

**STATE OF GEORGIA**  
**OFFICE OF THE SECRETARY OF THE SENATE**  
**ROOM 353 STATE CAPITOL, ATLANTA, GA. 30334**

**SENATE ETHICS COMPLAINT**

Any person may file a complaint alleging that any Senator, officer of the Senate, or member of the Senate staff, has, within the preceding four years, engaged in improper conduct, violated the law, or violated any Senate Rule under Part 3 or 4 of Section One of the Rules of the Senate. This form must be completed in order to file such a complaint.

Complaints are initiated by filing this form with the Secretary of the Senate. The Secretary will review the complaint to be sure it is properly completed. He can assist you with any questions you may have. Complaints against an officer or member of the Senate will be referred to the Senate Committee on Ethics for investigation. Complaints against a member of the Senate staff will be forwarded to the department director who supervises the respondent and to the General Assembly's Director of Human Resources and handled administratively pursuant to the applicable policies and guidelines of the Senate and the Georgia General Assembly.

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Date: \_\_\_\_\_

**1. PERSON BRINGING COMPLAINT: (Complainant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. PERSON AGAINST WHOM COMPLAINT IS BROUGHT: (Respondent)**

Name: \_\_\_\_\_

Title or Position Held: \_\_\_\_\_

**SENATE ETHICS COMPLAINT**

**3. STATEMENT OF FACTS:**

Please explain your complaint fully in the space below. The complaint should succinctly provide a detailed description of the actions of the Respondent and the relevant facts which support the allegations in the complaint. Include relevant dates and times, and the names and contact information of persons whom you believe may be witnesses. Please do not attach copies of lengthy documents; if they are relevant, your description of them will suffice. Also, please do not submit video tapes or audio tapes with this complaint.

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(You may attach additional pages as needed.)

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4. STATEMENT OF AGENCY [See O.C.G.A. 45-10-92]: Please indicate whether you are filing this complaint as an agent, paid or otherwise, for any other person by checking the appropriate box below:

I am filing this complaint on behalf of myself. [Please proceed to Section 5.]

-or-

I am filing this complaint, in whole or in part, on behalf of someone else. Please identify the person(s) on whose behalf you are filing this complaint.

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Name of person(s)

5. AGREEMENT TO FOLLOW SENATE RULES: By filing a Senate Ethics Complaint, you agree to abide by the rules of the Senate and the rules of the Senate Committee on Ethics, particularly those rules related to confidentiality. Failure to adhere to these rules may result in the dismissal of your complaint. Please indicate that you agree to abide by the applicable Senate rules that govern your complaint by initialing the statement below.

*Initials*

By initialing the box to the left, I acknowledge that I have received a copy of the Rules of the Senate and the Rules of the Senate Committee on Ethics. I hereby agree to abide by these rules and understand that failure to do so can result in dismissal of the complaint.

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6. **OATH:** Please verify that the information stated in this complaint is true and accurate to the best of your knowledge and belief by signing the oath below.

<p>I, the person bringing this complaint, do swear or affirm that the facts set forth in the foregoing complaint and attachments thereto are true and correct to the best of my information, knowledge, and belief.</p> <p>_____</p> <p style="text-align: center;">SIGNATURE OF COMPLAINANT</p>	<p>STATE OF GEORGIA COUNTY OF _____</p> <p>Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 ____, by _____.</p> <p style="text-align: center;">(name of person making statement)</p> <p>_____</p> <p style="text-align: center;">(Signature of Notary Public)</p> <p>_____</p> <p style="text-align: center;">(Printed Name of Notary Public)</p> <p><input type="checkbox"/> Personally Known; or <input type="checkbox"/> Produced Identification</p> <p>Type of Identification Produced:</p> <p>_____</p>
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## SENATE ETHICS COMPLAINT

### IMPORTANT INFORMATION ABOUT YOUR COMPLAINT

**Procedures:** Once your complaint is accepted by the Secretary of the Senate for filing, it will be referred as follows:

- if the complaint is against a member of the Senate staff, it will be referred to the department director who supervises the respondent and to the Director of Human Resources, in which case an investigation will ensue and the matter will be handled administratively in accordance with the policies and procedures of the Georgia Senate and Georgia General Assembly; or
- if the complaint is against a member of the Senate or an officer of the Senate, the complaint will be referred to the Senate Committee on Ethics.

If the complaint is referred to the Committee on Ethics, the Committee will provide a copy of the complaint to the Respondent and the Preliminary Inquiry Subcommittee will conduct an investigation into to facts alleged in the complaint.

If the subcommittee finds that it does not have jurisdiction over the complaint, or finds that there is no probable cause to believe that a violation within the jurisdiction of the Committee has occurred, the complaint will be dismissed, subject to being reopened upon the discovery of additional evidence or relevant material. The Committee will not conduct a hearing if it finds that it lacks jurisdiction or that probable cause of a violation does not exist.

If the subcommittee determines that there is probable cause to believe that a violation within the jurisdiction of the committee has occurred, it will report its findings to the Committee after which the Committee may: (1) negotiate a settlement with the Respondent, and this settlement would be a matter of public record; or (2) conduct an adjudicatory hearing at which you and the respondent would be summoned and evidence could be presented. Both the complainant and the respondent can be represented by counsel during the Committee's adjudicatory hearing.

**Confidentiality:** The Secretary of the Senate cannot accept anonymous complaints. The complaint, as well as all of the Committee's proceedings and records relating to the complaint, are confidential until released by the Committee or the Senate. Both you and the Respondent are required to follow the rules of the committee regarding confidentiality and all matters related to the complaint.

**Other Information:** More information about the Senate Ethics Complaint process is available by contacting the Secretary of the Senate or by clicking on the following link: [www.senate.ga.gov/sos/Documents/2019senaterules.pdf](http://www.senate.ga.gov/sos/Documents/2019senaterules.pdf)