



Office of Arizona Attorney General

Kris Mayes



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. If necessary, the OMLET member will contact you to obtain further information. In order to expedite the process, please consolidate your complaints as much as possible.

How We Resolve Complaints

After gathering the relevant evidence, the Office 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. Many cases are resolved with mandatory training for members of the public body. In cases involving repeat offenders who knowingly violate the Open Meeting Law, the Office may seek a civil penalty of up to \$500 for a second offense and up to \$2,500 for a third or subsequent offense. If the public body refuses to reach an agreed resolution, the Office may file suit in superior court seeking that the appropriate remedies be imposed by court order. If the evidence establishes that a public officer knowingly violated the Open Meeting Law with the *intent to deprive the public of information*, the Office 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; this should include the name and contact information for other witnesses who are willing to provide evidence about the alleged violations. Also, please include any documents, photographs, videos, or other evidence that support your allegations.

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.



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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 date(s) on which you believe the violation(s) 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:	
Email:	

I declare under penalty of perjury, that the facts and statements contained in this declaration, including any attached statements, are true, correct, and based upon my personal knowledge. I understand that this declaration and any supporting materials are public records and may be disclosed as required by law. I understand that the information contained in this declaration can only be altered by submitting a new declaration.

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

Arizona Attorney General's Office
Attention: Open Meeting Law Enforcement Team/CLD
2005 N Central Avenue
Phoenix, AZ 85004

Alternatively, please visit www.azag.gov/complaints/omlet to submit a complaint online.