and following further deliberations, the committee submits to the Senate the following findings and recommendations.

1. Findings. .

- a. The conduct described in the article did in fact occur.
- b. The activity was undertaken voluntarily by the employees involved.
- c. The employees were open, forthright, and cooperative with the committee in its investigations.
- d. The Senate had adopted no policy, and the Senate employees concerned had been given no rules, guidance, or advice, on what kind of political activity, including solicitation of campaign money, is proper for Senate employees.
- e. The language of Minnesota Statutes, Section 43.28, does not give clear direction.

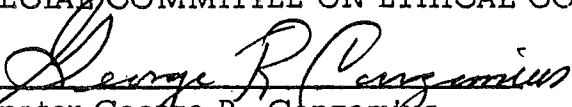
2. Recommendations.

- a. The Senate should develop a policy and adopt rules of conduct governing solicitation of campaign money by Senators and Senate employees.
- b. The Secretary of the Senate, under the direction of the Committee on Rules and Administration, should furnish a copy of the rules to each Senator and Senate employee, and should conduct whatever orientation and training sessions as are necessary to insure that all are aware of the existence and meaning of the rules.
- c. Minnesota Statutes, Section 43.28, should be amended to give clear direction.

To assist the Senate in developing a policy on political activity by Senate employees, the committee offers the attached Proposed Rules Governing Solicitation of Campaign Money by Senators and Senate Employees. A proposed bill amending section 43.28 is also attached.

Respectfully submitted,

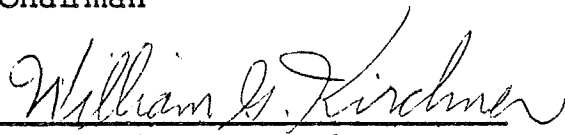
SPECIAL COMMITTEE ON ETHICAL CONDUCT



Senator George R. Conzemius
Chairman



Senator William McCutcheon



Senator William G. Kirchner



* Senator Howard A. Knutson

*Senator Knutson did not participate in the committee's preliminary inquiry,
but he did assist in developing its final recommendations.

PROPOSED RULES GOVERNING SOLICITATION OF CAMPAIGN MONEY BY
SENATORS AND SENATE EMPLOYEES

1. No Senate caucus should conduct an organized effort to solicit campaign money while the Legislature is in regular session.
2. No employee in Senate Research should engage in partisan political activity at any time.
3. No Senate employee shall solicit campaign money at any time by any means during his scheduled working hours, and at no time shall solicit from or within the Capitol Complex except as provided for in number 4.
4. A secretary or administrative assistant normally assigned to work under the immediate supervision of an individual Senator may assist with the functions of a clerical nature in connection with the solicitation of campaign money. Other Senate employees shall be neither required nor requested to assist with the solicitation or receipt of campaign money.
5. Administrative assistants to the majority leader and minority leader may participate in political activities that require the exercise of political judgment.

1 A bill for an act

2 relating to state employees; clarifying
3 restrictions on political activities;
4 amending Minnesota Statutes 1974,
5 Section 43.28.

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

7 Section 1. Minnesota Statutes 1974, Section 43.28 is amended to read:

8 43.28 [POLITICAL ACTIVITIES PROHIBITED.] No officer, agent,
9 clerk, or employee of this state, other than a member of the legislature,
10 shall, directly or indirectly, during his hours of employment solicit or
11 receive ~~funds,~~ money for any political purpose or for any political party
12 or affiliate thereof. No officer, agent, clerk, or employee of this state
13 shall, directly or indirectly, or at any time use his authority or official
14 influence to compel any officer or employee in the classified service to
15 apply for membership in or become a member of any organization, or to pay
16 or promise to pay any assessment, subscription, or contribution, or to take
17 part in any political activity. Any person who violates any provision of this
18 section shall be guilty of a misdemeanor, and shall be punished accordingly,
19 and if any officer or employee in the classified service is found guilty of
20 violating any provision of this section, he is automatically separated from
21 the service.

