

STATE OF GEORGIA
COUNTY OF FULTON

**A RESOLUTION APPROVING THE BYLAWS AND RULES OF PROCEDURE
OF THE BOARD OF ETHICS OF THE CITY OF SANDY SPRINGS**

WHEREAS, upon incorporation, the City of Sandy Springs, Georgia (the "City") adopted its Ethics Ordinance which is codified in Chapter 2, Administration, Article III, Officers and Employees, Division 2, Ethics; and

WHEREAS, the City Council appointed a Board of Ethics (the "Board") to provide the City with direction and advice on issues relating to ethics; and

WHEREAS, the Board adopted its bylaws (the "Bylaws"), which were approved by the City Council; and

WHEREAS, the Board and the City Council have recently undertaken a review of the Ethics Ordinance and adopted certain revisions on February 17, 2009 at its regular meeting; and

WHEREAS, the Board has revised its Bylaws to make them consistent with the changes recently made to the Ethics Ordinance, a copy of which is attached hereto as Exhibit "A"; and

WHEREAS, pursuant to the provisions of the City Charter, the revisions to the Bylaws were presented to the City Council for review, discussion and approval at work session on April 7, 2009; and

WHEREAS, the City Council desires to approve and adopt such revisions to the Bylaws;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA, AND IT IS RESOLVED BY THE AUTHORITY OF SAID CITY COUNCIL AS FOLLOWS:

The City of Sandy Springs Mayor and City Council hereby approve and adopt the revised Bylaws of the Board in substantially the form attached hereto as Exhibit "A".

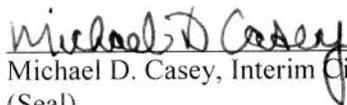
RESOLVED, this 2nd day of June, 2009.

Approved:



Eva Galambos, Mayor

Attest:



Michael D. Casey, Interim City Clerk
(Seal)



**BYLAWS AND RULES OF PROCEDURE
BOARD OF ETHICS
CITY OF SANDY SPRINGS**

**SECTION 1
The Ethics Board**

1.1 Membership. Membership of the Ethics Board of the City of Sandy Springs (hereinafter, the “Board”) shall be as provided in Part II, Chapter 2, Article III, Division 2, Section 2-150 of the Code of the City of Sandy Springs (hereinafter, “Ethics Ordinance”).

1.2 Purpose. The main purpose of the Board is to determine whether a violation of the Ethics Ordinance has occurred and, if so, to assess and impose the appropriate penalty under the circumstances.

1.3 Powers and Duties. The Board shall have those powers and duties prescribed in Section 2-151 of the Ethics Ordinance.

**SECTION 2
Officers and Members**

2.1 Members. The Board shall consist of five (5) members; there also shall be two (2) alternates to serve in a member position when a member is absent.

2.2 Alternates. Alternates shall have the duties, powers and limitations set forth in Section 2-151 of the Ethics Ordinance, and such other duties and powers as may be provided from time to time by the Board

2.3 Officers. The Board shall elect one (1) of its members to serve as Chairperson and one (1) of its members to serve as Vice Chairperson to the Board. Alternates may not serve as officers of the Board. Said elections shall be held annually in the month of January. Elected officers shall assume their duties immediately until a successor is named. The City Clerk shall serve as the Recording Secretary to the Board.

2.4 Chairperson. The Chairperson shall have those duties and powers usually attendant upon the office of the Chairperson, those duties and powers provided for in Section 2-151 of the Ethics Ordinance, and such other duties and powers as may be provided from time to time by the Board. The Chairperson shall preside at all meetings and hearings of the Board. The Chairperson may present to the Board matters judged to require attention and need not vacate the chair for that purpose. In its absence, the Vice-Chairperson shall preside over meeting and hearings. Additionally, the Chairperson may appoint a hearing officer to preside at hearings.

