

**Advisory Opinion
Request Form**

I. Introduction:

Under Article III, Section D of the Code of Conduct and Ethics Program, only Councilmembers and members of City Committees and Commissions may submit to the City Clerk a request for an advisory opinion from the Ethics Board and only for the reasons outlined in Article II, Section D. Councilmembers and members of City Committees and Commissions seeking to submit a request for an advisory opinion should complete this form and submit it to the City Clerk at cityclerk@bainbridgewa.gov.

II. Requestor Info:

Name: _____ **Are you a (check one):**
 Councilmember; or
Date: _____ Member of a Committee or Commission

III. Request for Advisory Opinion

A. Please check one of the following types of requests:

- I request an advisory opinion from the Ethics Board as to whether my own behavior, described below, has violated or might in the future violate the Code of Conduct (Article I) or the Code of Ethics (Article II).
- I am a Councilmember and I request an advisory opinion from the Ethics Board concerning the applicability of the Code of Ethics (Article II) to the hypothetical circumstances and/or situations described below related to the actions, or potential actions, of a Councilmember or a member of a City Committee or Commission.
- The City Council has authorized me to request an advisory opinion from the Ethics Board regarding the City policies or practices described below in relation to the Code of Conduct (Article I) or the Code of Ethics (Article II).
- My Committee or Commission has authorized me to request an advisory opinion from the Ethics Board regarding the operating rules or practices described below in relation to the Code of Conduct (Article I) or the Code of Ethics (Article II).

B. Advisory opinions issued in response to either of the first two types of requests shown above will not include identifying information as to the requestor or, as applicable, the individual(s) whose conduct is the subject of the opinion unless otherwise agreed in writing by the requestor and, as applicable, the subject individual(s). If there is agreement that the opinion should include identifying information, please include, as an attachment to this request, a statement signed by you and, as applicable, all subject individuals indicating agreement that such identifying information may be included in the opinion.

C. Please provide the facts relating to your request indicated above. Please attach additional pages as needed. If other records exist that relate to your request, please attach them to this form as well.