22 Except as herein provided any officer or employee in the state classified
23 service shall:

24 (1) Take leave of absence upon assuming an elected federal or state
25 public office, including elected state legislative office;

26 (2) Take leave of absence upon assuming any elected public office other
27 than enumerated in clause (1), if, in the opinion of the commissioner of personnel,
28 the holding of such office conflicts with his regular state employment;

29 (3) Upon his request, be granted leave of absence upon becoming a
30 candidate, or during the course of such candidacy, for any elected public office;

1 (4) Take leave of absence upon becoming a candidate, or during the course
2 of candidacy, for any elected public office if, in the opinion of the commissioner
3 of personnel, such candidacy conflicts with his regular state employment.

4 All requests for opinions of the commissioner of personnel, and opinions
5 from the commissioner under the provisions of clauses (2) and (4) shall be in written
6 form and shall be delivered by registered mail.

7 The commissioner of personnel shall issue an opinion under the
8 provisions of clauses (2) and (4) within seven calendar days of receipt of
9 the request.

PSW:mak

RESIDENCE
3424 EDMUND BLVD.
MINNEAPOLIS, MINNESOTA 55406

OFFICE
WILLIAM MITCHELL
COLLEGE OF LAW
2100 SUMMIT AVENUE
ST. PAUL, MINNESOTA 55103



State of Minnesota
SENATE

JACK DAVIES
60TH DISTRICT

COMMITTEES
CHAIRMAN, COMMITTEE ON
COMMITTEES
CHAIRMAN, JUDICIARY
FINANCE
LABOR AND COMMERCE
RULES AND ADMINISTRATION
MEMBER
NATIONAL CONFERENCE OF
COMMISSIONERS ON UNIFORM
STATE LAWS

April 7, 1975

The Honorable Alec G. Olson
President of the Senate
STATE CAPITOL

Dear Sir:

On April 7, 1975 the Committee on Committees
of the Senate met and by appropriate action
made the following appointments:

Pursuant to Permanent Rules of the Senate:

Rule 75. Special Committee on Ethical Conduct

Messrs. Conzemius, McCutcheon,
Knutson and Kirchner

Respectfully submitted,

JACK DAVIES, Chairman
Committee on Committees

a/



State of Minnesota
SENATE

April 10, 1975

TO: Messrs. Conzemius, McCutcheon,
Knutson and Kirchner
Special Committee on Ethical Conduct

Enclosed is a complaint instituted pursuant to
Rule 75 of the Permanent Rules of the Senate.

We respectfully request you give this your
consideration.

Handwritten signature of Nicholas D. Coleman in cursive script.

Nicholas D. Coleman
Senate Majority Leader

Handwritten signature of Robert O. Ashbach in cursive script.

Robert O. Ashbach
Senate Minority Leader

encs.

HOWARD A. KNUTSON
SENATOR 53RD DISTRICT
1907 WOODS LANE
BURNSVILLE, MINNESOTA 55337

SERVING:
Apple Valley
Burnsville
Eagan
Lilydale
Mendota

Mendota Heights
AND PARTS OF
Farmington
Lakeville
West St. Paul



State of Minnesota
SENATE

COMMITTEES
ETHICS
HEALTH, WELFARE AND CORRECTIONS
JUDICIARY
METROPOLITAN AND URBAN AFFAIRS
LOBBY REGISTRATION
TELEPHONE:
890-1218 (home)
335-9307 (office)
296-4120 (Senate)

April 15, 1975

To: Senator George Conzemius
Chairman
Senate Ethics Committee

From: Senator Howard Knutson

Subject: Coleman/Ashbach Complaint

Pursuant to our committee conversation, and inasmuch as this complaint deals with the subject of caucus fund raising, and in view of the fact that I am chairman of a current fund raising effort by the Independent-Republican Caucus, it is my decision to withdraw from participation as a committee member on this one particular complaint.

