

FILING A COMPLAINT WITH THE EGG HARBOR TOWNSHIP ETHICS BOARD

Code of the Township of Egg Harbor, Chapter 16, Code of Ethics: In the event that any official or employee of the Township does not comply with the standards set forth in this chapter, a charge of the violation of this chapter may be instituted by the Township Committee or any individual when they have knowledge or information indicating a violation exists. Such charge or charges shall be in writing, under oath, and shall be signed by the person charging a violation thereof as the case may be and shall contain a clear and concise statement of the facts alleged to constitute such violation. Such charge or charges shall be filed with the Township Clerk, on a form prescribed by the Township Clerk. The Township Committee shall promptly set a date for formal hearing of the charges and shall serve a copy of the charges on the accused and shall advise in writing, the date and place of the hearing at least 10 days prior thereto. At the hearing, charges shall be presented, by the charging party; and evidence in support thereof shall be submitted, and the accused shall have the opportunity, either personally or by counsel, to cross-examine the charging party and all witnesses to be heard and to present evidence on their own behalf.

An official complaint form is required to be filed by person(s) alleging violations of Code of the Township of Egg Harbor, Chapter 16, Code of Ethics. This form, along with the Code of Ethics is available at the Municipal Clerk's office or on our website at <http://www.ehtgov.org>. Please read the Code of Ethics carefully and cite the section(s) you believe were violated. Additionally, please note the only provisions of the Code of Ethics which contain substantive standards that can be violated are found in the Code of the Township of Egg Harbor, Chapter 16, Code of Ethics, subsections 16-2 thru 16-9.

A complaint must be **notarized** in order to be accepted. You are required to file an **original** and **six (6)** 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.

Your complaint must be hand-delivered or sent certified mail/return receipt requested to:

**Egg Harbor Township Ethics Board
c/o Egg Harbor Township Municipal Clerk
3515 Bargaintown Road
Egg Harbor Township, NJ 08234**

Within thirty (30) days of the hearing, the Township Committee shall render a written decision on the charges and shall mail a copy of their decision to all parties and file a copy with the Township Clerk.

In the event that the accused shall be the Mayor or a member of the Township Committee, said accused shall not take any part in the deliberations of the Township Committee with respect to the hearing.

CERTIFICATION UNDER OATH

(each complainant must sign a separate certification and have their signature notarized)

Complainant, _____,

of full age, being duly sworn upon his/her/their 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 Egg Harbor Township Ethics Board if I subsequently become aware that it is pending elsewhere.

Date

Signature of Complainant

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

Notary Signature