

## **FILING A COMPLAINT WITH THE BOROUGH OF NORWOOD, NJ ETHICS BOARD**

An official complaint form (attached) is required to be filed by person(s) alleging violations of N.J.S.A. 40A:9-22.1 et seq., the Local Government Ethics Law ("Code of Ethics"), and Norwood Borough Ordinance, Chapter 20, Municipal Ethics Board.

This form, along with the Code of Ethics is available at the Municipal Clerk's office. Please read the Code of Ethics carefully and cite the section(s) you believe were violated. Additionally, please note that the only provisions of the Code of Ethics which contain substantive standards that can be violated are found at N.J.S.A. 40A:9-22.5 and the Norwood Borough Ordinance Chapter 20.

A complaint must be notarized in order to be accepted. You are required to file an original and two copies of the complaint and all documentation. If you file a complaint against more than one respondent, providing a copy of your complaint for each respondent named will facilitate processing. Send your complaint to:

Borough of Norwood Ethics Board, c/o The Norwood Municipal Clerk  
Chairman and Vice Chairman,  
455 Broadway  
Norwood, NJ 07648

Receipt of your complaint by the Ethics Board will be acknowledged in writing within 30 days of receipt. The Ethics Board will conduct a preliminary investigation as to whether a complaint is outside its jurisdiction, frivolous or without any factual basis and will notify you and the person(s) against whom the complaint is filed in writing as to their initial findings. All proceedings, including your complaint and any inquiries made into this complaint, will be conducted in a confidential manner until the Ethics Board issues its decision in writing.

After its preliminary investigation, if the Ethics Board concludes that complaint is not outside its jurisdiction, frivolous or without any factual basis, the Board shall conduct a further investigation. The subject of the complaint shall have the opportunity to present to the Board any statements or other information concerning the complaint he or she wishes. The Board shall consider the matter based on the documents submitted or obtained, however, the Board in its discretion may direct the complainant, the subject of the complaint, or any other person deemed to have relevant information to appear before the Board or to provide the Board with any additional information.

If the Ethics Board determines that no violation of the Code of Ethics has been committed by the subject of the complaint, the Ethics Board shall issue a Notice of Dismissal to the individual and prove a copy to the complainant.

If the Board determines, based upon the results of the investigation that a violation of the Code of Ethics has been committed by the subject of the complaint, the Board shall issue a Notice of Violation to the individual containing the nature of the violation, assessing a penalty, and advising the individual of his or her opportunity to request an administrative hearing. Any administrative hearing shall be conducted in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. The Ethics Board shall determine whether it will conduct the administrative hearing or whether to transmit the matter to the Office of Administrative Law as a "contested case" for the rendering of a decision.

NAME OF COMPLAINANT(S)

BEFORE THE NORWOOD BOROUGH ETHICS BOARD

V.

COMPLAINT FORM

NAME OF RESPONDENT(S)

I, (NAME of Complainant) , residing at: (Address/City, State, Zip Code, E-mail address & Phone,Number of Complainant) ;

Hereby requests the Norwood Borough Ethics Board consider a complaint against the above named respondent whose resident address is: (Address/City | State | Zip Code) \_\_\_\_\_ ;

in accordance with the authority of the Norwood Borough Ethics Board to entertain such complaints under N.J.S.A. 40A:9-22.1, and Norwood Ordinance Chapter 20, et seq.

The facts upon which this complaint is based are as follows:

(Please set down below in individually numbered paragraphs below or on a separate document indicating the specific facts upon which this complaint is based that cause you to believe that a violation of the Code of Ethics has occurred. You must also include the date(s) of the occurrence(s) upon which the complaint is based. Cite the section(s) of the Code of Ethics which you believe have been violated. Indicate what, if any, relationship you have to the respondent. Please note that you have the burden to prove factually the allegations set forth herein and must include with your complaint, any supporting documentation that you plan to submit.)

Item:

1.

2.

3.

4.

WHEREFORE, I as the Complainant, request the Norwood Borough Ethics Board find and determine that the above-named Respondent has violated the Code of Ethics and that he/she be subject to such penalty as the Norwood Borough Ethics Board deems appropriate.

CERTIFICATION UNDER OATH

I, \_\_\_\_\_ (print name) , of full age, being duly sworn upon his/her oath according to law deposes and says:

1. I am the complainant in this matter.
2. I have read the complaint and certify that the facts contained therein are true to the best of my knowledge and belief.
3. This matter is not pending in any other court of law or administrative agency of this State. I will advise the Norwood Borough Ethics Board if I subsequently become aware that it is pending elsewhere.

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of Complainant or his/her Attorney)

Sworn and subscribed to before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Signature