

About the Town of Clarence Ethics Board

The Ethics Board was established to enforce the Town code of ethics which provides standards of conduct for Town officials and employees. The Town Code of Ethics is derived from Article 18 of the New York State General Municipal Law. The standards set forth in the Code help ensure impartiality and fairness in our Town government.

The Ethics Board consists of seven members appointed by the Town Board and authorized by Town and New York State Law. Each member serves for a five-year term. By law, the Board can have no more than three members from the same political party. Ethics Board members receive no salary or compensation for their services as members.

Article III, Section 19.10 of the Town code prescribes the powers and duties of the Board. The Ethics Board can make recommendations regarding amendments to the Town Code of Ethics. The Board prescribes the forms for and reviews the annual and transactional statements of disclosure. Upon receipt of a written and signed request, the Ethics Board will investigate all complaints alleging violations of the Town Code of Ethics. The Board can act upon written complaints submitted by a Town resident, Town official or employee. The Ethics Board can also provide education to assist with compliance of the Town Code. Upon receipt of a written and signed request from a Town official or employee, the Board can issue advisory opinions to provide guidance about contemplated actions which might be considered a violation of the Code.

Frequently Asked Questions

Who does the Ethics Code apply to?

The Clarence Ethics Code applies to all Town Officials and Employees. The Ethics Code defines this as “Any person working for the Town of Clarence, whether elected, appointed, or hired, paid or unpaid, serving in a full-time, part-time or advisory capacity, but does not include the Town Justices, officers or employees of the Unified Court System, volunteer firemen or civil defense volunteers.” See Ethics Code § 19-3.

What does the Ethics Board do?

Pursuant to the Clarence Ethics Code, the Ethics Board

1. Provides confidential advisory opinions to Town Officials and Employees upon request;
2. Reviews all ethics disclosure forms filed by Town Officials and Employees; and
3. Investigates any and all ethics complaints. At the conclusion of each investigation, the Ethics Board submits a report to the Town Board outlining the results of the investigation and recommended penalties (if any).

How do I contact the Ethics Board?

From the Town website, go to Ethics Board for contact information. You can either call 716-406-2551 and leave a message for the Chair of the Ethics Board, or you can email the Board directly at EthicsCommittee@clarence.ny.us.

When does the Ethics Board meet?

The Ethics Board usually meets on the third Wednesday of each month at 8 AM in the Hallock Conference Room. Please consult the Town calendar for specific meeting dates.

Are Ethics Board meetings open to the public?

Yes, except when the Board is in executive session to review disclosures, complaints, and/or requests for advisory opinions. (Code of Ethics, chapter 19-9)

How do I file an ethics complaint?

Download the form "Filing an Ethics Complaint or Request for Advisory Opinion" from the Town website. Answer the questions, sign and date the form, and mail it to: Town of Clarence Ethics Board, 1 Town Place Clarence, NY 14031, or you can email it to EthicsCommittee@clarence.ny.us. You can also email the information requested in the form to the Board at the email above. Please include contact information so the Ethics Board can get back to you.

Is the Ethics Board the appropriate agency to handle your complaint?

Yes, if the complaint concerns a potential violation of the Town Code of Ethics. The Ethics Code can be found on the Town website under Ethics Board.

Who may file an ethics complaint?

Any Town resident or Town Official or Employee. Please see Ethics Code § 19-10(C)(1)

How do I request an Ethics Advisory Opinion?

Any Town Resident, Official, or Employee may request an Ethics Advisory Opinion. To make this request, Download the form "Filing an Ethics Complaint or Request for Advisory Opinion". Answer the questions, sign and date the form and mail it to: Town of Clarence Ethics Board, 1 Town Place, Clarence, NY 14031 or email it to EthicsCommittee@clarence.ny.us.

You may also email the information included in the form to the Board at the email above. Please include contact information so the Ethics Board can get back to you.