



**SCE APPEALS COMMITTEE VOLUNTEER
JOB DESCRIPTION AND QUALIFICATIONS**

SCE Bylaw Description

Section E. Appeals Committee:

- (1) The Appeals Committee shall be the hearing tribunal of the Association composed of members in good standing. The Appeals Committee shall be responsible for achieving expeditious and just treatment of all appeals and render decisions on behalf of the Association. **Amended July 2013**
- (2) The Appeals Committee shall hold regularly scheduled hearings. Such hearings are not open to the Membership or public. Appeal Hearings shall only be conducted if there are three (3) or more committee members in attendance. If less than three (3) members are available then the Hearings shall be rescheduled. **Amended July 2013**
- (3) The committee shall give each appellant an opportunity to be heard and reach a decision in each case by majority vote. The Committee shall provide a report of all hearings and decisions to the Board. The Appeals Committee decisions shall be provided by written notice to the Appellants. **Amended July 2013**
- (4) Any appellant objecting to the Appeals Committee's decision may within 15 days after receiving notice of the decision, request a review of the matter by the Board. When requesting a review by the Board, Appellant must provide the procedural, evidentiary or other substantive reason(s) for the request. The granting or denial of an appellant's request for review shall be at the sole discretion of the Board. **Amended July 2013**
- (5) The Association reserves the right to seek equitable relief from the courts at the discretion of the Board and irrespective of the appeals process. **Amended July 2013**

Purpose of the Committee:

The Appeals Committee serves as the hearing tribunal for SCE in cases involving violations of rules and regulations and is responsible for rendering fair and impartial verdicts in each case. The Appeals Committee also serves as advisor to the Board of Directors and Rules & Regulations Committee on the implementation and enforcement of rules and regulations.

The function of the Committee is to:

- Conduct monthly hearings on citations and other violations brought before the committee;
- Review case files, including testimony, documentation or other evidence related to each case;
- Ensure that all parties to the dispute are given a full opportunity to be heard;



- Advise and inform appellants of their rights and responsibilities as members and residents;
- Deliberate in private to reach a fair and impartial verdict in each case;
- Render verdicts based only on approved policies, rules and regulations documentation, testimony, citation history and fine schedules;
- Maintain complete and accurate records of each hearing and verdict;
- Report to the Board of Directors on all hearings, verdicts and any extenuating circumstances;
- Advise the Board of Directors of recommended rule or policy changes as needed.

Eligibility for appointment:

Members of the Appeals Committee are expected to be familiar with SCE rules and regulations and to enforce them as written and approved by the Board of Directors. Individual committee members must remain fair and impartial in their assessment of the facts in each case and abstain from deliberations whenever a clear conflict of interest may exist.

Formal education in the field is not necessary. The most important attributes for service on the Appeals Committee are the ability to remain impartial and carefully weigh the facts presented in each case.

The committee shall normally consist of a chair, vice chair, secretary, six members, a non-voting Board and staff liaison. The Association secretary serves as the Executive Board liaison and maintains a copy of the official text of the Association Bylaws.

BOD approved 1/14/2017