While I certainly feel that our IRC efforts are above board, I feel it would be a conflict of interest for me to sit in judgment of the efforts of our political opposition.

HAK:st

GEORGE R. CONZEMIUS
SENATOR 25TH DISTRICT
800 WEST HOFFMAN
CANNON FALLS, MINNESOTA 55009
AND
205 STATE CAPITOL
SAINT PAUL, MINNESOTA 55155



State of Minnesota
SENATE

MAJORITY WHIP

COMMITTEES
HEALTH, WELFARE AND CORRECTIONS, CHAIRMAN
RULES AND ADMINISTRATION, VICE-CHAIRMAN
COMMITTEE ON COMMITTEES
GOVERNMENTAL OPERATIONS
TAXES AND TAX LAWS

TO: SENATORS McCutcheon
Kirchner

DATE: April 24, 1975

There will be a meeting of the SPECIAL COMMITTEE ON
ETHICAL CONDUCT on Friday, April 25, 1975 in Room
237 of the State Capitol, at 2:00 o'clock p. m.

Senator George Conzemius
Chairman

cc: Peter Wattson



State of Minnesota
SENATE

April 26, 1975

MEETING NOTICE

TO: Senators McCutcheon and Kirchner

As discussed at our last meeting the Senate Special Committee on Ethical Conduct will meet in executive session

TUESDAY, APRIL 29, 1975 at 2:00 p. m. in Room 237
of the State Capitol.

Letters have been addressed to the following asking them to meet with the committee.

Mr. Bernie Shellum
Mr. Steve Dornfeld
Mr. Patrick Flahaven

Mr. Eugene Daly
Mr. Patrick Flahaven

Senator George R. Conzemius
Chairman

A handwritten signature in dark ink, appearing to be "GRC", written over a horizontal line.

P. S. Our meeting should last about 1-1/2 to 2 hours.

GEORGE R. CONZEMIUS
SENATOR 25TH DISTRICT
800 WEST HOFFMAN
CANNON FALLS, MINNESOTA 55009
AND
205 STATE CAPITOL
SAINT PAUL, MINNESOTA 55155



State of Minnesota
SENATE

MAJORITY WHIP

COMMITTEES
HEALTH, WELFARE AND CORRECTIONS, CHAIRMAN
RULES AND ADMINISTRATION, VICE-CHAIRMAN
COMMITTEE ON COMMITTEES
GOVERNMENTAL OPERATIONS
TAXES AND TAX LAWS

April 26, 1975

Mr. Steven Dornfeld
Minneapolis Morning Tribune
425 Portland Avenue
Minneapolis, Minnesota 55415

Dear Mr. Dornfeld:

The Senate Special Committee on Ethical Conduct has begun an investigation into the allegations of improper conduct on the part of Senate employees contained in an article in the Minneapolis Tribune of Tuesday, March 25, 1975.

As one of the co-authors of that article the committee would appreciate your appearing at its next meeting scheduled for Tuesday, April 29, 1975, 2 p. m. in Room 237, to give any background or further information on this matter that you are able to provide.

Sincerely,

A handwritten signature in cursive script that reads "George R. Conzemius".

GEORGE R. CONZEMIUS

Chairman

Senate Special Committee on Ethical Conduct

cc Press Room

GEORGE R. CONZEMIUS
SENATOR 25TH DISTRICT
800 WEST HOFFMAN
CANNON FALLS, MINNESOTA 55009
AND
203 STATE CAPITOL
SAINT PAUL, MINNESOTA 55155



State of Minnesota
SENATE

MAJORITY WHIP

COMMITTEES
HEALTH, WELFARE AND CORRECTIONS, CHAIRMAN
RULES AND ADMINISTRATION, VICE-CHAIRMAN
COMMITTEE ON COMMITTEES
GOVERNMENTAL OPERATIONS
TAXES AND TAX LAWS

