



City of Tybee Island
P.O. Box 2749 – 403 Butler Avenue, Tybee Island, GA 31328
(912)786-4573 – FAX (912) 786-5737
www.cityoftybee.org

Dear Complainant,

Thank you for utilizing the Ethics Commission complaint process. Your complaint will be reviewed by the Commission for completeness before it is shared with the person named. The following items are required by ordinance before the Commission can consider a complaint. They are as follows:

- Is the statement/declaration/complaint in writing, signed and sworn to before a notary?
- Does the statement/declaration/complaint fully describe the circumstances and is the question to be answered stated?

If one of the above items is missing from your statement/declaration/complaint, the complaint will be returned to you to correct any deficiencies. Once it has been established that your statement/declaration/complaint meets the minimum criteria, it will be heard by the Commission and shared with the person named within two weeks. Additional proceedings will occur as required by the ordinance.

Please keep in mind that your statement/declaration/complaint will become public record when it is heard in an open meeting of the Commission. Members of the public may ask to see it, and they are entitled to do so.

Sincerely yours,

City of Tybee Island Ethics Commission

Enclosures: Code of Ethics Ordinance, Complaint Policy & Procedure Summary

02/17/2009je