

Patricia L. West, Chair  
Pete W. Stout, III, Vice-Chair  
G. Stewart Petoe, Executive Director



General Assembly Building  
201 North 9th Street, Second Floor  
Richmond, Virginia 23219

(PHONE) 804-786-3591  
(FAX) 804-371-8705  
ethics@dls.virginia.gov

**Meeting Minutes**  
**October 3, 2016, 2:00 p.m.**  
**Senate Room B, General Assembly Building**

**Council members present:**

The Honorable Patricia L. West, Chair  
The Honorable Pete W. Stout, III, Vice-Chair  
Senator Thomas K. Norment, Jr.  
Senator Janet D. Howell  
Delegate Todd Gilbert  
Delegate Jennifer L. McClellan  
Bernard L. Henderson, Jr.  
Walter C. Erwin  
Sharon E. Pandak

**Staff present:**

Stewart Petoe, Executive Director  
Rebekah Stefanski, Staff Attorney  
Michelle LeGates, Filing Coordinator

**Summary:**

- I. Judge West called the meeting to order at 2:09 p.m.
- II. Judge West requested a motion to approve past meeting minutes. Senator Norment made a motion to do so. The motion was seconded by Delegate Gilbert and unanimously approved by the Council.
- III. Mr. Petoe gave a presentation on the public comments the Council received regarding the Conflict of Interest draft forms.
- IV. Judge West asked for any additional public comment on the draft forms. Mr. Terry Ramsey provided public comment.
- V. Judge West requested motions to approve each of the draft forms individually.
  - A. Delegate Gilbert made a motion to approve the General Assembly Statement of Economic Interests draft form. The motion was seconded by Senator Norment and unanimously approved by the Council.

- B. Delegate Gilbert made a motion to approve the State and Local Statement of Economic Interests draft form. The motion was seconded by Judge Stout and unanimously approved by the Council.
  - C. Judge Stout made a motion to approve the Session Gift Report draft form. The motion was seconded by Delegate Gilbert and unanimously approved by the Council.
  - D. Judge Stout made a motion to approve the Financial Disclosure Statement draft form. The motion was seconded by Delegate Gilbert and unanimously approved by the Council.
  - E. Delegate Gilbert made a motion to approve the Disclosure of Real Estate Holdings draft form. The motion was seconded by Delegate McClellan and unanimously approved by the Council.
  - F. Delegate Gilbert made a motion to approve the Lobbyist's Disclosure Form draft form. The motion was seconded by Delegate McClellan and unanimously approved by the Council.
- VI. Mr. Petoe gave a presentation on consideration of a possible appeals process for filing extension requests. Delegate Gilbert made a motion for the Council to adopt the policy that there would be no further review of filing extension requests once the Executive Director made his decision. After discussion, Delegate Gilbert amended his motion to include Staff giving a synopsis at the end of the filing period regarding filing extension requests. The motion was seconded by Delegate McClellan and approved by Council vote, with Mr. Henderson and Ms. Pandak voting against the motion.
- VII. Judge West asked for public comment. No public comment was given.
- VIII. Judge West adjourned the meeting at 3:13 p.m.