

SSFL CAG Grievance Investigation and Internal Dispute Resolution (IDR) Procedure

Introduction:

This document defines the jurisdiction of the CAG and the IDR procedure to address grievous behavior amongst our members when carrying out CAG business. If a member feels he or she is being harassed, defamed or is otherwise aggrieved by another member in a public, non CAG related forum, that member may avail himself or herself of other societal remedies and/or legal mechanisms (e.g.: restraining order). It is not the intent of this procedure to replace other existing legal mechanisms for dispute redress.

Procedure:

1. The meetings, discussions, findings and recommendations related to IDR are to be considered confidential by the CAG and should not to be communicated to those outside the CAG.
2. Grievances can only be submitted for this procedure by SSFL CAG members and may only pertain to fellow SSFL CAG members.
3. Grievances should be submitted in writing to the Chair.
4. If the grievance is directed towards the chair, it should be presented to the vice chair.
 - a. In this case the following procedure should substitute “vice chair” where the “chair” is designated
5. The chair has the discretion to decide if the nature of the grievance rises to the level of initiating this Internal Dispute Resolution (IDR) process.
 - a. If the chair decides the complaint does not rise to that level and the member feels they are not being properly considered, the chair is obligated to honor a request by that member to agendize the question of initiating this IDR procedure to be considered in closed session before the entire CAG.
6. IDR will only be considered when the grievance relates to incidences occurring during meetings of the CAG, its committees or involves the use of SSFL CAG resources (e.g.: website, internal or external SSFL CAG discussion groups or other CAG resources).
7. At the discretion of the chair, multiple grievances against multiple members may be combined or separated and considered in parallel or sequentially.
8. No additional grievances are to be submitted by the complaining member until the current grievance(s) is/are completed by way of this process.
9. Abuse of the IDR process by a member may be cause for redress by the CAG.
10. The grievance should be clearly summarized in ½ page or less, preferably utilizing bullet points.
11. It is desirable that the grievance includes a recommendation for remedy from the complainant. That recommendation is solely for internal discussion by the ad hoc

- committee and in no way obligates the ad hoc committee or the CAG to honor the recommendation.
12. Within 1 month after receipt of a grievance, the chair will appoint an independent 3 person ad hoc committee consisting of neutral members of the SSFL CAG.
 13. During this 1 month interval, the chair, at his or her sole discretion, may attempt to mediate and resolve the dispute thereby avoiding this IDR process.
 14. Once appointed, the ad hoc committee will make every effort to meet in a timely manner to investigate, formulate and present its recommendations to the SSFL CAG during an agendaized closed session.
 15. All meetings of the ad hoc committee are considered confidential.
 16. The ad hoc committee will meet separately with the complainant and the member(s) against whom the complaint is made to gather information surrounding the grievance.
 17. The ad hoc committee may meet with any other member of the SSFL CAG, at its discretion, to gather information to formulate informed decisions and recommendations.
 18. In some instances the ad hoc committee, at its discretion, may meet with non members of the CAG to gather comprehensive, relevant information so as to be able to render its recommendation(s).
 19. The ad hoc committee may contact any outside party as a consultant (e.g. to clarify legal questions) to aid it to determine its decisions and recommendations.
 - a. Any such consulting party is subject to executing a confidentiality agreement prior to their participation.
 20. It should be recognized that the ad hoc committee will be looking into the context of the events surrounding the complaint and may have recommendations, including sanctions, directed towards either the member against whom the complaint was made, the complaining member, or both.
 21. Recommendations from and by the ad hoc committee should be specific and agreed to by secret ballot of the committee.
 22. Recommendations of the ad hoc committee may include any level or combination of discipline up to expulsion. Lesser recommended sanctions may include, but are not limited to, behavioral change, behavioral monitoring, anger management, time defined limitation of use of CAG resources (such as posting on the SSFL CAG's discussion groups) and censure.
 23. The ad hoc committee's presentation to the SSFL CAG should be made during closed session without either the complainant, or the individual(s) against whom the complaint was made, present.
 24. The member(s) against whom the complaint was made and the complainant may be present at the SSFL CAG meeting before this order of business arises. Those parties will be excused from the meeting when this agendaized order of business is reached. This order of business will be held in closed session.
 25. No business is to be scheduled that would require any excused party to return to the CAG meeting after this order of business is completed.
 26. When the ad hoc committee presents its findings and recommendations to the CAG, there will be discussion and secret ballot vote of the CAG to formalize any decisions and actions.

27. The SSFL CAG's decision is final. It is intended that there be no internal mechanism to appeal the CAG's finding(s) or action(s) by any party.
28. The chair will communicate the SSFL CAG's decision(s) and any action(s) to all parties in a timely manner either verbally or in writing after the conclusion of the closed meeting.
29. None of the foregoing is required for the SSFL CAG to vote to censure or expel a member.

Adopted: _____
Chair or Secretary Signature

Date: _____