April 26, 1975

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Minneapolis Morning Tribune
425 Portland Avenue
Minneapolis, Minnesota 55415

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Sincerely,

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GEORGE R. CONZEMIUS
Chairman
Senate Special Committee on Ethical Conduct

cc Press Room

GEORGE R. CONZEMIUS
SENATOR 25TH DISTRICT
800 WEST HOFFMAN
CANNON FALLS, MINNESOTA 55007
AND
205 STATE CAPITOL
SAINT PAUL, MINNESOTA 55155



State of Minnesota
SENATE

MAJORITY WHIP

COMMITTEES
HEALTH, WELFARE AND CORRECTIONS, CHAIRMAN
RULES AND ADMINISTRATION, VICE CHAIRMAN
COMMITTEE ON COMMITTEES
GOVERNMENTAL OPERATIONS
TAXES AND TAX LAWS

April 26, 1975

Mr. Patrick Flahaven
Secretary of the Senate
STATE CAPITOL

Dear Mr. Flahaven:

One of the initial concerns of the Senate Special Committee on Ethical Conduct is to determine what instructions, training, guidance and guidelines Senate employees are given either when they are first hired or during the course of their employment regarding what is proper in the way of political activity and in particular political fund raising.

The committee would appreciate your appearing at its next meeting scheduled for Tuesday, April 29, 1975, 2 p. m. in Room 237, in order to give testimony within your knowledge on these matters. Any written materials that may have been furnished to Senate employees in this regard will be particularly helpful.

If there are other persons with whom you work who take a more direct role in instructing Senate employees on proper ethical conduct, please let us know so that we may invite them to appear at the same time.

Sincerely,

A handwritten signature in cursive script that reads "George R. Conzemius".

GEORGE R. CONZEMIUS
Chairman

Senate Special Committee on Ethical
Conduct

GEORGE R. CONZEMIUS
SENATOR 25TH DISTRICT
800 WEST HOFFMAN
CANNON FALLS, MINNESOTA 55009
AND
203 STATE CAPITOL
SAINT PAUL, MINNESOTA 55155



State of Minnesota
SENATE

MAJORITY WHIP

COMMITTEES
HEALTH, WELFARE AND CORRECTIONS, CHAIRMAN
RULES AND ADMINISTRATION, VICE-CHAIRMAN
COMMITTEE ON COMMITTEES
GOVERNMENTAL OPERATIONS
TAXES AND TAX LAWS

April 26, 1975

Mr. G. G. Goodwin
Minority Secretary of the Senate
STATE OFFICE BUILDING

Dear Mr. Goodwin:

One of the initial concerns of the Senate Special Committee on Ethical Conduct is to determine what instructions, training, guidance and guidelines Senate employees are given either when they are first hired or during the course of their employment regarding what is proper in the way of political activity and in particular political fund raising.

The committee would appreciate your appearing at its next meeting scheduled for Tuesday, April 29, 1975, 2 p. m. in Room 237, in order to give testimony within your knowledge on these matters. Any written materials that may have been furnished to Senate employees in this regard will be particularly helpful.

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Sincerely,

A handwritten signature in cursive script that reads "George R. Conzemius".

GEORGE R. CONZEMIUS

Chairman

Senate Special Committee on Ethical
Conduct

GEORGE R. CONZEMIUS
SENATOR 23RD DISTRICT
800 WEST HOFFMAN
CANNON FALLS, MINNESOTA 55009
AND
205 STATE CAPITOL
SAINT PAUL, MINNESOTA 55155



State of Minnesota
SENATE

MAJORITY WHIP

COMMITTEES
HEALTH, WELFARE AND CORRECTIONS, CHAIRMAN
RULES AND ADMINISTRATION, VICE-CHAIRMAN
COMMITTEE ON COMMITTEES
GOVERNMENTAL OPERATIONS
TAXES AND TAX LAWS

April 26, 1975

Mr. Eugene Daly
Personnel Officer
STATE CAPITOL

Dear Mr. Daly:

One of the initial concerns of the Senate Special Committee on Ethical Conduct is to determine what instructions, training, guidance and guidelines Senate employees are given either when they are first hired or during the course of their employment regarding what is proper in the way of political activity and in particular political fund raising.

