PROCEDURAL AND POLICY VIOLATION GUIDELINES

INTRODUCTION

The Texas Association of Sports Officials (TASO) develops and promotes high ethical standards and professionalism for its members. TASO requires that all members meet these standards. The following procedures are the rules for processing possible violations of these standards. These rules are applicable to all TASO members. This document describes and outlines the procedure for handling cases brought to the attention of TASO. When members apply for membership, they agree to abide by all TASO policies. In addition, members agree that: these procedures are a fair process for resolving all reported matters and they agree to be bound by decisions made pursuant to these procedures. These procedures do not constitute a contract between TASO and its members.

ARTICLE I. TASO LEVEL COMPLAINTS

This article pertains to complaints regarding a:

- Division Officer
- Division Director
- Chapter Officer
- Chapter Board of Directors
- Any Chapter Position elected by vote of the Chapter Membership
- Any Chapter Position appointed or elected by vote of the Chapter Board of Directors
- Any Solicitation Complaint involving teams or coaches alleging that the Chapter did not service the teams' full home schedule
- Complaints that cross Division lines
- Any Procedural and Policy Violation that, in the judgment of both the Division President and the TASO Executive Director and/or a designee, TASO and/or the TASO Division would best be served by resolving the complaint at the State Office level

SECTION A: GENERAL

1. Nature of the Process. These guidelines are established to resolve alleged Procedural and Policy violations and other complaints. The TASO Executive Director and/or a designee and the Division President have exclusive authority to end any inquiry or case, regardless of circumstances. By applying for membership, TASO members agree that they will not challenge the authority and/or resulting actions of TASO in the application of all TASO Policies.

   These procedures are not formal legal proceedings; therefore, many legal rules and practices are not observed. TASO will review the pertinent information presented when considering investigations, cases, and decisions.

The TASO Procedural and Policy Violation Guidelines are designed to operate without the assistance of attorneys. An attorney, at the party's sole expense, may represent any party. If, however, a party has retained an attorney, that party and attorney may be directed to communicate with TASO only through the TASO Executive Director or TASO Legal Counsel.

2. Participants. The TASO Executive Director and/or a designee, the Division President, a TASO Hearing Panel, the Division Board of Directors and/or the TASO Board of Directors may decide policy and procedural violations. A TASO member who is the subject of a policy and/or procedural complaint or investigation will be, and is identified as, the respondent in these rules. The person(s) initiating a complaint concerning a member will be, and is identified as, the complainant(s).

3. Policy and Procedural Complaint Charge Statement. Any member, non-member (*i.e.,* Athletic Director, Coach, and/or other School Administrator) and/or, in appropriate cases, the TASO Staff, and/or TASO Division Board, may initiate a case and function as a complainant. A complainant other than a TASO member must: contact the TASO Executive Director and request a Policy and Procedural Complaint Statement form; complete the information requested on the Complaint Statement and then submit the completed Complaint Statement to the TASO Executive Director. Each Complaint Statement must include a detailed written description of the factual allegations supporting the charge(s). The TASO Executive Director and/or Division President may complete the TASO Complaint Statement for non TASO members based on written statements.

4. Time Requirements. TASO will make every effort to follow the time requirements set forth in this document. However, TASO's failure to meet a time requirement will not prohibit the final resolution of any complaint. Complainants and respondents are required to comply with all time requirements specified in this document. The TASO Executive Director or his/her designee may grant an extension of time or postponement if a timely written request explains a reasonable cause.

5. Litigation/Other Proceedings. TASO may accept and resolve policy and procedural complaints when civil litigation or other proceedings related to the complaint have been, or are presently, before a court or regulatory agency. TASO may also continue or delay complaints in such cases.

6. Improper Disclosure/False or Misleading Responses. Any failure to disclose pertinent information or any misleading disclosure by a TASO member with respect to a complaint charge, criminal case, disciplinary proceeding, and/or similar matter concerning him/her may constitute a policy and procedural violation and may result in a separate Policy and Procedural Complaint.

7. Time Limitations Concerning Complaints. For Policy and Procedural Violation Statements received a time greater than thirty (30) days from the later of:

    a. Filing a Complaint; or,

    b. First knowledge of the alleged violation.

The TASO Executive Director and/or his/her designee and the Division President have the authority to determine whether to accept or reject a complaint.

