

## **PROCEDURES FOR HANDLING AN ETHICS COMPLAINT**

The current process for addressing an ethics complaint against a neighborhood Board member or Committee member is as follows:

1. A complaint is registered against a Board or Committee member.
2. The complainant is given the opportunity to detail their complaint both in writing and verbally at a meeting with the Board President and a second Board member.
3. The Board or Committee member the complaint is made against is notified of the complaint and is allowed to make a statement.
4. The Board investigates the complaint.
5. The Board holds an executive session to discuss and review its findings and take action on the complaint. Then, the Board or Committee member in question is invited into the executive session to hear the Board's decision.
6. The complainant is notified that the Board has taken action to address their complaint and that the issue has been closed.
7. Because of the sensitive nature of a discussion regarding a complaint against a fellow community member, it is necessary to hold the Board discussion in executive session (the Board member who the complaint was made against is not in attendance) to allow the rest of the Board members to have open discussion and action on sensitive issues. Executive session is closed and what happens is not made public.