

Sample Protocol for Complaint Under Common Council Code of Conduct

1. Complaint is received in Open Session at the next regular open meeting of Common Council
2. The Mayor (or Deputy Mayor if the Mayor is the subject of the complaint) appoints a three-member committee of council who will be responsible for the investigation and recommendation.
 - a. The committee will be made up of members of council from a different category than the subject of the complaint. (ie. If the subject was at-large then the committee would all be ward councilors, if the subject was a ward councilor then the committee would not include the other councilor of that ward)
 - b. The subject of the complaint would remove him/herself from that portion of the meeting.
3. The committee would report back no later than 4 weeks from the initial council meeting with either findings & recommendations or an explanation of the process to date and at each subsequent regular meeting of council would do the same.
4. When the report is received by council:
 - a. The subject of the report may address the committee's report, and then must withdraw from the meeting.
 - b. The council then debates the recommendation (but not the findings) of the report.
 - c. Council has the final say as to the disposition of the report, its options include:
 - i. Accept the findings and recommendation
 - ii. Accept the findings and support a different recommendation
 - iii. Reject the findings and appoint a new subcommittee to investigate and bring a new report