8. Confidentiality of Information. To protect the privacy of the parties to a complaint case, all material prepared by or submitted to TASO will be confidential. An exception will be made if the release of information or documents is authorized by these rules. Until a complaint case has been closed or finalized, the parties involved in the complaint must maintain the confidentiality of all information related

to the complaint, including its existence, and can discuss the complaint with others that are involved or named, however the respondent and complainant are prohibited from having any communication. If any party discloses information related to the complaint case contrary to these guidelines, the TASO Executive Director, Division President, and/or Review Hearing Panel may terminate the complaint if such disclosure is by the complainant; or may impose any sanction included within these guidelines if such disclosure is by the respondent.

9. Confidentiality of Certain Complainants or Witnesses

   a. TASO, as well as each Division, shall determine and set out in its By-laws, Policies or Operating Procedures the person or persons (President/Committee Chair/specific vote of board or committee) necessary to determine that, in the best interest of the sport (not a chapter or individual members), the identity of a complainant or witness should not be disclosed to a respondent or other persons, provided that the respondent shall be furnished with the full statement of such undisclosed person as used by the decision making body and the respondent shall be provided the opportunity to submit written questions to the decision making body for submission to the undisclosed person or persons. For TASO, the Executive Director and/or a designee will make this decision.

   b. The Panel or Board for the Hearing that is responsible for making the decision as to confidentiality may alter or modify the questions submitted to clarify or to eliminate duplicate, argumentative, or irrelevant questions, as well as questions designed primarily to determine the identity of the undisclosed person before submission to the undisclosed person. The identities of the Hearing Panel shall not be disclosed to the complainant or respondent. The respondent shall be provided with copies of the questions as submitted and an opportunity to supplement. Questions that go to the heart of the respondent's defense may be reworded but not omitted. Questions may be added provided both questions and answers are made available to the respondent within a seven (7) day limit.

   c. The Panel or Board for the Hearing shall not consider the testimony or evidence of an undisclosed person who did not provide written responses to questions specifically sent to them under this section.

10. Failure to Cooperate. If any party refuses to fully cooperate or participate with TASO or its representatives, and it is determined that the lack of cooperation was without good cause, TASO may take the following actions:

    a. The TASO Executive Director and/or a designee, Division President, Hearing Panel, and/or TASO or Division Board of Directors may terminate the complaint of an uncooperative complainant.

    b. If a respondent is uncooperative, the Complaint Review Panel and/or the TASO or Division Board of Directors may impose any sanction included within these rules. No appeal of such TASO actions is permitted.

11. Resignation or Non-Renew. Should a respondent attempt to relinquish TASO membership during any inquiry or case, TASO reserves the right to continue the matter to a final resolution according to these guidelines or resume the process when membership is reinstated.

12. Division Complaints Review Panel – When a complaint is accepted by the Division President and the TASO Executive Director or his/her designee, a Hearing Review Panel shall be appointed to make the initial determination. The Panel shall consist of three (3) members, one being a member of the referring

division and appointed as Chair. The other two (2) members may be appointed from any of the other TASO Sports Division Board of Directors. The Panel members may vary for each complaint, however if there is more than one related complaint against the same person, one Panel may review and make the initial determination on all the related complaints. If the complaint is filed against the Division President or he/she is unavailable, the President-Elect or Vice President may take the place of the Division President.

13. Complaints against the Executive Director will be referred to the TASO Board Chair and Vice Chair. Complaints against staff will be referred to and adjudicated by the Executive Director.

14. If a member is found in violation of the requirement to report an arrest, criminal charge, or conviction, the Division President and the Executive Director, or his/her designee may suspend the member for a period that is equal to the time the member officiated after the arrest/charge and when the arrest/charge was discovered by TASO. Additional sanctions, such as games suspensions may also be included.

SECTION B: PROCESS

1. Filing the Complaint: The complainant should complete a Policy and Procedural Violation Statement (PPVS) and return the completed form to the TASO Executive Director and/or a designee. The PPVS may be found on the TASO web site or requested from the TASO office.

2. Acceptance/Rejection of Charges:

a. Charge Acceptance. The following criteria will be considered to determine if a charge is accepted or rejected ~~if~~:

(1) A proven charge would constitute a violation of any TASO Policy,

(2) The passage of time since the alleged violation requires that the complaint be Rejected,

(3) Relevant, reliable information or proof concerning the charge is available,

(4) The complainant is willing to provide proof or other information to TASO concerning the complaint; and,

(5) The charge appears to be justified or insupportable, considering the proof available to TASO.

b. The TASO Executive Director and/or a designee and Division President will determine whether the charge(s) and available proof support a formal Complaint, and upon such determination, will issue a formal Violation Notice.

c. Complaint Rejection. If BOTH the TASO Executive Director and/or a designee and Division President determine that an allegation should not become the subject of a formal

Complaint, they will reject the charge(s). The TASO Executive Director and/or a designee will notify the complainant of the rejection in writing, including the reason(s) for the rejection.

d. If the Complaint is accepted by both the Division President and the Executive Director (or their respective designees), they may suspend the respondent's game/match schedule pending the outcome of the Complaint if they believe it is in the best interest of TASO and the TASO Division.