2.5 Vice Chairperson. The Vice Chairperson shall perform the duties and exercise the powers of the Chairperson in the absence or incapacity of the Chairperson. In case of resignation or death of the Chairperson, the Vice Chairperson shall perform the duties and exercise the powers of the Chairperson until such time as a new Chairperson is elected. Elected officers will assume their duties immediately and shall serve in that capacity until a successor is named.

2.6 Recording Secretary. The City Clerk shall serve as the Recording Secretary of the Board. The Recording Secretary shall conduct administrative duties on behalf of the Board as it shall decide and shall serve as legal custodian of the Board's records, and accept, file, maintain and administer, in accordance with all applicable laws, any information related to the purposes of the Ethics Ordinance.

2.7 Removal of Board Members. A Board member or alternate may be removed for a stated cause by the affirmative vote of the City Council. A member or alternate who does not attend for two successive regular meetings of the Board may be removed from the Board by City Council.

2.8 Board Vacancy. Should there be a vacancy on the Board, the Board's Chairperson shall inform the Mayor and City Council. An appointment to fill a vacancy on the Board shall be made by the Mayor and approved by the City Council as set forth in Section 2-150 of the Ethics Ordinance.

2.9 Conflicts. The Board officers, members and alternates shall comply with the conflict of interest provisions set forth in Sections 2-113 and 2-114 of the Ethics Ordinance.

SECTION 3 Meetings

3.1 Regular Meetings. Regular meetings of the Board shall be held at 9:00 AM on the second Wednesday of the months of January, April, July, and October of each calendar year. The meetings shall be held at City Hall unless a different location of said meeting is desired. Adjustments to the regular meeting schedule, including adjustments for meetings that fall on holidays, shall be approved on the last regular Board meeting of the year.

3.2 Special Meetings. A special meeting of the Board may be called by the Chairperson, or any two Board members. Board members and alternates shall be notified of a special meeting by personal notice or by cable, telegraph, facsimile transmission or electronic mail, or by regular mail by depositing the same in the post office or letter box in a postage paid sealed wrapper, addressed to such Board member or alternate. Such notice shall be deemed to be given at the time the same is sent or mailed.

3.3 Emergency Meetings. The Board may hold an emergency meeting. The items taken up at such an emergency meeting, under these Bylaws and Rules of Procedure, shall be limited to those of an emergency nature. All the steps reasonably necessary shall be taken to notify all Board members and alternates of the pendency of such meeting.

3.4 Agenda. Prior to each meeting of the Board, the Chairperson or his/her designee shall prepare an agenda. The agenda for all meetings shall include, but not be limited to, the following:

- (a) approval of the minutes of the previous meeting;
- (b) items for action or discussion;
- (c) staff reports, committee reports; and
- (d) other business.

Any Board member or alternate may place an item on the agenda of any regular meeting, under the heading "Other Business". Copies of the agenda shall be sent to each Board member and alternate and any other parties requesting such agenda at least three (3) working days before a regular Board meeting. Agendas may also be sent to any person or organization requesting said agenda. All persons appearing before the Board, either on their own behalf, or in a representative capacity shall conform to standards of reasonable orderly conduct. If any person does not conform to such standards the Chairperson may decline to permit such persons to address the Board at said proceeding.

3.5 Meeting Attendance. Board members and alternates are expected to attend all meetings of the Board. Members and alternates who are unable to attend regularly scheduled meetings, for any reason, are encouraged to submit to the Board's Secretary in advance of said meeting notice for such absence. In the event a Board member or alternate fails to submit said notice of absence for two (2) consecutive meetings, the Secretary shall notify the Chairperson, and the Chairperson shall be empowered to take whatever action, if any, is deemed necessary. In the event of repeated and continued absences on the part of any Board member or alternate after said notification of the Chairperson, the Chairperson may then decide to bring this matter before the Board, and by majority vote of the Board, to send a recommendation to the Mayor and City Council asking that the appointment be reconsidered.

