



**CITY OF MABLETON, GEORGIA**  
1245 Veterans Memorial Hwy , Mableton, GA  
30126  
September 16, 2025 at 6:00 PM

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Board Member Karen Clarke  
Board Member Joel Cope  
Board Member Tammi Daniel  
Board Member Ebony McCants  
Board Member Brandon Mitchell  
Board Member Patricia Thomas  
Board Member Angela Weston

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**ETHICS BOARD SPECIAL CALLED MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
  - a. August 6, 2025 Ethics Board Training Meeting Minutes**
- 4. ORGANIZATIONAL AND PROCEDURAL ITEMS - LED BY ATTORNEY ELLE WHIGHAM OF DENMARK ASHBY & MATRICARDI**
  - a. Appointment of Chair**
  - b. Appointment of Vice Chair**
  - c. Appointment of Secretary**
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
  - a. Consideration and Approval of City of Mableton Board of Ethics Bylaws - Attorney Elle Whigham of Denmark Ashby & Matricardi**
- 7. ADJOURNMENT**

Persons with special needs relating to handicapped accessibility, disability, or foreign language may contact the City Clerk at (404) 927-9502 or [susan.hiott@mableton.gov](mailto:susan.hiott@mableton.gov) at least three days prior to the meeting. The clerk can be located at the City of Mableton Administrative Offices, 1245 Veterans Memorial Highway, Suite 20, during regular office hours.



**CITY OF MABLETON, GEORGIA**  
1245 Veterans Memorial Hwy , Mableton, GA  
30126  
August 8, 2025, at 6:00 PM

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Board Member Karen Clarke  
Board Member Joel Cope  
Board Member Tammi Daniel  
Board Member Ebony McCants  
Board Member Brandon Mitchell  
Board Member Patricia Thomas  
Board Member - Vacant

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**ETHICS BOARD TRAINING MEETING MINUTES**

**Attendees:**

Attorney Jacquita Parks of Denmark Ashby & Matricardi  
City Clerk Susan Hiott  
Administrative Supervisor Lily Smith  
Councilmember Patricia Auch  
Patricia A. Thomas – Board member  
Joel Cope – Board member  
Ebony McCants – Board member  
Tammi Daniel – Board member  
Karen Clarke – Board member  
Angela Weston – to be considered for appointment for District 6  
Yolanda Bennett - guest

Attorney Jacquita Parks led the training. A video was shown. There was a session of questions and explanations.

There will be a meeting called in September to appoint officers and adopt Bylaws.

## **CITY OF MABLETON BOARD OF ETHICS**

### **BYLAWS**

**PURPOSE:** The purpose of this document is to establish the general rules of the City of Mableton Board of Ethics.

**SCOPE:** These Bylaws are general in content and do not restrict or limit the Board's ability to develop procedures to cover a particular situation. These Bylaws may be amended or updated by a majority vote of the Board.

**AUTHORITY:** These rules and procedures are developed in accordance with City of Mableton Code of Ordinances Chapter 1, Article II, Section 1.2.1.

#### **1.0 Membership and Officers**

1.1 The Board of Ethics is composed of seven members with one member being appointed by each member of the City Council and the Mayor, as set out in section 1.2.6 in the City's Code of Ordinances. The Board elects a Chair, Vice Chair, and Secretary to serve for a term of one year. The election shall occur as the first order of business at the first meeting of the calendar year or whenever a vacancy occurs.

1.2 The Chair of the Board presides at all meetings and appoints members of board committees. The Chair shall sign official documents on behalf of the Board, issue subpoenas for any party to an enforcement proceeding, and perform all other duties delegated by the Board.

1.3 In the absence of the Chair, the Vice Chair shall perform the duties of the Chair and may assume any duties delegated by the Chair.

1.4 Members shall serve without compensation.

#### **2.0 Location, Dates, and Times of Meetings**

2.1 The Board of Ethics may hold hearings at locations other than City Hall as deemed appropriate. The actual address of the meeting or hearing location shall be used in any advertised notice of the meeting. The Board or the Chair may reschedule or cancel a meeting, provided adequate notice is given to board members and the public as required under the Open Meetings Act.

