

CCD Disciplinary Policy

This policy is to provide guidance to the CCD Membership Committee and Board of Directors for reviewing allegations that a member organization has violated the CCD Code of Participation (Code). CCD is a broad-based consortium that strives to be as inclusive as possible, and derives its strength from the diversity of its membership. It is necessary for the proper functioning and preservation of the reputation of CCD, and creation of an inclusive environment, free from all forms of discrimination, that all member organizations, including their individual representative(s) follow the CCD Code.

Reasons for Initiating a Review: The Membership Committee should initiate a review of an organization's membership whenever:

- The Chair or a member of the Membership Committee believes that an organization or one of its individual representatives has taken an action that violates the Code, outlines the alleged violation in writing, and asks for a review; OR
- The Membership Committee receives a completed complaint form from a CCD member organization, an organization's individual representative, or from all current co-chairs for a specific CCD task force alleging that another member organization or one of its individual representatives has violated the Code. The completed complaint must include details about why the organization or their individual representative believes that the other organization, including their individual representative(s), as applicable, has violated the Code based on the criteria outlined below. An individual may share why they are filing the complaint vs. having their organization submit it.

Anonymity and Confidentiality of the Complaint: Individuals submitting a complaint have three options regarding whether and how to provide their name and contact information: (1) provide their name and contact information with the CCD Board, Membership Committee and if a full investigation is warranted, the accused, (2) allow their name and contact information to only be known by the Membership Committee, or (3) remain entirely anonymous.

Alternatively to this Google form, you may submit a paper version of this form by emailing it to feedback@c-c-d.org or calling the current CCD Membership Chair to submit the form over the phone. If the complaint is regarding the Chair of the Membership Committee, contact another member of the Membership Committee in order to submit your complaint to them. If you submit a paper form and want complete anonymity, your name and contact information will be deleted prior to the complaint being shared with the Membership Committee. If you submit your complaint by phone, you will be asked all of the questions below to ensure consistency between modes of submission. You may indicate if you want complete anonymity but recognize that there may be challenges with that if the individual's voice is recognized.

Providing one's name and contact information allows the Membership Committee to reach out to ask any necessary follow-up questions and gather more details, helping ensure that the Membership Committee has a comprehensive picture of the situation and can provide updates about the complaint. If a name and contact information are not provided, the Membership Committee will rely solely on the details in this complaint to determine if an investigation is warranted and will not be able to update the individual about status of the complaint. It may be difficult to conduct a complete investigation without additional follow-up and determine what, if any, action is required. When an individual chooses to remain entirely anonymous, anonymity will be protected, a reference number

will be assigned and no contact will occur.

The discussions and decisions surrounding the complaint will be kept confidential amongst CCD's Membership Committee and Board of Directors. In the event a full investigation is warranted, as discussed below, the Membership Committee must share with the accused organization or individual that a complaint was filed and basic details about it; sharing the full complaint itself is left to the Membership Committee's discretion. The accused organization or individual must be provided with an opportunity to respond.

Initial Steps of the Membership Committee: The Membership Committee shall:

1. Confirm receipt of all complaints within 48 hours; and
2. Review all written materials regarding the alleged violation of the Code.

If after reviewing the complaint and any other written materials, the Membership Committee concludes that the complaint does not include information or evidence that could be a Code violation, it will inform the requestor of that decision within 48 hours and provide an opportunity to update or correct the complaint. The requestor may update or correct the complaint within seven calendar days. If the Membership Committee concludes that the complaint and written materials contain information that would be a violation of the Code, the Membership Committee shall initiate a full review of the organization as outlined below. In the event that a full investigation is warranted, the Membership Committee must notify the accused organization that a complaint was filed and basic details about it; sharing the full complaint itself is left at the Membership Committee's discretion. The organization must be provided with an opportunity to respond. The Membership Committee shall update the requestor on the status of the investigation every 10 business days until its conclusion.

Criteria for investigating a complaint and taking disciplinary action: The Membership Committee shall investigate the alleged violations contained in the complaint using the process outlined below and make a determination as to what, if any, disciplinary action will occur against the member organization based on the following criteria:

- a. Has the membership organization, including through the individual actions of one of their representatives, violated the Code by:
 - i. Ascribing positions to CCD or a CCD task force that do not represent the official CCD or task force position?
 - ii. Participating in task force discussions in bad faith by revealing non-public information concerning individual or agency positions or strategies learned during task force discussions?
 - iii. Failing to temporarily withdraw their participation from specific task force activities regarding a CCD position with which the member organization disagrees and the failure to do so has resulted in damage to the reputation of CCD?
 - iv. Engaging in racist, ableist, sexist, xenophobic behavior; LGBTQ+ based discrimination; or religious intolerance contrary to CCD's values and mission as an individual representative of a member organization or the member organization.

- v. Engaging in personal attacks by an individual representative or the member organization on an individual representative member, organization, chair of a particular task force, or CCD as a whole.
- b. If the answer to any subpart of a. is yes, the Membership Committee shall conduct additional investigation to determine:
 - i. The duration and extent of the violation – is this a single event or is it an ongoing pattern of behavior? Even if the violation is a single event, was it severe enough to raise significant concerns?
 - ii. Is this the first time that a complaint has been raised against the member organization?
 - iii. Was the member organization given the opportunity to correct the violation previously, and if so, what was its response?

