

**GVGC BOARD STANDING RULE 7- 06 A**  
**PERTAINING TO GREIVANCE PANEL AND**  
**IMPLIMENTATION OF GRIEVANCES**  
**PURSUANT TO ARTICLE X OF THE GVGC BYLAWS**

**7-06-A-1 OBJECTIVE:** The objective of this standing rule is to implement specific rules and guidelines governing grievances filed pursuant to Article X of the Bylaws of the Greater Valley Glen Council which allows for grievances to be filed with the Board "...to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws, or its failure to comply with the Plan, local ordinances and/or State or Federal law."(2<sup>nd</sup> Paragraph, Article X, GVGC Bylaws). Further, pursuant to City Attorney (Darren R. Martinez's) Advice, dated May 30, 2006, "...neither members of the grievance panel nor board members should be making individual or personal determination of wrongdoing."

**7-06-A-2 GRIEVANCE PANEL VOLUNTEERS:** The GVGC Secretary shall maintain a list of all stakeholders who have submitted their names to serve on the Grievance Panel; the Secretary shall submit this list to the President for placement on the GVGC website. At the beginning of each Board meeting, the Secretary shall provide the President with a written update of new stakeholders who have volunteered to serve on the Grievance Panel and the names of existing stakeholders who have requested that their names be removed from the Grievance Panel. The President shall add or delete such names from the Grievance Panel list on the website.

**7-06-A-3 NOTIFICATION OF GRIEVANCE AND PLACEMENT ON AGENDA:** Upon the filing of a grievance, the GVGC Board Secretary shall immediately send out a copy of the grievance to all Board members and the President of the Board shall place the Grievance as the first item of new business on the agenda of the next Board meeting. The Secretary shall send a copy of the grievance to the Board member(s) who are the subject of the grievance by certified mail, return receipt requested.

**7-06-A-4 SELECTING GRIEVANCE COMMITTEE:** At the first Board meeting after all of the Board member(s) who are the subject of a grievance have been properly notified of the grievance by mail, and the Secretary has a copy of the signed returned receipt, the matter of the grievance shall be agendized and called up as the first item of new business. Then and there, the Secretary shall pull the names of five stakeholders to serve on the Grievance Committee to hear the grievance and two alternate stakeholders to so serve in the event that any stakeholders listed on the Grievance Committee withdraw or fail to show for the committee meeting. The Board member or members who are the subject of a grievance shall have the right to review all stakeholders' names in the basket prior to the names being pulled to insure that all stakeholders listed on the website are also in the basket from which the Secretary shall draw the names.

**7-06-A-5 ELIGIBILITY:** Members of the immediate family (limited to spouse and children) of the person or persons who either filed the grievance or is the subject of the grievance shall be ineligible to serve on the Grievance Committee. All current members of the GVGC Board of Directors shall be ineligible to serve on any Grievance Committee. All other GVGC stakeholders shall be eligible to serve on a grievance committee.

**7-06-A-6 NOTIFICATION TO COMMITTEE AND MEETINGS:** The secretary shall immediately notify the stakeholders who have been selected to serve as members or alternates on a Grievance Committee.

- a) The Secretary shall not discuss the merits or substance of the grievance with the members or alternates of the Grievance Committee.
- b) The Secretary shall arrange a meeting time and place for the Grievance Committee to convene. All meetings of the Grievance Committee shall be in a facility that conforms to the requirements of the Brown Act. The Secretary shall post notices of all meetings of the Grievance Committee in all places required for posting of the Board agenda no less than five (5) business days prior to meetings of the Grievance Committee. The Secretary shall notify all Board members of all meetings of the Grievance Committee no less than five (5) business days prior to Grievance Committee meetings. Such notice may be by e-mail notification.
- c) The secretary shall also mail written notice, return receipt requested, of the forthcoming meeting of the Grievance Committee to all Board members who are the subject of the grievance no less than five (5) business days prior to the convening of the Grievance Committee.
- d) The secretary shall convene the Grievance Committee and provide each member of the Grievance Committee with a copy of the Grievance and a copy of the City Attorney Advice Letter, dated May 30, 2006 and a copy of these standing rules.
- e) The Board Secretary shall not further comment or answer any questions of the Grievance Committee that do not exclusively pertain to ministerial matters and shall not comment in any manner upon the grievance.

**7-06-A-7 ELECTION OF CHAIRPERSON AND FUTURE MEETINGS:** The Grievance Committee shall then elect a chairperson and proceed to review the grievance and establish a procedure for hearing the grievance. The Chairperson shall notify the Secretary of future meetings of the Grievance Committee. The secretary also shall notify, by mail, each Board member who is a subject of the grievance of the forthcoming meeting no less than five business days prior to each meeting of the Grievance Committee.

**7-06-A-8 CONTINUATION ON GRIEVANCE PANEL:** The stakeholders whose names are pulled to serve as Grievance Committee members or alternates shall continue to be listed on the Grievance Panel and shall be eligible to serve on future Grievance Committees.

**7-06-A-9 GRIEVANCE COMMITTEE REPORT TO BOARD:** Upon conclusion of its hearings on a specific grievance, the Grievance Committee shall submit it's written report to the Secretary of the Board. The Secretary shall immediately forward copies of the Grievance Committee's report to those Board members who are the subject of the Grievance and also to the President who shall place the matter on the agenda of the next Board meeting for review and action by the Board. Those Board members who are the subject of the grievance shall have the right to address the Board prior to board action on the Grievance Committee report.

**7-06-A-10 GRIEVANCE AGAINST SECRETARY:** In the event that a grievance is filed against the Board Secretary, then the Board Secretary shall be recused from any further involvement with the grievance, and the Board President shall perform all of the duties incumbent on the Board Secretary as to that specific grievance.