

Discipline Committee Hearing Procedure



Reference

This procedure supplements Article 1 of the OMHA Bylaws and the subsequent Membership Policy (2008). Also see OMHA Policy and Procedure Manual, Section 3.1 for expanded membership guidelines and Positive Participation Policy (PPP) - Appendix I for Discipline guidelines.

Committee Composition

The Discipline committee shall consist of all age level coordinators and shall be chaired by the Vice-President.

In the event that the vice-president position is vacant or the vice-president is unavailable or has recused themselves, then the position of chair moves to the Director-at-Large-1, then Director-at-Large-2, then Treasurer, then Secretary, then Midget Coordinator, then Bantam-Midget Female Coordinator, then Bantam Coordinator, then Peewee Coordinator, then Atom-Peewee Female Coordinator, then Atom Coordinator, then Novice Coordinator, then Tyke Coordinator.

The committee must have at least 5 members present, including the chair, to conduct a meeting. If members recuse themselves to the point where less than 5 remain then the meeting must be rescheduled.

In event of a tie vote, the chair will cast a second ballot.

Reasons to Convene

The committee shall convene at the request of the President. This will occur when the President, in consultation with the Grievance Committee, deems that a bona fide grievance has been received or an action warranting disciplinary action or review has taken place.

It must also convene when, in an emergent situation, the President has temporarily suspended a member for a period of up to 14 days, pending investigation and ratification as outlined in the Membership Policy 3.1.4 and authorized in Article 1 Para E of the OMHA Bylaws.

If a membership suspension, as described in Article 1, Para D of the OMHA Bylaws is contemplated by the Committee the matter must be referred to the board.

Submissions to Committee

All evidence presented at the committee hearing will be by written submission.

Member grievances are normally directed to the President. The President will pass grievances on to the Grievance Committee for deliberation. If the Grievance Committee is unsuccessful in resolving the situation then all submissions will be passed to the Discipline Committee Chair.

By positive vote of the sitting members of any session of the committee, other types of evidence may be allowed to be presented.

In-Camera Discussion

The committee is encouraged to hold discussions in-camera. Minutes of the committee's meeting will state the decisions of the committee.

Discipline Action Statement

The Discipline Action Statement is the result of this procedure. It should be clear and complete and detail the sanctions imposed and who is to receive notification of sanctions. It must follow previously adopted policies and guidelines, and include both the OMHA appeal process and AAHA appeal process.

Hearing Procedure

1. The chair shall call the meeting to order and designate a committee member as secretary of the meeting. The secretary will record the date and time of the meeting, and members present at the meeting.
2. The chair will present to the committee a general overview of the people and issues involved in the hearing.
3. Committee members wishing to recuse will do so before full submissions are presented.
4. Once recused members have retired, a motion to move the meeting in-camera may be made.
5. Submissions will be presented and discussed.
6. A course of action must be developed and moved to a positive vote.
7. Once a course of action is determined, a motion to move the meeting back to regular proceeding should be made (if an in-camera motion was carried in step 4).
8. A Discipline Action Statement will be written detailing the decision of the committee.
9. Meeting to be adjourned.
10. Chair to immediately deliver Discipline Action Statement to President for implementation.

Definitions

Recuse or Recused: To excuse oneself from a case because of a possible conflict of interest or lack of impartiality.

In-Camera: closed meeting that covers information not recorded in the minutes or divulged to the public. Such sessions may discuss personnel, financial, or other sensitive decisions that must be kept secret.