

## **GRIEVANCE APPEALS SUB-COMMITTEE**

[Executive Committee: 23 May 2006]

[Bylaw Article 10.4(h)]

The following shall guide the operation of the Grievance Appeals sub-committee appointed, pursuant to Article 10.4(h) of the Association Bylaw, on a case-by-case basis:

- 1) The Member who requests an appeal of the recommendation of the Grievance Committee will be invited to attend a meeting of the Grievance Appeals sub-committee to present his/her case.
- 2) The Member may choose one member of the Executive Committee to assist in presenting the appeal. That member of the Executive Committee shall not have been a member of the Grievance Committee and shall not act as a member of the Grievance Appeals sub-committee.
- 3) The members of the Grievance Appeals sub-committee shall select one of their members to Chair the meeting.
- 4) A quorum of Grievance Appeals sub-committee shall be three members.
- 5) The Member appealing the recommendation of the Grievance Committee will be given the opportunity to present the case for the appeal with the assistance of the advisor chosen in accordance with (2) above.
- 6) The Grievance Officer will state the reasons for not filing a grievance or for not continuing to process the grievance.
- 7) The Member appealing the recommendation of the Grievance Committee will be given the opportunity to respond to the reasons of the Grievance Officer.
- 8) The Grievance Appeals sub-committee will consider the appeal *in camera* after both parties have left and will communicate its decision to the Member, the Grievance Officer and the Executive Committee.
- 9) The decision of the Grievance Appeals sub-committee represents the final position of the Association on the matter.