

There are two procedures that can be taken if one believes that an Ethics Violation has taken place.

The first is a **complaint**, which is “*in writing, sworn in the form of an affidavit, made upon personal knowledge and be given subject to the penalties of perjury*”. A **Complaint(s)** are a set of basic facts, violations and legal reasons to support a claim against another. If a complaint meets all standards set forth under the rules and regulations of the Ethics Board, then a probable cause determination will be rendered.

The second is **requesting an advisory opinion** which is “*in writing with name of requestor, address of requestor, phone number of requestor, date and nature of request*”. **Requesting an Advisory opinion** is for the purpose of guidance to an official or employee before one engages in an action that would be prohibited by law or city charter.