



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—NEIGHBORHOOD COMMITTEE

NEIGHBORHOOD GRIEVANCE APPEAL

Following the Final Decision of a Neighborhood Association grievance, the right to further appeal shall be to an independent panel of the Roseville Coalition of Neighborhood Associations (RCONA). If multiple grievances were filed on the same issue, they should be consolidated and considered as one Appeal under one Spokesperson as designated by the appellants. Said Appeal shall be considered by a volunteer panel within the RCONA board. The following procedure shall be followed.

Procedures:

Responsible Party	Step	Action
NA Board	1.	Within the time limits and procedures set forth in the NA's bylaws, issues a Final Decision of a Grievance proceeding.
Grievant or Spokesperson	2.	If finds the Final Decision has not met the concerns of the Grievance(s), may file an appeal to the RCONA board within 21 days of receiving the written NA Board Decision: <ul style="list-style-type: none"> • Must submit a one-page (in Word-type format) Application of Appeal to the President of the NA stating in what manner he/she feels the Board has failed to address the concerns as stated in the original Grievance. • If there is more than one grievant wishing to go forward, the names should be consolidated in the one appeal. • No new points can be raised that were not already raised in the original Grievance.
NA President or Board designee	3.	Within 7 days of receipt of Appeal, contact the RCONA President and prepare copy of Record on Appeal to submit to the RCONA President via email. The Record shall include: <ul style="list-style-type: none"> • Copy of the Appeal; • Copy of the original Grievance(s), including any

		<p>attached original exhibits.</p> <ul style="list-style-type: none"> • Copy of the Final Decision of the Board. • Copy of the NA current bylaws or Standing Rule at issue.
RCONA President	4.	<p>Within 5 days of notification by NA President or designee:</p> <ul style="list-style-type: none"> • Seeks volunteers for Appeal Board of 3 (or 5) RCONA Board members (excluding members of the NA in appeal); • Coordinate hearing to be held within 14 days of receipt of Appeal—date, time and place—with NA President/designee and Appellant/spokesperson. Hearing can be held within the NA’s area or a more private forum if the Grievance is of a confidential nature. • Distributes copies of Record on Appeal to each RCONA Appeal Board member for review prior to the hearing. • Send written confirmation of the hearing to NA President/designee and appellant(s) (email OK). • There is to be no contact between any parties or RCONA members to discuss the matter except that required to set a hearing date.
RCONA’s Appeal Board; NA Board; Appellant	5.	<p>At the hearing:</p> <ol style="list-style-type: none"> 1. Appellant/Spokesperson presents his/her statement of Grievance (not to exceed 5-minutes). Only the spokesperson may speak during this statement and only those points originally presented may be introduced, no new material presented; 2. NA President/designee will present a statement (not to exceed 5-minutes) explaining the Board’s findings and decision; 3. Appeals Board members may ask questions of the appellant(s) and NA Board (no answer to exceed 3-minutes); 4. Appeals Board will close hearing and advise that a decision of the board will issue within 7 days.

RCONA's Appeal Board	6.	Will meet, discuss the merits and render its written decision within 7 days. In addition to notifying NA President/designee and Appellant/spokesperson, send written copy to RCONA Secretary for official record. Decision of the Appeals Board will be the final resolution of the Grievance.
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Adopted by RCONA June 16, 2011.