3.6 Quorum and Voting. A quorum for any full Board meeting shall be four (4) Board members, including any alternate who is appointed to serve as a substitute for an absent Board member. Unless appointed to serve as substitutes for absent Board members, an alternate shall have no right to vote at Board meetings and hearings. No business shall be transacted at any meeting except when a quorum is present. All recommendations and actions shall be by a majority vote of the Board members or alternates appointed to serve as substitutes for absent Board members. Except as otherwise provided herein, alternates shall not be included as part of the quorum.

3.7 Meeting Minutes. The Recording Secretary shall be responsible for the minutes of all Board meetings. In the event the Recording Secretary is unable to attend a Board meeting, it shall be the responsibility of the Recording Secretary to send a representative in his or her stead. All votes taken at any Board meetings shall be noted in the minutes. Upon approval of the minutes by the Board, the Chairperson's signature shall be affixed to the minutes. The Recording Secretary shall not be required to attend or take minutes at any Committee minutes.

SECTION 4 Advisory Committees

4.1 Appointment. The Chairperson may appoint, from time to time, as deemed necessary, Board members, alternates, and/or non-Board members to form an advisory committee for the sole purpose of rendering advice to the Board. The Chairperson of the Board shall further appoint a Chairperson of said committee who shall plan and preside over all said committee meetings as needed, and who shall be responsible to report to the Board the committee's findings, conclusion and consensus of said committee. Said members of advisory committees who are not otherwise members of the Board shall merely act in a capacity of advisors to the Board and shall not be able to act on behalf of the Board, speak for the Board or otherwise bind the Board.

4.2 Quorum. A majority of each committee so appointed shall constitute a quorum. Prior to each committee meeting, the Chairperson of the committee shall prepare an agenda. Copies of the agenda shall be sent to each committee member at least three (3) working days before the meeting. Board members, alternates and appointed non-Board members shall be included as part of the quorum for committee meetings.

4.3 Meeting Minutes. Minutes of each committee meeting shall be recorded by a member of the committee or the committee's designee. The minutes shall reflect the names of all members of that committee present at each meeting of said committee, as well as any votes taken.

4.4 Committee Vacancy. Should a vacancy occur on the committee, either through resignation or inability of any member to serve on said committee, the Chairperson of the Board may appoint a replacement from either the remaining members of the Board or may appoint one or more non-Board members.

SECTION 5 Formal Advisory Opinions

5.1 Who May Request. The Board may issue a formal advisory opinion on its own initiative or on the request of any person or entity to which the Ethics Ordinance applies. A request for a formal advisory opinion may be made only by a person or entity that intends to use the opinion to guide the said individual or entity's own conduct.

5.2 Requests Must Be In Writing. Requests for formal advisory opinions shall be in writing and must set out with reasonable specificity the facts and circumstances of a case. Requests shall be filed with the City Clerk.

5.3 Discretion to Issue. Requests shall be submitted upon receipt by the City Clerk to the Chairperson who shall expeditiously determine whether to issue a formal advisory opinion addressing the issues raised. The Chairperson's decision to issue or deny a request for a formal advisory opinion shall be reported to the Board and may be overridden by majority vote of the Board.

5.4 Issuance. A formal advisory opinion shall only be issued by official action of the Board and shall be forwarded to the person requesting it. The Board may publish an opinion or a summary of an opinion, but may not include in the publication the name of the requestor, the name of a person covered by a request from a City Department or entity, or any other information that might identify the requestor, unless all affected persons consent to the inclusion.

5.5 Binding. Written formal advisory opinions issued by the Board are binding on the Board as precedent in a subsequent Board proceeding, unless:

- (a) the Board has amended or revoked the opinion before the initiation of the Board proceeding, has notified the person making or covered by the request of its action, and has allowed at least thirty (30) calendar days for the person to do anything that might be necessary to comply with the amended or revoked opinion;

- (b) the Board finds that the request omitted or misstated material facts; or
- (c) the Board finds that the person making or covered by the request has not acted in good faith in reliance on the opinion.

5.6 Normal Time Frame. The Board shall strive to issue its opinion within sixty (60) calendar days of the filing of the request for an advisory opinion with the City Clerk. However, the Chairperson may determine that additional time may be required for issuing an opinion.

