

## Washington County BOARD OF EDUCATION

10435 Downsville Pike  
Hagerstown, MD 21740  
301-766-2800

### **Instructions for Requesting an Advisory Opinion from the Ethics Advisory Panel**

The Board of Education of Washington County established the Ethics Advisory Panel (“Panel” or “Ethics Panel”) to administer the ethics policy, to render advice regarding the applicability and interpretation of the ethics policy, and to investigate complaints regarding possible violations of the ethics policy. The Board of Education has authorized the Panel to issue advisory opinions. These instructions provide information on the process to be followed when an individual requests an advisory opinion from the Ethics Panel.

A Board of Education member, school system official, employee, consultant, volunteer, or other person subject to the Board of Education of Washington County’s Ethics Policy may request the Panel to issue an advisory opinion concerning the application of the Board of Education’s Ethics Policy.

If you are requesting an advisory opinion, you must submit the **Application to Request an Advisory Opinion** form (“Application”) to:

Board of Education of Washington County  
Ethics Advisory Panel  
c/o Office of Chief Legal Counsel  
10435 Downsville Pike  
Hagerstown, Maryland 21740

You should submit the Application as soon as you become aware of the circumstances that necessitate the Panel’s involvement.

The Panel will respond to the request, providing interpretations of the Ethics Policy, based on the facts provided or reasonably available to it. The Panel may request additional information if it is needed to respond to a request.

Copies of the Panel’s advisory opinions, with the identity of the subject(s) redacted, will be made available to the public.

#### Ethics Reference Materials

Policy BBFE – *Ethics*

Administrative Regulation BBFE-R – *Washington County Board of Education Ethics Regulations*

Exhibit BBFE-E(1) – *Ethics Complaint Reporting Form*

Exhibit BBFE-E(2) – *Lobbying Registration Form and Lobbying Activity Report*

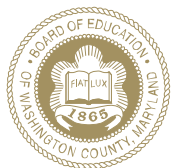
Exhibit BBFE-E(3) – *Financial Disclosure Form A*

Exhibit BBFE-E(4) – *Financial Disclosure Form B*

Exhibit BBFE-E(5) – *Application to Request an Advisory Opinion*

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### Application to Request an Advisory Opinion

I (we) hereby request an Advisory Opinion relative to the Ethics Policy regarding the following:

(Set forth detailed statement of facts and the particular guidance you are seeking from the Ethics Advisory Panel. Use additional pages as necessary.)

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I (we) hereby declare and affirm under the penalties of perjury that the contents of this document and any attachment(s) are true and correct to the best of my/our knowledge, information, and belief.

Requestor(s):

\_\_\_\_\_  
(Type/print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type/print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type/print name)

\_\_\_\_\_  
(Signature)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**SUBMIT THIS APPLICATION TO THE ATTENTION OF:**

Board of Education of Washington County  
Ethics Advisory Panel  
c/o Office of Chief Legal Counsel  
10435 Downsville Pike  
Hagerstown, Maryland 21740