3. Appeal of Charge Rejection Determination. Within seven (7) days of the mailing date of a charge rejection letter, the complainant may appeal to the Division Board. To have the Division Board reconsider the rejection, a complainant must state in writing the following:

a. The procedural errors possibly made by the Executive Director and/or a designee and Division President with respect to the charge rejection, if any,

b. The specific provisions of a TASO Policy that is believed to have been violated; and,

c. The specific information is believed to support the acceptance of the charge(s).

d. There is no appeal allowed if the reason for the Charge Rejection was due to the complaint being filed outside the time frame allowed. In extraordinary circumstances, the Division President and Executive Director, or his/her designee may consider allowing the appeal to proceed, however both must agree.

The Division Board will consider and decide any charge rejection appeal at the next scheduled Board meeting, and such decision cannot be appealed.

4. The Investigation:

a. Complaints and Investigation Notices. If the complaint has been accepted, then the Executive Director and/or designee will notify both the complainant and respondent of such. This notice will be delivered to both the complainant and respondent, at the last known address in the TASO records, by e-mail, regular mail return receipt requested, or other verifiable delivery service. The respondent will be asked to provide a written response and include any witness' written response in their response. The respondent will be allowed to submit any statements, whether theirs or a witness up until the deadline established by the notice delivered to them. Once that date has passed, no other written response from the respondent or witness will be considered unless requested by the Hearing Review Panel. TASO reserves the right to allow previously unknown information to be submitted at an appeal of either level.

b. The written statements will be referred to the Hearing Review Panel. After reviewing the statements, the Panel will decide if a determination may be made based on the written statements. If the Panel concludes that an Investigator should be utilized, the Panel Chair shall advise the Executive Director or his/her designee, who will assign the complaint to a TASO Investigator. The assigned Investigator shall have no prior knowledge of the complaint, shall not be a member of the complainant's or respondent's chapter or have a personal relationship with the complainant, respondent, or a potential witness. The Investigator may be a current or former TASO member or, if the Executive Director believes it is in the best interest of TASO, an independent investigator may be acquired.

1. The Investigator will first contact the complainant and introduce himself/herself as the Investigator, confirm the facts contained in the PPVS, identify any potential witnesses or anyone else that may have direct knowledge of the complaint.

2. The Investigator will then contact the respondent and obtain a statement concerning the complaints outlined in the PPVS and identify any potential witness or anyone else that may have direct knowledge of the complaint.

3. The Investigator will then contact and obtain a written or recorded (with permission) statement from each witness or person with direct knowledge previously identified.

4. The contacts outlined in 1., 2. and 3. above may be by phone, e-mail, personal interview, recorded (with permission) or any combination. The Investigator must get prior approval from the TASO Executive Director and/or a designee before incurring any expenses. All approved expenses will be reimbursed to the Investigator upon submission of a TASO Expense Report with proper documentation.

5. After obtaining statements from all parties concerned, the Investigator will prepare a written report that contains:

(a) A summary of the complaint,

(b) A summary of the statements from the respondent and each witness,

(c) Copies of the statements from the respondent and each witness; and,

(d) The Investigator's recommendation which may or may not recommend a determination and suggested disciplinary action. If so, the recommendation will be presented in a separate document other than the report.

5. Range of Disciplinary Action.

Penalties may range from private reprimand to expulsion, and may include fine, probation, suspension, reduction of any classification, or any combination of the above deemed appropriate by the decision-making body.

6. Resolution.

a. The Executive Director and/or a designee will review the Investigator's report and provide a copy to both the complainant(s) and respondent(s). All will have seven (7) days to respond back to the Executive Director and/or a designee to address any disagreements they may have with the report. All communication will be with the Executive Director and/or a designee and there shall be no communication with the Investigator. The complainant and respondent shall not disclose any information contained in the Investigator's report to any other party.

b. The Executive Director and/or a designee shall forward all documents and/or recordings to the Panel who will determine all disciplinary action. The Panel Chair shall provide the Executive Director with the Panel's determination in writing. The Executive Director or his/her designee will forward the Panel's determination to the complainant(s) and respondent(s). This notice will be delivered to the respondent(s) and complaint(s), at the last known address(es) by regular mail, email, or other verifiable delivery service.