The committee would appreciate your appearing at its next meeting scheduled for Tuesday, April 29, 1975, 2 p. m. in Room 237, in order to give testimony within your knowledge on these matters. Any written materials that may have been furnished to Senate employees in this regard will be particularly helpful.

If there are other persons with whom you work who take a more direct role in instructing Senate employees on proper ethical conduct, please let us know so that we may invite them to appear at the same time.

Sincerely,

A handwritten signature in cursive script that reads "George R. Conzemius".

GEORGE R. CONZEMIUS
Chairman
Senate Special Committee on Ethical
Conduct

TRANSMITTAL - MESSAGE SLIP

TO <i>SM Connors</i>		LOCATION <i>10-20</i>	
DATE <i>May 1</i>		TIME <i>10:20</i>	
FROM <i>2nd</i>		LOCATION <i>10-20</i>	
TRANSMITTAL ACTION		CALL OR VISIT	
<input type="checkbox"/>	Review and see me	<input type="checkbox"/>	Called
<input type="checkbox"/>	Review and return	<input type="checkbox"/>	Was here to see you
<input type="checkbox"/>	Prepare reply for my sig.	<input type="checkbox"/>	Please call
<input type="checkbox"/>	Reply and send me copy	<input type="checkbox"/>	Will call again
<input type="checkbox"/>	For your approval	PHONE NO. <i>612-964-2210</i>	
<input type="checkbox"/>	For your information		
<input type="checkbox"/>	For signature		
<input type="checkbox"/>	As we discussed		
<input type="checkbox"/>	As you requested		
<input type="checkbox"/>	Take appropriate action		

MESSAGE

*or - 5430 -
Callback
operator #6*



TRANSMITTAL MESSAGE FIP

TO: [Handwritten] [Handwritten]
FROM: [Handwritten] [Handwritten]
DATE: [Handwritten] [Handwritten]

HOITS JATTIRIKATT

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MS-2458

[Handwritten text at the bottom left of the document]

Senator Conzenius -

Listed in the newspaper article are:

John Kaul - Administrative Assistant to Senator Coleman

Linda Schultz - Transportation and General Legislation

Patrick Kelly - Finance

Kelvin Johnson - Administrative Assistant to Senator Borden

Lucy Johnson - Labor and Commerce

Janet Lund - Governmental Operations

Adelaide O'Brien - Education

Rosemary Goff - Local Government

Mark Andrews - Natural Resources and Agriculture

Michael Ahern - Health, Welfare and Corrections

Dale Ulrich - Judiciary



State of Minnesota
SENATE

May 1, 1975

The Honorable Nicholas D. Coleman
Senate Majority Leader
208 STATE CAPITOL

Dear Senator:

This is to inform you that the Senate Special Committee on Ethical Conduct has met to consider your complaint. The next meeting of the committee is scheduled for Friday, May 2, 1975 at 10 o'clock A. M. in Room 237 of the State Capitol.

Sincerely,

A handwritten signature in cursive script, appearing to read "G. R. Conzemius".

GEORGE R. CONZEMIUS
Chairman

a/



State of Minnesota
SENATE

May 1, 1975

The Honorable Robert O. Ashbach
State Senator
123A State Office Building

Dear Senator:

This is to inform you that the Senate Special Committee on Ethical Conduct has met to consider your complaint. The next meeting of the committee is scheduled for Friday, May 2, 1975 at 10 o'clock A. M. in Room 237 of the State Capitol.

