



I'm an elected/appointed official. Does the Ethics Code apply to me?

The Code applies to the following officials: Town Council, Board of Education, Planning and Zoning Commission, Inland Wetlands Agency, Zoning Board of Appeals, Conservation Commission, Board of Assessment Appeals, Board of Ethics, Building Board of Appeals, Housing Code Board of Appeals, Historic District Commission, Personnel Appeals Board, the Advisory Committee on the Needs of Persons with Disabilities when it is functioning as the ADA Grievance Committee, the Mansfield Downtown Partnership Board when functioning as the town's municipal development agency, and hearing officers.

I have evidence of a violation of the Mansfield Ethics Code by an elected/appointed official or employee of the Town. How do I file a complaint?

Complaints must be filed in writing, under oath, and witnessed by a notary public in the Town Clerk's Office (for example). Complaints should be submitted in a sealed envelope to: Ethics Board Chairperson, c/o Town Manager's Office, 4 South Eagleville Road, Storrs Mansfield, CT 06268. The Board

posts complaint procedures and the Ethics Code on the Town's official website www.mansfieldct.gov/ethicsboard.

I am an elected or appointed official or employee of Mansfield and a complaint has been filed against me. What are my rights? How will I be notified?

You will be provided a copy of the Code, the Complaint Procedures, and documentation submitted by the complainant. The Ethics Board Chairperson or Vice Chair will contact you in writing. The Board will meet with you and conduct an initial investigation. If no probable cause is determined, the complaint will be closed and all records will be confidential. If probable cause is determined, a hearing will be held. The Board will render an opinion which may be subject to disclosure.

I am a Town of Mansfield employee or elected/appointed official. How do I seek an advisory opinion about the Ethics Code and its applicability to my situation?

You may seek an advisory opinion from the Board at any time. A written request may be submitted via email to EthicsBoard@mansfieldct.org or mail to Ethics Board Chairperson, c/o Town Manager's Office, 4 South Eagleville Road, Storrs Mansfield, CT 06268. The Board may contact you and/or convene a meeting with you to discuss the matter. Finally, the Board will issue an advisory opinion at a later date.

How do I contact the Ethics Board for matters other than filing a complaint or seeking an advisory opinion?

You can email the entire membership at EthicsBoard@mansfieldct.org or mail correspondence to: Ethics Board Chairperson, c/o Town Manager's Office, 4 South Eagleville Road, Storrs Mansfield, CT 06268.

Does the Ethics Board have a website?

Yes, the Board has a website. It is www.mansfieldct.gov/ethicsboard. The website has useful information relevant to the Board such as the Ethics Code, Board membership, and Board procedures.

When does the Ethics Board have its meetings?

The Ethics Board meets quarterly on the third Thursday of the month at 4:30pm in Town Hall. The Board may meet from time to time in special meetings. Regular and special meetings are posted at the Town Clerk's Office and on the Town's official website. With the exception of executive sessions and investigatory proceedings, regular and special meetings are open to the public.

What records of the Ethics Board are subject to disclosure?

Documents such as advisory opinions, minutes and agendas are subject to disclosure. Documents gathered during a complaint investigation in which no probable cause is determined are confidential and not subject to disclosure. Individuals seeking to inspect documents relevant to the Ethics Board should file a request with the Town Clerk's Office.

Honor is better than honors.
--President Abraham Lincoln

The time is always right to do what is
right.
— *Martin Luther King, Jr.*

The highest proof of virtue is to possess
boundless power without abusing it.
— *Lord Thomas Macaulay, British poet,
historian*

Of all the properties which belong to
honorable men, not one is so highly
prized as that of character.
— *Henry Clay*



May 2, 2013

MANSFIELD ETHICS BOARD



FREQUENTLY ASKED QUESTIONS