

*Town of Brookline*

## 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: