

STEPS FOR FILING A PROPER ETHICS COMPLAINT

Any resident(s) of Cherokee County may submit a complaint of a violation of the standards set forth in the Code of Ethics to the Cherokee County Board of Ethics. The initial complaint may be provided orally or in writing.

ORAL COMPLAINT

1. Only received at regular meetings of the Board.
2. Intent to submit a complaint should be scheduled in advance by contacting the Chairperson or any member of the Board by phone or email.
3. To be considered, an oral complaint must be reduced to writing in accordance with the following section prior to the next meeting of the Board.

WRITTEN COMPLAINT

1. Must contain the following:
 - A. Name and position of the individual(s) against whom the complaint is being lodged.
 - B. Name and address of the complainant(s)
 - C. Description of the alleged violation.
 - D. Any information or evidence (may be attached).
 - E. Notarized signatures of the complainant(s).
2. The written complaint should be mailed to:

Chairperson of the Cherokee County Board of Ethics
1130 Bluffs Parkway, Canton, GA 30114

FOLLOW-UP

1. Within five (5) days of receiving a written complaint, the Board will provide written notice to the individual(s) against whom the complaint was made.
2. Should the Board decide the complaint does not set out a violation, the complainant(s) will be notified in writing. Thereafter, the complainant(s) will have one opportunity to amend and resubmit the complaint.
3. If the Board decides the complaint does set out a potential violation, the complainant(s) will be provided instructions on their rights and responsibilities for the informal and/or formal hearings on the matter.