

General Instructions and Information for Filing and Replying to an Ethics Complaint

1. Complaints must be legible (preferably typewritten). Submit one copy of the complaint form (Form #E-1) along with legible attachments. Any reply must be legible (preferably typewritten).
2. Complaints will be referred to the Board Secretary (or Executive Officer), and by the Secretary to the Chairman of the Grievance Committee.
 - a. If the Grievance Committee finds the matter to constitute a proper cause of action, it will be referred to the Board Secretary to arrange a hearing.
 - b. If not found to constitute a proper cause of action, notification will be sent to the complainant with the decision of the Grievance Committee, together with information advising the complainant of the procedures by which the Grievance Committee's decision may be appealed to the Board of Directors.
3. If there is to be a hearing, respondent will have fifteen (15) days after service of copy of the Complaint to reply. Copy of the reply will be sent to Complainant and to the Professional Standards Committee Chairperson. The date for hearing will be set and all parties will be notified of the date and place of hearing at least twenty-one (21) days in advance.
4. If no reply is received from Respondent within fifteen (15) days from service of copy of the Ethics Complaint, date, time and place of hearing will be set.
5. All parties may be represented by legal counsel, provided that notice of intention to be represented is transmitted to all other parties and to the Hearing Panel at least ten (10) days prior to the hearing. Failure to provide timely notice may result in a continuance of the hearing.
6. It is the responsibility of each party to arrange for his witnesses to be present at the hearing.
7. Either party may file with the Board Secretary (or Executive Officer), within ten (10) days from the date the names of the members of the Professional Standards Committee are mailed to the parties, a written request for disqualification of any potential member of the Hearing Panel for any of the following reasons:
 - a. Is related by blood or marriage to either Complainant or Respondent;
 - b. Is an employer, partner or employee, or in any way associated in business with either Complainant or Respondent;
 - c. Is a party to the hearing or a party or witness in another pending case involving Complainant or Respondent; or
 - d. Know any reasons acceptable to the Hearing Panel or tribunal which may prevent him/her from rendering an impartial decision.
8. The Notice of Hearing will contain names of members of the tribunal who will hear the case and should be accompanied by an "Outline of Procedure for Ethics Hearing."
9. The parties shall not discuss the case with any member of the Hearing Panel or the Board of Directors at any time prior to announcement of a decision of the case.
10. No hearing will be held in the absence of a Complainant; however, an ethics hearing may proceed in the absence of a Respondent.