

PROCEDURE FOR SUBMITTING A COMPLAINT TO THE COUNCIL BOARD OF
ETHICAL CONDUCT

Who can submit a complaint?

Any person may submit a complaint.

What types of complaints are within the jurisdiction of the Council Board of Ethical Conduct?

Only complaints alleging:

1. a violation of the Standards of Conduct found in Metropolitan Code (“MCL”) Sec. 2.222.020
2. By metropolitan government elected officials OR members of a metropolitan government board or commission

Filing a complaint

*The complaint must contain the following information:

1. Complainant’s legal name, current mailing address, and a current phone number, and/or an email address;
2. Names of metro government elected officials and/or members of a government board or commission who committed the alleged violation;
3. A summary of the facts which give rise to the complaint; and
4. An explanation of why those facts violate the standards of conduct set forth in MCL Sec. 2.222.020

*The complaint must be signed by the complainant and must be notarized.

*The complaint must be filed with the Metropolitan Clerk located at 205 Metropolitan Courthouse, 1 Public Square, Suite 205, Nashville, Tennessee 37201.

Procedure once the complaint has been filed

- The Metropolitan Clerk provides a copy of the complaint to the persons who were named in the complaint.
- The Department of Law evaluates the complaint and issues a report within 14 calendar days from the receipt of the complaint. The report is filed with the Metropolitan Clerk.
- After the Chair of the Council Board of Ethical Conduct receives the report from the Department of Law, the chair calls a meeting of the Board. The Metropolitan Clerk provides notice of the meeting to the Director of Law,

the complainant, and the person named in the complaint. This meeting is open to the public.

- At the initial meeting, the Council Board of Ethical Conduct decides to either: 1) dismiss the complaint or 2) call for a hearing on the complaint.
- If a complaint is granted a hearing, both parties have the opportunity to provide testimony through witnesses. A decision is rendered by the Council Board of Ethical Conduct.

FOR A FULL EXPLANATION OF THE BOARD OF ETHICAL CONDUCT AND ITS PROCEDURE – PLEASE SEE MCL SEC. 2.222.040 - THE INFORMATION PROVIDED ABOVE IS SIMPLY A SUMMARY - THIS IS NOT INTENDED TO BE USED IN LIEU OF THE LAW OR CITED AS THE LAW.