Sincerely,

A handwritten signature in cursive script, appearing to read "GRC", written over a horizontal line.

GEORGE R. CONZEMIUS
Chairman

a/

GEORGE R. CONZEMIUS
SENATOR 25TH DISTRICT
800 WEST HOFFMAN
CANNON FALLS, MINNESOTA 55009
AND
203 STATE CAPITOL
SAINT PAUL, MINNESOTA 55155



State of Minnesota
SENATE

MAJORITY WHIP

COMMITTEES
HEALTH, WELFARE AND CORRECTIONS, CHAIRMAN
RULES AND ADMINISTRATION, VICE-CHAIRMAN
COMMITTEE ON COMMITTEES
GOVERNMENTAL OPERATIONS
TAXES AND TAX LAWS

May 1, 1975

Sent to: Janet Lund
Rosemary Goff
Mark Andrew
Lucy Johnson
Kelvin Johnson
Mike Ahern

The Special Committee on Ethical Conduct has begun an investigation into the allegations of improper conduct on the part of Senate employees contained in an article in the Minneapolis Tribune dated March 25, 1975 relating to solicitation of political contributions from lobbyists.

As one of the persons named in the article, the committee would appreciate your appearing at its next meeting scheduled for Friday, May 2, 1975 at 10:00 o'clock A. M. in Room 237 (to give further background or any additional information on this matter that you are able to provide.

The committee has not made any determination whether the conduct described was right or wrong and before they make such a decision they would like to know more about the context in which these activities occurred. Their primary concern is not with past events but in drawing guidelines for conduct of Senators and Senate employees for the future.

Sincerely,

A handwritten signature in cursive script that reads "George R. Conzemius".

GEORGE R. CONZEMIUS
Chairman

GEORGE R. CONZEMIUS
SENATOR 23TH DISTRICT
600 WEST HOFFMAN
CANNON FALLS, MINNESOTA 55009
AND
203 STATE CAPITOL
SAINT PAUL, MINNESOTA 55155



State of Minnesota
SENATE

MAJORITY WHIP

COMMITTEES
HEALTH, WELFARE AND CORRECTIONS, CHAIRMAN
RULES AND ADMINISTRATION, VICE-CHAIRMAN
COMMITTEE ON COMMITTEES
GOVERNMENTAL OPERATIONS
TAXES AND TAX LAWS

May 1, 1975

Addressed to:

Janet Lund
Rosemary Goff
Mark Andrew
Lucy Johnson
Kelvin Johnson
Mike Ahern

The Special Committee on Ethical Conduct has begun an investigation into the allegations of improper conduct on the part of Senate employees contained in an article in the Minneapolis Tribune dated March 25, 1975 relating to solicitation of political contributions from lobbyists.

As one of the persons named in the article, the committee would appreciate your appearing at its next meeting scheduled for Friday, May 2, 1975 at 10:00 o'clock A. M. in Room 237 to give further background or any additional information on this matter that you are able to provide.

The committee has not made any determination whether the conduct described was right or wrong and before they make such a decision they would like to know more about the context in which these activities occurred. Their primary concern is not with past events but in drawing guidelines for conduct of Senators and Senate employees for the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "George R. Conzemius".

GEORGE R. CONZEMIUS
Chairman



State of Minnesota
SENATE

May 2, 1975

Mrs. Shirley Cardwell
Room 208
STATE CAPITOL

Dear Shirley:

The Special Committee on Ethical Conduct has begun an investigation into the allegations of improper conduct on the part of Senate employees contained in an article in the Minneapolis Tribune dated March 25, 1975 relating to solicitation of political contributions from lobbyists.

Although you are not one of the persons named in the article, the committee would appreciate your appearing at its next meeting scheduled for Tuesday, May 6, 1975 at 10:00 A. M. in Room 237 of the State Capitol to give further background or any additional information relating to your own past experience with political fund raising while an employee of the Senate.

