

BOARD OF ETHICS Code of Ethics and Conduct Complaint Pre-Hearing Conference Training

Office of the City Attorney January 6, 2022

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ROLE OF THE CHAIR

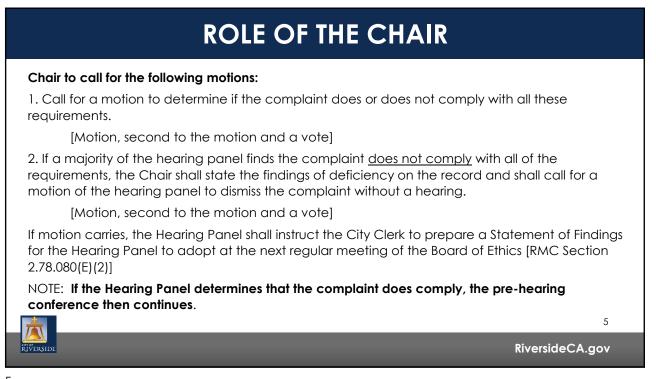
4. First matter for the Hearing Panel to address:

A. Chair asks City Clerk to confirm by yes or no to each that all complaint procedures have been followed:

- 1. Name, address, telephone number, and email address, if available, of complainant
- 2. Name and position of the public official against whom the complaint is made
- 3. Date of alleged violation
- 4. Date the complainant became aware of the alleged violation
- 5. Specific provision(s) of the Prohibited Conduct section of this chapter alleged to be violated
- 6. Description of the specific facts of the alleged violation(s)
- 7. The names, addresses, telephone numbers and email addresses, if known, of each person the complainant intends to call as a witness at the hearing
- 8. Copies of any and all documents, photographs, recordings or other tangible materials to be introduced and considered at the hearing
- 9. Signed under penalty of perjury of the laws of the State of California
- 10. Filed within 180 calendar days of discovery of the alleged violation of this chapter, but no more than three years from the date of the alleged violation 3

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B. Chair will ask the Hearing Panel to discuss whether: (yes or no): The complaint is against a public official subject to the (Code.
C. Chair will ask the Hearing Panel to discuss whether: (yes or no): The complaint alleges a violation of one or mo sections of the Code;	ore prohibited conduct
D. Chair will ask the Hearing Panel to discuss whether: (yes or no): The complaint does not restate allegations of violations a previous complaint	that were the subject of
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 5. Second matter for the Hearing Panel to address: A. The Code requires the Hearing Panel to facilitate settlement discussions: 1. Chair will ask the parties if there is a desire by the parties to settle the mark 2. If so, Chair will ask how or what is the proposal, etc. 	tter
 6. Third matter for the Hearing Panel to address: A. Chair will ask the Hearing Panel to review the submitted evidence and dete evidence is irrelevant and should be deemed inadmissible. B. Hearing panel will review and have a discussion of the evidence C. Chair will ask "Does any member wish to make a motion to exclude any evi and inadmissible." 	
[Motion, second to the motion and a vote]	
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