Guidelines for Applying the Criteria: The Membership Committee will review the allegations against an organization based on the criteria above. The Membership Committee should do its best to gather sufficient evidence to ensure that it has all the information necessary to make a fully informed decision, including as applicable, talking to the primary representative of the member organization to answer any questions the Committee has regarding the member organization's, including their individual representative(s), as applicable, alleged violations, contacting the appropriate task force co-chair(s), if applicable, to determine the veracity of claims alleged in the complaint, and complete any other information gathering activities it deems necessary. The Membership Committee shall take all evidence it gathers into account to make a recommendation to the Board of Directors regarding what if any disciplinary action should be taken against the member organization. Such recommendation shall be in writing, include an analysis of the alleged violation, all information the investigation revealed that is relevant to the Committee's findings, and what, if any, action the Committee recommends the Board to take. The recommended actions can include:

- **No action:** The Membership Committee can recommend the Board take no action if:
 - No Violation: The investigation revealed that the allegation was unfounded and no violation of the Code occurred; or
 - Inadvertent Violation Unlikely to be Repeated: The investigation reveals that the violation that did occur was a minor violation, the organization, including their individual representative(s), as applicable, has never violated the Code before, and the Committee does not believe that the organization, including their individual representative(s), as applicable, will violate the Code again.
- **Board Warning:** The Membership Committee can recommend the Board issue a written warning to the member organization that repeated violations will lead to further disciplinary action if not remedied if:

- Willful Violation: The Membership Committee can recommend the Board issue a written warning if the investigation determines that the organization, including their individual representative(s), as applicable, knew it was taking an action that violated the Code and proceeded with that action despite that fact; or
- Inadvertent Violation Likely to Be Repeated: The Membership Committee can recommend the Board issue a warning letter if the investigation determines that the member organization, including their individual representative(s), as applicable, might take the same action if a similar circumstance arises in the future.
- **Suspension of Membership**: The Membership Committee can recommend that the membership of the organization that violated the Code be suspended until such time as the Board believes that the violations have been cured if:
 - Repeated Violation after Warning Issued: The Membership Committee can recommend the Board suspend an organization's membership or if it violates the same provision of the code after being warned that it had previously violated the code AND the Membership Committee believes that the organization might still remedy the violation if given time under a suspension to do so; or
 - Multiple Violations of Code Requirements: The Membership Committee can recommend that the organization's membership be suspended if the organization, including their individual representative(s), as applicable, previously violated a specific requirement of the Code and then violates a different requirement of the Code.
 - Flagrant and Egregious Violation of the Code: The Membership Committee can recommend the Board suspend an organization's membership even if no warning has been issued if it finds in its investigation that the organization or their individual representative(s), as applicable, took action(s) it knew violated the Code, knew the action could damage the reputation of CCD or another member organization, or the Membership Committee investigation revealed the violation(s) to be so significant that it believes the membership should be suspended immediately so as to prevent additional violations and damage to CCD.
- **Revocation of CCD Membership**: The Membership Committee can recommend the Board revoke an organization's membership if:
 - Organization Was Suspended and Took No Action to Cure Violations: A suspension was issued to the organization and they took no action to reassure the Board that the organization, including their individual representative(s) would follow the code if membership was reinstated.
 - Continued and Repeated Violations Following a Warning: A member organization received a warning for violating the Code within the last 24 months and continues to violate the Code. Revocation should only occur following a warning without suspension if the violations are repeated and the Membership Committee believes a suspension would be futile.

- Flagrant and Egregious Violation of the Code and Suspension Not Likely to Result in Behavior Change: The Membership Committee can recommend that the Board revoke an organization's membership if it has not previously issued a warning or suspension to the organization if it finds in its investigation that the violation of the Code was intentional, the organization knew the violation(s) would damage the reputation of CCD or another member organization, including their individual representative(s), as applicable, and committed the violation anyway, and was uncooperative or hostile during its investigation or the Committee has reason to believe that a suspension of membership would not result in any behavior change.

Board Action: The Board shall review the recommendation made by the Membership Committee and take a full Board vote (requires a two-thirds majority of the full Board) on the recommendation either at a regularly scheduled Board meeting or at a special meeting as determined by the Chair. The Board should give significant weight to the findings of the Membership Committee and should adopt the decision of the Committee unless it finds that the Committee did not properly apply the above criteria when making the recommendation or new information has been obtained since the Committee made its recommendation that changes which criteria apply. The Board shall provide a written response to every complaint, regardless of action taken, outlining the reasoning and rationale for the Board's decision and the appeals process.

Appeals process: The Board shall provide an organization with the opportunity to appeal a Board decision to issue a warning, suspension, or revocation of CCD membership. Any appeal must be made within 14 calendar days of receiving written notification of the Board's decision. Any request for the Board to reconsider must be made in writing and provide a rationale for why the Board's decision should be changed. The Board must consider any appeal of a disciplinary decision within 30 calendar days of receiving the written request. The Board may, if it elects to do so, invite a representative(s) of the organization to attend the meeting in which it considers the request, but may also make its decision based solely on the written appeal submitted. The Board must provide a decision on the appeal request to the organization in writing.

Recusal: Any member of the CCD Membership Committee or the CCD Board who is a representative of the accusing member organization or a co-chair of the accusing task force or is a member of the accused member organization must recuse themselves from adjudication of the complaint.

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