

PROCEDURES OF THE BOARD OF ETHICS

For the Town of Yorktown

ADVISORY OPINION

A. Advisory Opinion

An Advisory Opinion is generally sought regarding one's own contemplated action, or status for guidance in interpreting the Town Ethics Law or Article 18 of the General Municipal Law. It is not sought regarding the actions or perceived unethical situations and /or behaviors of others.

1. A request for an Advisory Opinion of the Board of Ethics should be made in writing.
2. Any minutes, written or recorded, regarding a Request for an Advisory Opinion are confidential.
3. Any individual subject to the Town of Yorktown Code of Ethics may obtain an Advisory Opinion.
4. The Advisory Opinion may be given in writing, at the discretion of the Board of Ethics.

B. Except to the extent such records must be disclosed under the Freedom of Information Law, all records shall remain confidential.

C. The members of the Board of Ethics may seek to obtain information on matters before it.

D. Board members shall recuse themselves from participation in discussions, deliberations, or voting in any matter in which they have an actual, potential, or which may create the appearance of a conflict of interest.

Town of Yorktown
BOARD OF ETHICS

REQUEST FOR AN ADVISORY OPINION

Definition: An Advisory Opinion is generally sought from a Town official or employee regarding one's own contemplated action in which the person making the request needs an interpretation of the Town Ethics Law or Article 18 of the General Municipal Law. It shall not be sought regarding the action and/or behaviors of others.

The following information is needed for the Board of Ethics to address your concern:

Date: _____

Name: _____

E-mail: _____ (Will not be shared.)

Phone : _____ (Please note best time of day to call and whether leaving a voicemail message is permissible.)

Address: _____

NATURE OF CONCERN (Please be specific):

Description: _____

Notation: You may request to meet with the Board and/or the Board may ask to meet with you.

Signature: _____

Print your name: _____

Title: _____

PROCEDURAL CHART FOR ADVISORY OPINION

REQUEST FOR OPINION



PRELIMINARY ANALYSIS



FACT FINDING



RENDER ADVISORY OPINION