

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: 8463E

**GOVERNANCE PROCEDURES
ETHICS COMMITTEE**

Letter Form

The form used to file a letter is as follows:

NAME OF	:	
COMPLAINANT(S)	:	
	:	BEFORE THE ETHICS COMMITTEE
v.	:	OF THE NEW JERSEY SCHOOL BOARDS
	:	ASSOCIATION
NAME OF RESPONDENT(S)	:	
	:	LETTER FORM

I, (Name of Complainant), residing at (Address and Phone Number of Complainant), request the NJSBA Ethics Committee to consider a letter against the above-named Respondent whose board address is (address of respondent' board), in accordance with the authority of the NJSBA Ethics Committee to entertain such letter.

The facts upon which this letter is based are as follows: (Set down below in individually numbered paragraphs the specific facts that cause you to believe that a violation of the Officers, Board of Directors, Nominating Committee or Candidate for NJSBA Office Code of Conduct has occurred. Please cite, the section(s) of File Code GO/8250, GO/8250.1, GO/8318 or GO/8462 that you believe to have been violated.)

1. _____

2. _____

3. _____

4. _____

WHEREFORE, I, as Complainant, request that the NJSBA Ethics Committee find and determine that the above-named Respondent has violated the Officers, Board of Directors, Nominating Committee or Candidate for NJSBA Officer Code of Conduct and that he/she be subject to such penalty as the Board of Directors deems appropriate.

Date _____

Signature of Complainant

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CERTIFICATION

(Name of Complainant), of full age, hereby certifies:

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

Date _____

Signature of Complainant