SECTION 6 Informal, Non-Binding Opinions

6.1 Authorization. The Board is authorized by the City’s Ethics Ordinance and by these Bylaws and Rules of Procedure to give oral or written informal, non-binding opinions to persons seeking guidance as to the spirit or legal requirements of the City’s Ethics Ordinance. The Board shall inform the requestor that such opinions are not binding upon the Board and although the advice is given in good faith, the person seeking the advice relies on it at the person’s own risk.

6.2 Timing. The Board shall attempt to respond to each request for an informal, non-binding opinion within fourteen (14) working days after the filing of the request with the City Clerk. The Board may give a written or verbal response.

SECTION 7 Complaints Alleging Violations of the Ethics Ordinance

7.1 Complaint. Any person may submit a written Complaint alleging a violation of the City’s Ethics Ordinance to the Board. The Board may not consider any alleged violation that occurred before the adoption of the City’s Ethics Ordinance (October 17, 2006) or more than one (1) year before the date of the filing of a Complaint. If the violation is alleged to have begun more than a year before the filing of the Complaint and to have continued to a time within the one (1) year period, the Board may consider the Complaint.

7.2 Form of Complaint. For a Complaint to be considered by the Board, the Complainant must complete the Complaint Form in Appendix A of these Bylaws and Rules of Procedure, and submit the complete Complaint Form to the City Clerk.

7.3 Insufficient Complaints. No investigation or ruling is required if a Complaint is deemed by the Board to be frivolous, illegible, too indefinite, does not identify the alleged violator, is unsigned, or unsworn to, by the Complainant.

A Complaint (or any claim contained therein) is “frivolous” and/or insufficient if the Board determines, by a majority vote, that the Complaint (or any claim contained therein), on its face, does not state a violation of the Ethics Ordinance upon which relief can be granted. In deciding whether a Complaint (or a claim contained therein) is “frivolous”, the Board may also consider:

- (a) The timing of the Complaint with respect to when the facts supporting the alleged violation became known or should have become known to the Complainant, and with respect to the date of any pending election in which the respondent is a candidate or is involved with a candidacy, if any;
- (b) The nature and type of any publicity surrounding the filing of the Complaint, and the degree of participation by the Complainant in publicizing the fact that a Complaint was filed with the Board;
- (c) The existence and nature of any relationship between the respondent and the Complainant before the Complaint was filed;
- (d) If the person charged in the Complaint (the “Respondent”) is a candidate for election to office, the existence and nature of any relationship between the Complainant and any candidate or group opposing the respondent;
- (e) Any evidence that the Complainant knew or reasonably should have known that the allegations in the Complaint were groundless; and
- (f) Any evidence of the Complainant’s motives in filing the Complaint.

7.4 Oral or Anonymous Complaints. The Board shall not consider oral or anonymous Complaints.

7.5 Defective Complaint. Upon the Board’s determination that a Complaint does not meet the requirements in Section 7.2 of these Bylaws and Rules of Procedure, the Board shall advise the Complainant of the defect in writing. The Complaint shall be dismissed if the defect(s) is not corrected and re-filed with the City Clerk within five (5) business days of Complainant’s receiving notice of said defect(s).

7.6 Confidentiality and Public Disclosure. Each Complaint shall be deemed a separate pending investigation at the time it is reported. Except for the initial Complaint, the Board’s records in any pending investigation or enforcement proceeding are exempt from disclosure under the Georgia Open Records Act, as is the identity of confidential sources and records of confidential investigations.¹

7.7 No *ex parte* communications with Board. No Complainant or Respondent, or any persons acting on their behalf shall engage or attempt to engage, directly or indirectly, in any *ex parte* communication about the subject matter of a Complaint with a Board member or alternate prior to the disposition of the Complaint. A Board member or alternate shall not knowingly participate, directly or indirectly, in any *ex parte* communication with any person, other than a Board member, alternate or Board staff, about any issue of fact or law relating to the Complaint prior to the disposition of the Complaint.