The committee is not concerned so much with your personal conduct but with your knowledge of past practices regarding political fund raising by Senate employees. The committee needs to understand what past practice has been in order to determine what guidelines to establish for the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "George R. Conzenius".

GEORGE R. CONZENIUS
Chairman
Special Committee on Ethical Conduct

a/

P. S. You are scheduled for 10:25 A. M.



State of Minnesota
SENATE

May 2, 1975

Miss Romaine Houle
STATE OFFICE BUILDING

Dear Romaine:

The Special Committee on Ethical Conduct has begun an investigation into the allegations of improper conduct on the part of Senate employees contained in an article in the Minneapolis Tribune dated March 25, 1975 relating to solicitation of political contributions from lobbyists.

Although you are not one of the persons named in the article, the committee would appreciate your appearing at its next meeting scheduled for Tuesday, May 6, 1975 at 10:00 A. M. in Room 237 of the State Capitol to relate your own past experience with political fund raising while an employee of the Senate.

The committee is not concerned so much with your personal conduct but with your knowledge of past practices regarding political fund raising by Senate employees. The committee needs to understand what past practice has been in order to determine what guidelines to establish for the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "George R. Conzenius".

GEORGE R. CONZENIUS
Chairman
Special Committee on Ethical Conduct

a/

P. S. You are scheduled for 10:35 A. M.



State of Minnesota
SENATE

May 2, 1975

Mr. John Kaul
208 State Capitol

Dear John:

The Special Committee on Ethical Conduct has begun an investigation into the allegations of improper conduct on the part of Senate employees contained in an article in the Minneapolis Tribune dated March 25, 1975 relating to solicitation of political contributions from lobbyists.

As one of the persons named in the article, the committee would appreciate your appearing at its next meeting scheduled for Tuesday, May 6, 1975 at 10:00 A. M. in Room 237 of the State Capitol to give further background or any additional information on this matter that you are able to provide.

The committee has not made any determination whether the conduct described was right or wrong and before they make such a decision they would like to know more about the context in which these activities occurred. Their primary concern is not with past events but in drawing guidelines for conduct of Senators and Senate employees for the future.

Sincerely,

A handwritten signature in cursive script that reads "George R. Conzemius".

GEORGE R. CONZEMIUS
Chairman
Special Committee on Ethical Conduct

a/

You are scheduled for 10:00 A. M.



State of Minnesota
SENATE

May 2, 1975

Mr. Jonathon Thomson
STATE OFFICE BUILDING

Dear Jon:

The Special Committee on Ethical Conduct has begun an investigation into the allegations of improper conduct on the part of Senate employees contained in an article in the Minneapolis Tribune dated March 25, 1975 relating to solicitation of political contributions from lobbyists.

Although you are not one of the persons named in the article, the committee would appreciate your appearing at its next meeting scheduled for Tuesday, May 6, 1975 at 10:00 A. M. in Room 237 of the State Capitol to relate your own past experience with political fund raising while an employee of the Senate.

The committee is not concerned so much with your personal conduct but with your knowledge of past practices regarding political fund raising by Senate employees. The committee needs to understand what past practice has been in order to determine what guidelines to establish for the future.

Sincerely,

A handwritten signature in cursive script, reading "George K. Conzemius".

GEORGE K. CONZEMIUS
Chairman
Special Committee on Ethical Conduct

a/

P. S. You are scheduled for 10:15 A. M.



State of Minnesota
SENATE

May 2, 1975

Mrs. Shirley Traxler
STATE OFFICE BUILDING

Dear Shirley:

The Special Committee on Ethical Conduct has begun an investigation into the allegations of improper conduct on the part of Senate employees contained in an article in the Minneapolis Tribune dated March 25, 1975 relating to solicitation of political contributions from lobbyists.

