



Instructions

It is important that you answer the following question:

Have you submitted the alleged conflict of interest violation to the applicable public authority (local government, rural district, or regional service commission)?

Yes

No

If you answered **Yes** but your complaint **has not been resolved** with the public authority under their conflict of interest policies and procedures, the Local Governance Commission may accept your complaint and determine if an investigation is warranted.

If you answered **NO**:

The Local Governance Commission cannot accept your complaint at this time.

Before the Local Governance Commission can accept a complaint, you must first go through the process set out in the applicable conflict of interest policies and procedures of the public authority.

The public authority should have a formal process for resolving conflict of interest complaints.

Here are some documents you may wish to include with your complaint

(These are examples and not mandatory for filing your complaint. The Local Governance Commission may also request additional documentation later.)

Documents	Comments
A copy of the public authority's conflict of interest policies and procedures.	
A copy of the complaint you submitted to the public authority.	



Documentation of the results of your complaint.	
Any additional documentation.	

Other Documents and/or Evidence
 For example: Documents, video recordings, photos, voicemail, or texts, etc., that you think would be helpful to the Commission in reviewing your complaint. Please list them below so that you can refer to them when we contact you to discuss your complaint.

Name of Evidence and/or Documentation	Comments

I certify that the information given on this form, to the best of my knowledge, is true and complete.

Name	Date