¹ See OCGA § 50-18-72.

SECTION 8
Investigations and Hearings

8.1 Initiation of Investigations. The Board has the authority to investigate any alleged violation of the Ethics Ordinance based on a sworn and signed written Complaint by any person. If the Board, by a majority vote, determines that there is a basis for proceeding on a Complaint under any provision of the Ethics Ordinance within the Board's jurisdiction, the Board shall initiate an investigation into suspected violations of the Ethics Ordinance as necessary.

8.2 Notice of the Complaint. Within five (5) working days from filing of the Complaint, the City Clerk shall date-stamp and forward a copy of the Complaint and supporting materials to the Respondent. The City Clerk shall simultaneously forward the Complaint to the Board and the City Attorney.

8.3 Written Response by the Respondent. Within thirty (30) calendar days from the date of receipt of the Complaint by the City Clerk, the Respondent may, but is not required to, file with the City Clerk a written response to the allegations in the Complaint, together with such other documents he or she feels are relevant.

The City Clerk shall date-stamp and forward the written response, together with any documents, to the Board and the City Attorney within five (5) working days from the date of filing of the written response. If the Respondent chooses not to submit a written response, that decision shall not be deemed or presumed an admission of guilt as to the allegations of the Complaint.

8.4 Written Informal Opinion by the City Attorney. As prescribed in Section 2-155 of the Ethics Ordinance, the City Attorney shall provide the Board with a written informal opinion of the Complaint no later than thirty (30) calendar days from the date of filing of the Complaint with the City Clerk.

8.5 Referral to Other Agencies. If another city, state or federal agency is investigating the same Complaint or a Complaint involving similar allegations, the Board may suspend and defer the matter until the other investigation or proceeding is completed. In addition, the Board may refer a Complaint for investigation to other agencies that have authority over the subject matter contained therein. Complaints that allege violations of criminal laws shall be reported to the appropriate city, state, or federal law enforcement agencies. If a Complaint is referred to other outside agencies and the Board determines that it no longer has jurisdiction over the subject matter of the Complaint, then the Board may dismiss the Complaint so as not to interfere with any further proceedings of an outside agency assuming jurisdiction over the Complaint.

8.6 Board Authority. The Board has the discretion to conduct additional investigation prior to the hearing and is authorized to:

- (a) issue subpoenas to compel any person to appear, give sworn testimony, or produce documents or other evidence; and
- (b) require any person to submit in writing such reports and answers to questions relevant to the proceedings as the Board may prescribe; and

- (c) request and obtain copies of income tax returns and access to other appropriate information as permitted under state law regarding the Respondent; and
- (d) request the City Attorney or any attorney from that office to advise the Board. In the event of a conflict, the Board may, with the approval of the City Council, retain outside legal counsel as needed with respect to hearings in accordance with its policies. If approved by the City Council, the selection of outside counsel and any contract for such persons shall be made after solicitation of recommendations from the City Attorney and/or the Mayor and upon approval of a contract for services approved as to form by the City Attorney and/or City Council; and
- (e) retain experts as needed with respect to hearings with the approval of the City Council. If approved by the City Council, the selection of experts and any contract for such persons shall be made after solicitation of recommendations from the City Attorney and upon approval of a contract for services approved as to form by the City Attorney; and
- (f) appoint a hearing officer, by a majority vote of the Board, to conduct hearings under the Ethics Ordinance. The selection of a hearing officer shall be made after solicitation of recommendations from the City Attorney and upon approval of a contract for services approved as to form by the City Attorney.