2.2 Special meetings of the Board of Ethics may be convened at the call of the Chair or Vice Chair, in the absence of the Chair. Board members shall be given at least 48 hours notice prior to any special meeting. The notice and agenda for any special meeting will be posted and distributed as required under the Georgia Open Meetings Act.

2.4 The Board shall hold a board retreat at least once every year in December, which may be held in a location other than City Hall. Notice of the meetings shall be given as required under the Open Meetings Act.

2.5 Committee meetings may be held as needed to conduct the work of the Board. Committees should report their activities to the full Board at the next regularly scheduled board meeting, and the Board must approve any official action.

### **3.0 Agenda for Meetings**

3.1 The Chair of the Board, in consultation with the Secretary, shall establish the proposed agenda for meetings of the Board.

3.2 To the extent practicable, the Secretary shall distribute the proposed agenda and materials to the members of the Board of Ethics at least seven days prior to the meeting date. No item shall be ineligible for consideration by the Board solely on the basis that the agenda was distributed less than seven days prior to the meeting. The agenda shall be posted on the Board's website.

### **4.0 Conduct of Meetings**

4.1 Except as permitted under state law, meetings of the Board of Ethics shall be open public meetings.

4.2 The Chair of the Board of Ethics shall preside at all meetings, and the Vice Chair shall preside in the absence of the Chair at a meeting. If both the Chair and Vice Chair are not present, the remaining board members shall vote to elect a temporary presiding officer for that hearing.

4.3 Four members of the Board of Ethics shall constitute a quorum. The affirmative vote of a majority of the quorum shall be required for any action to be taken. If any member is disqualified or abstains from participating, the disqualified member shall not be counted for this quorum requirement or as present for the particular matter under consideration.

4.4 The rules of parliamentary practice set forth in Robert's Rules of Order, Newly Revised, shall be used at all regular monthly meetings.

### **5.0 Minutes**

5.1 The Secretary shall prepare draft meeting minutes for review by the Board of Ethics. The minutes shall be considered final on approval by a majority of the board members. The Secretary shall maintain the official minutes of the meetings and post approved minutes at the website of the Board of Ethics.

## **6.0 Public Participation**

6.1 Public participation at regular monthly meetings is encouraged. All persons who wish to appear before the Board shall sign up to speak at the beginning of the meeting. Each person may speak for two minutes. Public comment shall not be permitted at hearings.

6.2 The two-minute time limit does not apply to any person appearing at the Board's invitation, as a party in an official action or proceeding, as an attorney or representative on behalf of a party, or as a person adversely affected by comments during an enforcement hearing.

6.3 Any board member may question any person speaking. No other person at a meeting will be permitted to question any speaker, unless the Chair grants permission.

6.4 Any party who wishes to be added to the agenda must contact the Secretary at least seven days prior to the meeting and identify the matter to be placed on the agenda. The Chair reserves the right to add items and parties to the agenda when less notice is given.

## **7.0 Orientation and Training**

7.1 All new board members should attend a workshop on the City's Code of Ethics within six months of their appointment. Any current board member who has not attended a workshop at the time these bylaws are adopted shall fulfill the training requirement within 12 months of their adoption.

7.2 Members of the Board of Ethics may fulfill this training requirement by attending a citywide ethics workshop for board members or a special workshop offered at a board retreat or meeting.

## **8.0 Removal of Board Members**

8.1 Any board member who fails to regularly attend meetings and hearings without good cause or grossly fails to perform his or her duties may be recommended for removal by a vote of five members of the board.

## **9.0 Amendment of Bylaws**

9.1 Any proposed amendment to the Bylaws shall be submitted in writing to the Board at a regular monthly meeting, and may be voted on at the next regular monthly meeting. Any amendment becomes effective at the time of its adoption by a majority of the Board.

**These rules do not alter or replace the official City Code of Ordinances and if conflict should arise, the City Code of Ordinances and other applicable State and/or Federal laws shall take precedence. These rules and procedures were approved on the 16<sup>th</sup> day of September, 2025.**

**City of Mableton Board of Ethics**

Mayor – Joel Cope

District 1 – Ebony McCants

District 2 – Tammi Daniel

District 3 – Karen Clarke

District 4 – Patricia Thomas

District 5 – Brandon Mitchell

District 6 – Angela Weston