



## VILLAGE OF MASTIC BEACH ETHICS ADVISORY COMMITTEE

369 Neighborhood Rd.  
Mastic Beach NY, 11951  
Office. 631.281.2326  
Fax.631.772.2432

Chairperson  
Victor Viola

Members  
Debra Metz  
John Mutt  
Joe Mallia

February 23<sup>rd</sup> 2015

### Adopted Policies and Procedures

1. All complaints should be addressed to:

Mastic Beach Village Ethics Advisory Committee  
C/ O Village Clerk  
369 Neighborhood Rd.  
Mastic Beach NY, 11951

2. Complaints should be mailed or delivered in person in a sealed envelope to the Village Clerk, who will stamp the envelope in with date and time.
3. No e-mail complaints will be accepted.
4. For clarity, use one form per person. If complaint involves multiple persons a complaint form for each person is required.
5. All complaints must provide the following to the extent the information is available:
  - a. The name of the individual(s) who is (are) the subject of the Complaint.
  - b. The time, date, and location of the alleged violation.
  - c. A detailed description of facts as to the alleged violation.
  - d. The complainant's association and/or affiliation to the person (s) who is (are) the subject of the Complaint.
  - e. The name and contact information (phone number, address, email, fax) of the individual Complainant or referring agency/department.
  - f. Any supporting documents, including but not limited to: emails, contracts, photographs, invoices, statements of witnesses, and audio visual recordings will be reviewed for probative value and included in the Board's reasonable cause determination of conducting a further investigation, hearing, or dismissal.

6. The Ethics Advisory Committee Chairperson or Deputy Chairperson will:
  - a. Receive all complaints from the Village Clerk.
  - b. Assign a complaint number to the complaint.
  - c. Provide the complainant with confirmation that the complaint was opened via email or correspondence through USPS.
  - d. Notify all committee members and schedule a meeting to review the complaint.
7. The Ethics Advisory Committee will catalog all Complaints by the assigned Complaint number.
8. The Village of Mastic Beach Ethics Advisory Committee Members, may not provide assistance or advice to the Complainant in preparing the Complaint for submission to the Ethics Advisory Committee. Upon review of the Complaint, additional information may be requested from the Complainant by the Village of Mastic Beach Ethics Advisory Committee.
9. The Village of Mastic Beach Ethics Advisory Committee will notify the Complainant of its determination dismissing the complaint or to conduct a further review within 45 days of receipt.
10. Dismissal of a Complaint does not preclude the Complainant from renewing a Complaint with additional documentation for the Village of Mastic Beach Ethics Advisory Committee to review. Upon the Village of Mastic Beach Ethics Advisory Committee determination that three unfounded complaints were filed in the same six-month period from the same matter, the Board has the right to refuse any additional identical complaints from said Complainant during the remainder of that six-month time period.
11. All meetings shall comply with the OML. Scheduled meetings will be posted in the official newspaper and on the Village web site. It is the responsibility of the committee attorney to post. The time frame should be as follows. One week to put it in the paper and on the Village web site, one week for the public to view it, one week to set up the next available date at Village hall.
12. The time frame for Committee minutes to be posted to the Village web site should be as follows. The secretary has one week to organize the draft minutes and will email the committee member a copy for their review.

13. The Ethics Advisory Committee should have an annual meeting to take testimony from the general public on whether the codes are functioning effectively and to hear recommendations of improvements.

Approved 3-19-2015 \_\_\_\_\_