8.7 Hearing Rules.

- (a) Procedural Rules. A quorum of four (4) Board members, including any alternate who is appointed to serve as a substitute for an absent Board member, must be present for a hearing. Any Board member or alternate who is not present at a hearing on a Complaint may not participate in any discussion, voting, or recommendation regarding the Complaint. The Chairperson or Vice Chairperson shall preside over the hearing, unless the Board appoints a hearing officer to preside. The Board may call and question any witness. The Board is not bound by the rules of evidence and may establish time limits and other rules relating to the participation of any person in the hearing, subject to subsections 8.7(b) and 8.7(c) of these Bylaws and Rules of Procedure. All evidence including certified copies of records which the Board considers shall be fully offered as evidence and made a part of the record in the proceedings. The hearing shall be electronically recorded and recorded by a certified court reporter.
- (b) Respondent. The Respondent shall have all of the due process rights, privileges, and responsibilities of a witness appearing before the courts in this state and has the right to attend the hearing, challenge the sufficiency of any Complaint which has been filed against him or her, the right to make a statement, the right to examine all documents and records obtained or prepared by the Board in connection with the matter heard, the right to present and cross-examine witnesses, and the right to be represented by legal counsel or other advisor. The Respondent or his or her counsel or representative shall be informed by the Board of all evidence in its possession.

- (c) Complainant. The Complainant has the right to attend the hearing, make a statement at the hearing, testify and present documentary evidence at the hearing in support of the allegation in the Complaint, and may be accompanied by legal counsel or other advisor.
- (d) Persons Adversely Affected. Any person whose name is mentioned or who is otherwise identified during a hearing and who, in the opinion of the Board, may be adversely affected thereby, may, upon request of the person or a representative of the person, or upon the request of any member of the Board, file a written sworn statement for incorporation into the record, appear at the hearing to testify on his or her own behalf or, or have a representative appear to so testify, and the Board may permit any other person to appear and to testify at a hearing, if relevant to the subject matter under investigation.
- (e) Closing Statement. At the conclusion of the evidence, the Respondent, the Complainant, and their counsel or other advisor, may make a closing statement to the Board.
- (f) Standard of Evidence. The standard of evidence sufficient to prove a violation of the Ethics Ordinance in hearings shall be by a preponderance of the evidence admitted at the hearing. “Preponderance of the Evidence” is that measure or degree of proof which is more probable than not.
- (g) Recess and Continuance. At any time after convening a hearing, the Board may recess the hearing and continue it to another date, place, and time. Any Board member may move to continue a hearing. After being seconded by a Board member, a motion to recess or adjourn the hearing and continue it at another time must be approved by a majority vote of the Board.

8.8 Time Limits. The Chairperson may extend any of the time limits in these Bylaws and Rules of Procedure for a reasonable period at the request of the Complainant or the Respondent, or on the Chairperson’s own initiative, in order to promote full, fair, and orderly proceedings.

8.9 Public Deliberations. At the close of evidence, the Board shall immediately begin deliberations on the evidence and proceed to determine by a majority vote of the Board whether there has been a violation of the Ethics Ordinance and if so, the penalty for said violation(s).

SECTION 9 Disposition of Complaint

9.1 As soon as practicable after giving due consideration to a Complaint, or, if a hearing was held, after the hearing, the Board shall take any action or combination of actions which it deems appropriate and which it is lawfully empowered to take, including, but not limited to, the following:

- (a) Dismiss the Complaint based on any of the following grounds;
 1. The Complaint is deemed frivolous, or was filed with knowledge of its falsity or with reckless disregard for its truth or falsity;
 2. The Complaint does not allege facts sufficient to constitute a violation of the Ethics Ordinance;

