

# **SCAPA**

**Subject:** Censure Committee

**Primary Responsibility:** Executive Committee

**Date:** November 14, 2000

## **POLICY STATEMENT:**

The Executive Board, serving in their capacity as the Censure Committee, shall investigate complaints related to the job performance of any Board member and shall take appropriate action.

## **Purpose:**

To assure that all persons serving SCAPA in an official capacity, elected or appointed, uphold the duties and responsibilities of their position in an ethical manner and as prescribed in the established bylaws, policies, and job descriptions.

## **Procedures:**

1. Any SCAPA member who wishes to make a complaint regarding a Board member's job performance.  
should contact the President and provide the President with a signed statement of the complaint.
2. The President is to contact the Board member involved and request verbal and/or written information from him/her.
3. The President shall communicate to the Censure Committee any complaints that a Board member is not fulfilling his/her duties along with the affected Board member's response.
4. The Censure Committee shall review the evidence and suggest a plan of action. This plan may include complete exoneration, a probationary period with a specific time frame, immediate removal from the Board, or other appropriate action determined by the Committee. The affected person will be notified of the Committee's decision through certified mail, postmarked no later than three days following the decision.
5. Any accused Board member who wishes to appeal the decision of the Censure Committee may do so in writing within 30 days of the Committee's decision.
6. If a Board member is removed from his/her position and an appeal is made, the Executive Committee will appoint a board member to serve in an interim position.
7. The appeal will be heard by the Board at the next regularly scheduled Board meeting.
8. The Board's decision on an appeal will be final.

*Reviewed/revised 2001*