7. Acceptance/Rejection of Disciplinary Action.

a. The respondent will have seven (7) days from the date the disciplinary action

notice was sent to advise the Executive Director and/or a designee in writing of acceptance or rejection of the proposed disciplinary action.

b. If the respondent accepts the proposed disciplinary action, then the penalty is enacted, and the matter is deemed closed.

c. The respondent may reject the proposed disciplinary action and have the case determined by the Division Board.

8. Division Board Hearing.

a. The Division President will schedule the Hearing either at the next meeting of the Division Board, a conference call, or a web service (*i.e.*, Zoom, Skype, WebEx, etc.).

b. The Panel members may be included in the appeal hearing but shall not vote in the appeal.

c. The Executive Director and/or a designee will provide the Division Board a copy of the Panel or Investigator's report(s) and the proposed disciplinary action recommended by the Panel. The Division Board may only consider the information in the Hearing Panel or Investigators report in making their decision. No other evidence can be submitted after the respondents deadline for submission, unless it was unknown at the time of the original complaint.

d. The respondent(s) and/or complainant(s) will have the opportunity to address the Division Board. The meeting may be held either in person or by video conference call. The Division Board will schedule a date and time for the Appeal Hearing and notify the Respondent. The Respondent has no later than five (5) days prior to the meeting date to notify the board if they are unable to attend. If the board isn't notified and the respondent fails to appear, the appeal will continue as planned. If the respondent does notify the board of their unavailability, the Board may reschedule the hearing.

e. The Division Board may accept the action recommended by the Panel or may revise the action in any manner it deems necessary.

f. The Executive Director and/or a designee will notify both the respondent(s) and complainant(s) of the Division Board's decision to be delivered at the last known address(es) by email, regular mail, or other verifiable delivery service, return receipt requested.

9. Acceptance/Rejection of Board Disciplinary Action.

a. The respondent will have seven (7) days from the date the disciplinary action notice was sent to advise the Executive Director in writing of acceptance or rejection of the Division Board's disciplinary action.

b. If respondent accepts the proposed disciplinary action, then the punishment is enacted, and the matter is deemed closed.

c. The respondent may reject the proposed disciplinary action and have the case determined by the TASO Board.

10. TASO Board Hearing.

a. The TASO Board Chairperson will schedule the hearing either at the next meeting of the TASO Board or may conduct the hearing via conference call (or another web-based option).

b. The Executive Director and/or a designee will provide the TASO Board with a copy of the Panel's or Investigator's report(s), if one is used, and the proposed disciplinary action recommended by the Division Board. Only the information contained in the report can be used in making a determination.

c. The respondent(s) and/or complainant(s) will have the opportunity to address the TASO Board via whatever form the meeting is held. The Division Board will schedule a date and time for the Appeal Hearing and notify the Respondent. The Respondent has no later than five (5) days prior to the meeting date to notify the board if they are unable to attend. If the board isn't notified and the respondent fails to appear, the appeal will continue as planned. If the respondent does notify the board of their unavailability, the Board may reschedule the hearing.

d. The TASO Board may accept the action recommended by the Division Board or may revise the action in any manner they deem necessary.

e. The Executive Director and/or a designee will notify both the respondent(s) and complainant(s) of the TASO Board's decision to be delivered to the last known address(es) by email, regular mail, or other verifiable delivery service, return receipt requested.

f. The decision of the TASO Board is final and there is no further appeal.

11. Attorneys' Fees. If any litigation is initiated by the respondent(s) or complainant(s) against another party relating to these Policies and Procedures, the subject matter hereof, or any resulting disciplinary action, the prevailing party in such litigation shall be entitled to recover, in addition to all damages allowed by law and other relief, all court costs and reasonable and necessary attorneys' fees incurred in connection therewith.

ARTICLE II CHAPTER LEVEL

COMPLAINTSSECTION A:

GENERAL

1. Complaints involving Chapter members shall be resolved by one of the following methods:
    a. By any reasonable manner set forth in the Chapter By-laws if the matter is reconciled with no sanctions to an individual,

    b. By a due process hearing which includes:

        1. Timely notice,

        2. An opportunity to appear before the decision-making authority,

        3. Presentation of witnesses on their behalf to give information.

2. The initial decision-making body may be one of the following:

    a. The Chapter Board of Directors,

    b. A subcommittee of Chapter Board members,

    c. A committee of Chapter members.

