

Complaint or Request for Advisory Opinion Explained

The Ethics Board is responsible for reviewing complaints regarding possible ethics violations or violations of the ethics laws. Below are guidelines for possible complaints:

Clarence Ethics Standards

Ethical standards, conflicts and prohibited activities are detailed in Town Code Chapter 19, paragraphs 19-4, 19-5 and 19-6. These sections can be generalized into four broad categories as follows:

1. A Town official, appointee or employee may not, in the performance of his or her activities for the Town, engage in any activity that could directly or indirectly be of financial or material benefit to the individual or their family.
2. Decision making or recommending boards must conduct all deliberations in a venue that is open to the public. (Note: there are some limited exceptions to this rule listed in the “Executive Session” section of New York State Law).
3. An elected official may not take any action that could benefit any person or entity who has contributed more than \$250 to that official or their family with the previous twelve months.
4. Each Town official and employee must be honest and trustworthy at all times and in all actions.

If you believe any of the above standards have been violated, please submit an Ethics Complaint or Request for Advisory Opinion form directly to the Town of Clarence Ethics Board.

This form and instructions can be found on the town website at:

<https://www2.erie.gov/clarence/index.php?q=forms>