

# FILING an ETHICS COMPLAINT or REQUEST for ADVISORY OPINION

**Instructions:** To file a confidential complaint or request an advisory opinion with the Clarence Town Ethics Board, please complete the appropriate section below (please use additional paper as necessary), sign and date this form, include your contact information so the Board can contact you with a response, and mail it to: **Town of Clarence Ethics Board, 1 Town Place, Clarence, NY 14031** or email this form or the information in this form to: **EthicsCommittee@clarence.ny.us** (electronic signatures will be accepted for email submissions). All inquiries are confidential.

## ETHICS COMPLAINT

1. Who do you believe is violating our Ethics Laws?

\_\_\_\_\_

2. Please describe the potential ethical violation (be specific as possible).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is there any other relevant information you would like to share?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REQUEST FOR ADVISORY OPINION

Please state your ethical question or concern to be reviewed and include any relevant detail.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## CONTACT INFORMATION

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

How would you like us to contact you? \_\_\_\_\_

# **FILING an ETHICS COMPLAINT or REQUEST for ADVISORY OPINION**

## **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 duties, engage in any activity that could, directly or indirectly, be of financial or material benefit to the individual or his or her 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 his or her spouse within the previous twelve months.
4. Each Town official and employee must be honest and trustworthy at all times and in all actions.