3. Chapter By-laws must contain procedures for selecting a subcommittee of Chapter Board members, or a committee of Chapter members (each hereinafter called "committee"), and for determining the number of persons to sit on the committee.

4. Chapter Options:
    a. The Chapter may reserve all disciplinary or ethics matters for determination by the full Chapter Board of Directors,
    b. Committee powers may be limited to investigation with a report to the full Chapter Board of Directors,
    c. The Chapter may delegate decision-making authority to a committee,
    d. The Chapter may require the first level of appeal of a committee decision be to the full Chapter Board of Directors or directly to the Division level,
    e. The Chapter Board may choose to make the decision of the committee final as to disposition within the Chapter, or the Chapter may make the committee decision appealable to the full Chapter Board of Directors,
    f. There shall be no more than one committee within any one Chapter with ethics/policy and procedural violation responsibility.
5. "Notice" means written notice, mailed "Certified Mail Return Receipt Requested" to the respondent at the most current address furnished to the Chapter Secretary, e-mailed to the most recent e-mail address furnished to the Chapter Secretary, or hand delivered to the respondent that shall contain the following:
    a. Date or dates of alleged infraction(s),
    b. Description of alleged infraction(s),

c. Name of person initiating action unless determined to be confidential in accordance with following rules governing same,

d. Identification of provision of constitution, bylaws, or rules involved,

e. The day, time, and location of the hearing,

f. The range of action that may be taken as a result of the proceedings; and,

g. In the absence of good cause shown, that failure to attend the hearing will terminate the respondent's right to appeal any disciplinary decision of the committee.

6. A respondent shall be given not less than five (5) days' notice of any Chapter hearing, which might result in action adversely affecting the respondent.

7. Notice by "Certified Mail Return Receipt Requested" shall be presumed to be received by a respondent five (5) days after deposit in the U.S. Mail, postage prepaid, and addressed to the respondent's address contained in the official roster book of the Chapter or Division. Notice by e-mail will be presumed received by a respondent two (2) days after sent and addressed to the respondent's e-mail address contained in the official roster book of the Chapter or Division.

8. At any stage during which testimony or evidence is to be presented to a decision making body, the respondent shall be afforded a reasonable opportunity to be present during all proceedings involving evidence or testimony, the right to have another person represent them or to be represented by legal counsel, the right to a full disclosure of all evidence presented to the decision making body, or to a member of the decision making body, the opportunity to controvert all evidence against them, the opportunity to present witnesses in their behalf, and the right to cross-examine all adverse witnesses, subject to limitations necessary to protect the confidentiality of a complainant or witness to be set out below. These hearings may be in a face-to-face meeting, video conference or teleconference.

9. Persons who initiate an inquiry shall be afforded a reasonable opportunity to be present during all proceedings involving evidence or testimony, the right to have another person represent them or to be represented by legal counsel, the right to a full disclosure of all evidence presented to the decision making body, or to a member of the decision making body, the opportunity to present witnesses in their behalf subject to limitations necessary to protect the confidentiality of a complainant or witness to be set out below.

10. The hearing should be conducted generally in accordance with Robert's Rules of Order, Newly Revised. However, bearing in mind the requirement of a basic sense of fairness, the chair may conduct the meeting in any way that results in a fair and orderly proceeding.

11. Rules of civil or criminal courts do not apply and hearsay evidence, affidavits, parole, and other forms of evidence not normally admissible in courtrooms may be admissible, provided disclosure is made to the respondent who shall have a reasonable opportunity to controvert such evidence.

12. The presiding officer is responsible for ensuring an accurate record is made of all hearings and that such record is available to all parties so long as an appeal is permissible under these guidelines. Failure to make and maintain an adequate record may be grounds for dismissal of a matter and/or the initiation of a separate Procedure and Policy Violation against the person who failed to maintain accurate records.

13. Any person displaying disruptive conduct, including legal counsel, may be barred from

the proceeding.

14. Confidentiality of Certain Complainants or Witnesses

a. TASO, as well as each Division and/or Chapter, shall determine and set out in its By-laws the person or persons (President/Committee Chair/specific vote of board or committee) necessary to determine that in the best interest of the sport (not chapter or individual members), the identity of a complainant or witness should not be disclosed to a respondent or other persons provided the respondent shall be furnished with the full statement of such undisclosed person as used by the decision making body and the respondent shall be provided the opportunity to submit written questions to the decision making body for submission to the undisclosed person or persons.

b. The Hearing Chairperson is responsible for making the decision as to confidentiality and may alter or modify the questions submitted:

1. To clarify,

2. To eliminate duplicate, argumentative, or irrelevant questions; or,

3. To eliminate questions designed primarily to determine the identity of the undisclosed person prior to submission to said person.

