



Case No. _____
(Assigned by Clerk)

BOARD OF ETHNICS ETHICS REQUEST FORM

The Board of Ethics considers two types of requests:

1. Advisory Opinion

An Advisory Opinion is appropriate when guidance is sought regarding proposed or anticipated conduct before the conduct occurs.

Examples:

- A council member is unsure whether participation in a vote would create a conflict of interest.
- An employee has been offered outside employment and seeks guidance regarding whether the employment is compatible with Village duties.
- A board member wishes to know whether accepting an invitation, gift, or benefit would violate the Code of Ethics.

All advisory opinions will be communicated to the Village Council and will be published on the Village's website at www.lakeorion.org.

2. Request for Review (RFR)

A Request for Review is appropriate when a person believes a Village official or employee has already violated the Code of Ethics.

Examples:

- A Village official participated in a vote despite an alleged conflict of interest.
- A Village official allegedly disclosed confidential information.

Any person who has a request for review against a village official or employee, as defined in the Code of Ethics, alleging that conduct of that official or employee is in breach of the code, may bring the matter before the Village of Lake Orion Board of Ethics by filing this form with the Village Clerk. Unless dismissed, pursuant to Rule 302, within seven days upon receipt of this filing, the Clerk will schedule a hearing date for this matter and notify the parties involved according to the ordinance.

Important: A Request for Review generally must be filed within 180 days after the alleged conduct, conflict of interest, or ethics violation was known or reasonably should have been known by the requesting party. The Board may consider untimely requests upon a showing of good cause or extenuating circumstances.

All submissions are subject to disclosure under the Freedom of Information Act and may become public records.

1. Type of Request

Please check one:

☐ **Advisory Opinion**

I am seeking guidance regarding proposed or anticipated conduct that has not yet occurred.

☐ **Request for Review**

I believe a Village official or employee has violated the Code of Ethics and I am requesting that the matter be reviewed by the Board of Ethics.

2. Requestor Information

Name: _____ Phone Number: (____) _____

Address: _____
(Number, Street, City, State, Zip)

Email: _____

3. Individual Whose Conduct is at Issue.

Name _____ Position or Board _____

Phone Number (if known): (____) _____

Address (if known) _____
(Number, Street, City, State, Zip)

4. Timeliness of Request

If Filing a Request for Review:

Date alleged conduct occurred: _____

Date you first became aware of the conduct: _____

Explain how and when you became aware of the conduct:

If More Than 180 Days Have Passed

Explain why the Request for Review could not reasonably have been filed sooner and describe any good cause or extenuating circumstances:

5. Describe the Conduct or Question Presented.

For Advisory Opinions

Please identify each question upon which an opinion is requested.

Please describe all relevant facts.

For Requests for Review

Please describe the alleged conduct and explain why you believe it violates the Code of Ethics. Include dates, locations, individuals involved, and the specific Code provision(s), if known. Attach additional sheets of paper if the space provided below is not sufficient.

6. Supporting Information.

Attach any documents, emails, correspondence, photographs, meeting minutes, recordings, or other evidence that may assist the Board. Please identify all documents attached. Also provide the names and addresses (if known) of any witnesses or persons who may have knowledge of facts that support your allegations.

7. Are you aware of any civil, criminal or administrative action pending that involves the same parties as alleged in this complaint which involves substantially the same subject matter? If so, identify in detail.

8. I declare that the foregoing information is true and accurate to the best of my knowledge.

Your signature

Date

Your printed name

Please return this completed form to: Village Clerk
Village of Lake Orion
21 E. Church Street
Lake Orion, MI 48362

If you have questions about this form or would like to request the form in an alternate format for the visually impaired, contact the Village Clerk at (248) 693-8391 or write us at the above address. We will take reasonable steps to accommodate your needs.

NOTE: Within seven days of receipt of this form, the Village of Lake Orion Board of Ethics will set a date for hearing this matter. Any parties involved will be given 28 days notice to appear at the hearing.

Updated on 10/20/2026

FOR OFFICE USE ONLY

Accepted by _____

Date _____