



Ethics Review Commission Complaint Form

Instruction Sheet

The Ethics Review Commission has jurisdiction to hear complaints alleging violation(s) of the following provisions:

- City Code, Chapter 2-1, Section 2-1-24 (City Boards, Conflict of Interest and Recusal)
- City Code, Chapter 2-2 (Campaign Finance)
- City Code, Chapter 2-7 (Ethics and Financial Disclosure), except for Article 6 (Anti-lobbying and Procurement)
- City Code, Chapter 4-8 (Regulation of Lobbyists)
- City Charter, Article III, Section 8 (Limits on Campaign Contributions and Expenditures)

This report must be submitted to the Office of the City Clerk, 301 W. 2nd Street, Suite 1120, Austin, TX 78701 or a notarized copy of the form may be submitted by mail or email to: PO Box 1088, Austin, TX 78767, or City.Clerk@austintexas.gov

A * indicates a required fields which are highlighted in **red** below.

Page 1: Contact Information

Individual Filing Complaint*: The full name of the individual who is filing the complaint.

Individual Filing Complaint Contact Information*: The mailing or street address, telephone number and email address of the individual filing the complaint.

Person Complained Against*: The full name of the individual who is the subject of the complaint.

Person Complained Against Contact Information: The mailing or street address, telephone number and email address of the individual who is the subject of the complaint.

Page 2: Affidavit

Affidavit*: This field requires a notary seal. If requested, the Office of the City Clerk can notarize the form.

Page 3: Description of the Complaint

Section of the Charter or Ordinance Violated*: Please select the appropriate Charter or City Code Citation that the alleged complaint involves. Only one citation may be selected. If the complaint involves allegations of more than one of the listed citations, the filer will need to complete a separate description for each alleged violation.

Date of Alleged Violation*: Please list the date of the alleged violation. Clicking on the field will pull up a calendar which can be used to populate the date of the alleged violation.

Actions Alleged to be a Violation*: Please provide a description of the alleged violation.

Witnesses or Evidence that would be presented: Please provide a list of witnesses or evidence that may be presented to the Ethics Review Commission.

To add additional violations, click the “Add Another Violation Page” button on the lower left-hand side of the form.