The respondent shall be provided with copies of the questions as submitted and an opportunity to supplement. Questions that go to the heart of the respondent's defense may be reworded but not omitted. Questions may be

added provided both questions and answers are made available to the respondent within 7-days of the notification.

c. The hearing body shall not consider the testimony or evidence of an undisclosed person who did not provide written responses to questions provided to them under this section.

15. Time Limits

a. In the absence of a specific request from the Division Board, TASO, the University Interscholastic League (UIL), or the Texas Association of Private and Parochial Schools (TAPPS), a Chapter may not discipline a respondent for an event that occurred more than one year to the initiation of the request.

b. In the absence of good cause shown, a Division or Chapter should complete its investigation and hearing process within 30-days of the occurrence of the event or within a maximum of 45-days of the disclosure of the event on which the charge was made, whichever is later.

Good cause shown would include delays requested by the respondent or necessitated by verified illness sufficient to prohibit participation by necessary persons. However, because TASO uses volunteer members as investigators and hearing committees, exceeding this time limit shall not be used to terminate the process.

c. At the Chapter level, a respondent shall have thirty (30) days within which to present an appeal to the next highest level of a decision resulting in action detrimental to the respondent.

16. Chapter Appeals

a. Final Chapter level action may be appealed to the Division. The respondent shall have seven (7) days to make the appeal. The appeal shall be made in writing to the District Director and the Division President.

b. The respondent's District Director shall review all appeals to the Division for compliance with these procedures and to ensure basic fairness to all parties and, within seven (7) days, shall either return the appeal to the Chapter with a written explanation of the procedures the Chapter failed to follow or forward the appeal to the appropriate Division Board.

c. If the District Director finds errors in the Chapter process, the Chapter should take such corrective action, as recommended by the District Director, within thirty (30) days or the matter shall be terminated in favor of the respondent.

d. The appropriate TASO body shall set the matter for hearing not more than ninety (90) days after receiving notice of the appeal from the respondent.

e. The Chapter shall provide copies of all records including proposed disciplinary action to the District Director within ten (10) days of being notified of the appeal.

17. Division Board Appeal Hearing.

a. The Division President will schedule the hearing either at the next meeting of the Division Board or conduct the hearing via conference call.

b. The Executive Director will provide the Division Board with a copy of the Chapter's records and the proposed disciplinary action recommended by chapter.

c. The respondent and complainant will have the opportunity to address the Division Board regardless if the meeting is held in person or via some other communication method. The Division Board will schedule a date and time for the Appeal Hearing and notify the Respondent. The Respondent has no later than five (5) days prior to the meeting date to notify the board if they are unable to attend. If the board isn't notified and the respondent fails to appear, the appeal will continue as planned. If the respondent does notify the board of their unavailability, the Board may reschedule the hearing.

d. The Division Board may accept the action recommended by the Chapter or may revise the action in any manner it deems necessary.

e. The respondent may reject the proposed disciplinary action and have the case determined by the TASO Board.

18. TASO Board Appeal Hearing.

a. The TASO Board Chairperson will schedule the hearing either at the next meeting of the TASO Board or may conduct the hearing via conference call.

b. The Executive Director and/or a designee will provide the TASO Board with a copy of the Chapter's records and the proposed disciplinary action recommended by the Division Board.

c. The respondent and complainant will have the opportunity to address the TASO Board regardless if the meeting is held in person or conference call. The Division Board will schedule a date and time for the Appeal Hearing and notify

the Respondent. The Respondent has no later than five (5) days prior to the meeting date to notify the board if they are unable to attend. If the board isn't notified and the respondent fails to appear, the appeal will continue as planned. If the respondent does notify the board of their unavailability, the Board may reschedule the hearing.

d. The TASO Board may accept the action recommended by the Division Board or may revise the action in any manner it deems necessary.

e. The Executive Director will notify both the respondent and complainant of the TASO Board's decision to be delivered at the last known address(es) in TASO's records by electronic delivery and any other means deemed necessary.

f. The decision of the TASO Board is final and there is no further appeal.

Approved by the TASO Board 05-14-2014

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