

# Policy for Procedure for Removal of a VATAT Official Representative

**Rationale** – There may be times when it is necessary to remove a VATAT representative from a position of authority for ethical, legal or other conduct detrimental to the profession or association.

Individuals addressed by this policy include board members, officers, MLSAC representatives, area membership chairs or any other position of authority representing our association.

## **Procedural Steps**

Step 1 – Official complaint form located under a secure login on the VATAT website will be completed by an active member. It will detail a description of the questionable conduct and will be signed by the submitter. Any additional evidence of the conduct in question should be attached to the form.

Step 2 – Form will be submitted to the current Executive Director of the VATAT.

Step 3 – The person receiving the complaint will notify the person whom the complaint has been made on. This person will have 10 days to respond in writing to the complaint. Any written or other evidence will be sent to the Executive Director. The complainant will receive a copy of the evidence and all documentation except for the name of the person filing the complaint.

Step 4 – The complaint form along with any other evidence received will be sent to all members of the VATAT Executive Committee and the remaining VATAT Officers.

Step 5 – A conference call will be scheduled at least ten days after the response to the complaint is received where the matter will be discussed by the members of the committee and the officers. At least 50% of the executive committee members and officers must participate in the discussion for a determination to be made. The committee and officers will vote on the action to be taken and will require a 2/3 vote of those participating in the discussion. The result of the vote may be a removal from the position or other action as determined by the committee and officers.

Step 6 – The Executive Director or other officer will notify the person of the result of the decision of the executive committee and officers.

Step 7 – The person that the complaint was filed on may appeal the decision to the full board at the next regularly scheduled board meeting. This person will have the opportunity to present their reason for not being removed to the full board. The full board can reverse the decision made by the Executive Committee by majority vote. This decision is final and there are no further appeals.