

MODEL OPEN MEETING LAW COMPLAINT FORM

[Insert name of municipality]

[Insert date]

ATTN: [insert legislative body, town manager/administrator, selectboard chair, or town clerk]

[Insert address]

PHONE:

EMAIL:

FACTUAL DESCRIPTION OF THE COMPLAINT:

Prior to bringing a civil action in the Civil Division of the Superior Court in the county in which the alleged violation has taken place for appropriate injunctive relief or for a declaratory judgment, Vermont law requires any person aggrieved by an alleged violation of the Open Meeting Law to provide the public body with a written notice that alleges a specific violation and requests a specific cure of such violation.

- Date and Time Occurred:
- Name of Public Body:
- Specific Violation Alleged:
- Specific Cure Requested:

Please provide any additional facts that may assist the [insert name of municipality] in its investigation below:

If you need more space, please attach sheets to this form. Submit this document, and any supporting documentation, to the address at the top of this form.