



# OPEN DC

Office of Open Government \* 441 4th Street, NW, Suite 540 South \* Washington, DC 20002 \* (202) 481-3411 \* [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov)

The Office of Open Government (OOG) is an independent office under the Board of Ethics and Government Accountability (BEGA), charged with advancing open governance in the District of Columbia. The OOG ensures city-wide compliance with the Open Meetings Act, which requires all public bodies gathered to consider, conduct or advise on public business to take all official action during public meetings and to provide proper notice and detailed records of meetings.

The OMA Complaint Form may be submitted in person, online at [OPEN-DC.gov](http://OPEN-DC.gov), or via U.S Postal Service at the Office of Open Government, 441 4th Street, Suite 830 South. Complaints submitted by mail should be marked on the outside of the envelope "Open Meetings Complaint". Complaints may also be submitted by electronic mail at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov). The submission of complaints via the Website is encouraged so that information is complete, but is not required. The Director will confirm receipt of a complaint within five (5) business days upon receipt of the complaint. The Director will review a complaint within within fourteen (14) business days.

Complaints should include details of the meeting complained of, including the Public Body, the date, and to the extent possible the specific provision(s) of the Open Meetings Act alleged to have been violated.

## Your Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: \_\_\_\_\_

## Public Body that is the subject of this

Name of Public Body: \_\_\_\_\_

Specific person(s), if any, you allege  
Committed the violation: \_\_\_\_\_

Date(s) of alleged violation: \_\_\_\_\_

### **Description of Alleged Violation**

Describe the alleged violation. If record(s) could substantiate the complaint, the complaint should identify the supporting record(s); including the location of the record(s). Audio and video records should be accompanied by relevant timestamp information.

**Note: This text field has a maximum of 3000 characters.**

What action do you want the public body to take in response to your complaint?

**Note: This text field has a maximum of 500 characters.**

### **Disclosure of Your Complaint**

Under most circumstances, your complaint, and any documents submitted with your complaint, will be considered a public record and available to any member of the public upon request. In response to such a request, the office of Open Government generally will not disclose your contact information.

### **Withdrawal of a Complaint**

A complainant may request at any time prior to any of the above actions being taken by the Director, that his/her request be withdrawn from further review. Any such request to withdraw the complaint must be made in writing with "Open Meetings Complaint Withdrawal" on the envelope or in the subject line or heading of electronic correspondence sent to [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).