



Office of the Arizona Attorney General

Mark Brnovich

Open Meeting Law Complaint Form



How We Investigate Complaints

The Attorney General's Office (the "Office") is authorized by statute to investigate and resolve allegations that public bodies have violated the Open Meeting Law. The statute requires that complaints submitted to the Office be in writing and signed. We do not act on anonymous complaints. Complaints and supporting materials are public records and may be disclosed as required by law. Upon receipt of the complaint, the case is assigned to a member of the Open Meeting Law Enforcement Team ("OMLET"). The OMLET member will review the complaint and may contact the public body and other witnesses for a response to your allegations and any other relevant evidence. This may require subpoenas or depositions of key witnesses. If necessary, the OMLET member will contact you to obtain further information. The OMLET member will go through this process for each complaint filed against the body, including supplemental complaints filed later. In order to expedite the process, please consolidate your complaints as much as possible.

How We Resolve Complaints

After gathering the relevant evidence, the OMLET member will work with the public body to reach a resolution of the case. The Office's primary mission in enforcing the Open Meeting Law is to *ensure compliance* and *educate the public and public officials* about the requirements of the statute. Most cases are resolved with mandatory training and a term of monitoring in which an independent attorney ensures that the public body is complying with the Open Meeting Law. In serious cases, the OMLET member may seek a civil penalty of \$500 per incident. If the public body refuses to reach an agreed resolution, the OMLET member may file suit in superior court seeking that the appropriate remedies be imposed by court order. If the evidence establishes that a public officer violated the Open Meeting Law with the *intent to deprive the public of information*, the OMLET member may seek to have the officer removed from office.

How You Can Help Us

To expedite an investigation as much as possible, please provide as much specific information as you can about the alleged violations, such as the dates and times of events, the people present, and the content of any conversations. Also, please send any documents, photographs, video, or other evidence that support your allegations. Please include the name and contact information for other witnesses who are willing to provide evidence about the alleged violations.

If you are one of a group of people interested in filing a complaint against a public body, please select one person to file a complaint and attach written statements from the remaining complainants. Each written statement will receive the same attention as having been filed as a separate complaint.



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Open Meeting Law Complaint Form Continued

Name of public entity that is the subject of this complaint:

Please describe the conduct that you believe violated the open meeting law: (If more space is needed, please attach additional information on a separate sheet.)

List the dates of the meetings at which you believe the violation occurred.

Please identify all members of the public body whom you believe violated the requirements of the Open Meeting Law.



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Open Meeting Law Complaint Form Continued

If possible, please provide the agenda for any meeting at which you believe a violation occurred. If there are other documents that you believe may assist in our investigation of your complaint, please provide them with this complaint.

Your Information	
Name:	
Address:	
City:	
State:	
Zip:	
Phone:	
Signature:	Date:

To submit a complaint about an Open Meeting Law violation, please complete this form, sign it, and mail it to:

Arizona Attorney General's Office
Attention: Open Meeting Law Enforcement Team/SGO
1275 West Washington
Phoenix, AZ 85007