Although you are not one of the persons named in the article, the committee would appreciate your appearing at its next meeting scheduled for Tuesday, May 6, 1975 at 10:00 A. M. in Room 237 of the State Capitol to relate your own past experience with political fund raising while an employee of the Senate.

The committee is not concerned so much with your personal conduct but with your knowledge of past practices regarding political fund raising by Senate employees. The committee needs to understand what past practice has been in order to determine what guidelines to establish for the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "George R. Conzenius".

GEORGE R. CONZENIUS
Chairman
Special Committee on Ethical Conduct

a/

P. S. You are scheduled for 10:55 A. M.



State of Minnesota
SENATE

RESCHEDULED MEETING

May 15, 1975

Mrs. Shirley Cardwell
208 State Capitol

Dear Shirley:

As previously advised the Special Ethical Conduct Committee
of the Senate is meeting in Room 237 of the State Capitol at
12:00 o'clock noon on Friday, May 16th.

The members would appreciate your meeting with them at
12:25 p. m. Thank you.


Senator George R. Conzemius
Chairman



State of Minnesota
SENATE

May 15, 1975

Miss Romaine Houle
STATE OFFICE BUILDING

Dear Romaine:

The May 6th meeting of the Special Committee on Ethical Conduct which was cancelled because of a conflict has been rescheduled for Friday, May 16, 1975 at 12 noon, in Room 237 of the State Capitol.

The committee would appreciate your meeting with them at approximately 12:35 p. m.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "George R. Conzemius".

GEORGE R. CONZEMIUS
Chairman
Special Committee on Ethical Conduct

a/



State of Minnesota
SENATE

RESCHEDULED MEETING

May 15, 1975

Mr. John Kaul
STATE CAPITOL

Dear John:

As previously advised the Special Ethical Conduct Committee of the Senate is meeting in Room 237 of the State Capitol at 12:00 o'clock noon on Friday, May 16th.

The members would appreciate your meeting with them at 12:00 o'clock noon.

Thank you.

Senator *GR* George R. Conzemius
Chairman



State of Minnesota
SENATE

May 15, 1975

Mr. Jonathon Thomson
STATE OFFICE BUILDING

Dear Jon:

The May 6th meeting of the Special Committee on Ethical Conduct which was cancelled because of a conflict has been rescheduled for Friday, May 16, 1975 at 12 noon, in Room 237 of the State Capitol.

The committee would appreciate your meeting with them at approximately 12:15 p. m.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "George R. Conzemius".

GEORGE R. CONZEMIUS
Chairman
Special Committee on Ethical Conduct

a/



State of Minnesota
SENATE

May 15, 1975

Mrs. Shirley Traxler
STATE OFFICE BUILDING

Dear Shirley:

The May 6th meeting of the Special Committee on Ethical Conduct which was cancelled because of a conflict has been rescheduled for Friday, May 16, 1975 at 12 noon, in Room 237 of the State Capitol.

The committee would appreciate your meeting with them at approximately 12:45 p. m.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "George R. Conzemius".

GEORGE R. CONZEMIUS
Chairman
Special Committee on Ethical Conduct

a/

Please Post



State of Minnesota
SENATE

May 16, 1975

MEETING NOTICE

The Special Committee on Ethical Conduct has been conducting an investigation into allegations of improper solicitation of campaign funds by Senate staff.

The committee has completed interviewing the persons involved and is well aware of the differences of opinion about which kinds of political activity by Senators and Senate employees is proper. With that in mind the committee would now like to hear from interested Senators, staff members and the general public their opinions and recommendations concerning what the guidelines for political activity, particularly fundraising by Senators and Senate employees, should be for the future.

The committee will meet in open session

SATURDAY, MAY 17, 1975
12 noon to 2 p. m.
Room 118, State Capitol

and would greatly appreciate receiving your thoughtful suggestions.

A handwritten signature in cursive script, appearing to read "George Conzelius".

SENATOR GEORGE CONZELIUS
Chairman
Special Committee on Ethical Conduct