INSTRUCTIONS FOR REQUESTING AN ADVISORY OPINION

Any Board Member, school system official, employee, consultant, volunteer, or other person subject to the Baltimore City Board of School Commissioners’ Ethics Policy may request that the Panel issue an advisory opinion concerning the application of these policies.

The Panel will respond promptly to your request, providing interpretations of the Code of Ethics, based on the facts provided or reasonably available to it.

The Panel will issue an advisory opinion as soon as practicable but no later than sixty (60) days of the receipt of the request.

Copies of the Panel’s advisory opinions, with the identity of the subject(s) redacted, will be made available to the public in accordance with applicable State laws and the Board’s own policy.

If you are requesting an advisory opinion, you must use the Panel-approved form: **APPLICATION TO REQUEST AN ADVISORY OPINION**

The Panel expects you to submit your Request as soon as you become aware of the circumstances that necessitate the Panel’s involvement. The Panel recognizes, however, that there are unique circumstances that may warrant the issuance of an opinion expeditiously. If you are requesting an expedited advisory opinion, you must use the Panel-approved form: **APPLICATION TO REQUEST AN EXPEDITED ADVISORY OPINION.**

The Panel will decide whether your explanation is sufficient to justify priority handling of your request.

You may mail or hand-deliver your Request to the attention of the Ethics Panel, 200 E. North Avenue, Room 406, Baltimore, MD 21202 or you may electronically submit your Request to the Panel via email to EthicsPanel@bcps.k12.md.us.

Panel Approved: 9/18/2012