3. The Board has no jurisdiction over the matter;
 4. The Complainant fails to cooperate in the Board's review and consideration of the Complaint;
 5. The Complaint, on its face, does not demonstrate that a violation of the Ethics Ordinance has occurred;
 6. The Board exercises its discretion to forego hearing an alleged violation of the Ethics Ordinance upon a determination that the Respondent is already subject to proceedings that will adequately address the alleged violation; or
 7. The Complaint is defective in a manner which results in the Board being unable to make any sound determination;
- (b) Determine that the Complaint alleges facts sufficient to constitute a violation of the Ethics Ordinance and that the Board will conduct a hearing, in which case the Board shall promptly send written notice of such determination to the Respondent and Complainant; or
- (c) Determine that further information is required to determine whether the Complaint alleges facts sufficient to constitute a violation of the Ethics Ordinance; and
1. Conduct its own investigation of any alleged violation;
 2. Request the City Attorney to investigate the Complaint and report all findings back to the Board;
 3. Schedule the Complaint for further review and consideration at a future time certain, in which case the Board shall promptly send written notice of such determination to the Respondent and the Complainant;
 4. Refer the Complaint for criminal investigation or prosecution; or
 5. Refer the Complaint, along with the Board's findings and conclusions, to any appropriate administrative authority for disciplinary action or other suitable remedial action; the Board, although it has no independent administrative authority, may make any recommendation to any city administrator at any level of supervision, if the Board finds that the recommendation will advance the objectives of the Ethics Ordinance or these Bylaws and Rules of Procedure.

9.2 Penalties. Following a finding that the Respondent has violated one or more provisions of the Ethics Ordinance, the Board shall assess and impose the appropriate penalty under the circumstances, as set forth in Section 2-109 of the Ethics Ordinance.

9.3 Written Findings of Fact and Conclusions, and Penalties Imposed. After it has made its final determination as to the Complaint and appropriate penalties, if necessary, the Board shall issue its written findings of fact, conclusions and penalties imposed. The Board may issue any additional reports, opinions and recommendations as it deems necessary. Following review by the City Attorney, the Board's reports and the record of the proceedings shall be made public as soon as practicable. All such reports shall be in compliance with all state and city laws governing confidentiality, open government, and other applicable laws.

9.4 Right of Review. The decision of the Board shall be final, and shall be subject to review by Writ of Certiorari to the Fulton County Superior Court.

SECTION 10
Amendment

10.1 The Board shall review these Bylaws and Rules of Procedure at least annually. Any change in these Bylaws and Rules of Procedure of the Board is not adopted unless each proposal is approved by a majority vote of the Board, and approved by the City Council as prescribed in Section 2-151 (a)(1) of the Ethics Ordinance. Any change to these Bylaws and Rules of Procedure becomes effective the date of approval by the City Council, unless some later date is designated by the City Council.

SECTION 11
Effective Date

11.1 In accordance with Section 2-151 (a)(1) of the Ethics Ordinance, these Bylaws and Rules of Procedure shall become effective on the date of approval by the City Council.

Appendix A
Complaint Form

The Board of Ethics has jurisdiction over this Complaint and the Ethics Ordinance. It is required to send written notice to the Person(s) Charged.

PART ONE: Complainant.

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____ **Telephone:** _____

PART TWO: Person(s) Charged.

Name: _____

City position or title: _____

Department or agency: _____

If a candidate, office being sought: _____

Work address: _____

City: _____ **State:** _____ **Zip Code:** _____ **Telephone:** _____

Name: _____

City position or title: _____

Department or agency: _____

If a candidate, office being sought: _____

Work address: _____

City: _____ **State:** _____ **Zip Code:** _____ **Telephone:** _____

PART THREE: Specific Ordinance or Law Violated.

State the specific provision of the City’s Ethics Ordinance or other law that you believe has been violated. To review the Ethics Ordinance, go to www.sandyspringsga.org.

PART FOUR: Statement of Facts.

Describe in detail the alleged violation(s), including without limitation pertinent dates, times, places and all facts supporting your allegations. (Attach additional pages, if necessary).

PART FIVE: Witness Information.

State the name, address, and telephone number of each individual that you contend has information that supports your allegation(s). (Attach additional pages, if necessary).

Name	Address	Telephone

PART SIX: Supporting Documents.

Please identify and attach all documents or records that you contend support your allegation(s) in the Complaint or would otherwise assist the Board of Ethics in its investigation.

PART SEVEN: Sworn Verification.

I, _____, declare under penalty of perjury that the information given in this Complaint is true and correct to the best of my knowledge and belief.

Signature _____ Date _____
Complainant

Sworn to and subscribed before me, on this
_____ day of _____, 20____.

Notary Public (SEAL)

My Commission expires: _____.