

POLICY AND PROCEDURE FOR REPRIMANDS

1. The complainant shall send a written complaint stating the alleged violation of the WSHC By-Laws and/or Code of Conduct to the Executive Board. The complainant will include the date, time and witnesses, if any. The complaint shall include facts and/or evidence of what occurred. (Article V; Section 3; Sub section 2 or 3)
2. The Executive Board shall review the complaint.
 - a. If it is the first complaint against the Director, it will be considered and treated as a warning if it is substantiated. The Executive Boards sets a time within thirty (30) days for the accused and complainant to appear before them to give evidence. At any time before the hearing the accused may waive the hearing process and accept the discipline of the Executive Board. At any time prior to the Executive Board going into closed session, the complaint may be withdrawn by the complainant. After hearing both sides and reviewing any witness statements, the Executive Board shall go into closed session to decide if a reprimand is warranted based on the information presented at this meeting. A written record of the Executive Board deliberations will be kept by the Secretary and maintained in a locked file located at the WSHC office. Both the accused and the complainant are informed of the Executive Board's decision within five (5) days in writing by registered mail. Postmark date will establish notification date.
 - b. If it is the second or third complaint against the Director, a more formal attitude will prevail. The Executive Board sets a time within fourteen (14) days for the complainant, the accused Director and witnesses to appear before the Executive Board. Witnesses may submit a written statement. At any time before the hearing the accused may waive the hearing process and accept the discipline of the Executive Board. After hearing both sides, listening to witnesses and reviewing any witness statements, the Executive Board goes into closed session to decide if a reprimand is warranted. A written record of the Executive Board deliberations will be kept by the Secretary and maintained in a locked file located at the WSHC office. Both the accused and the complainant are informed of the Executive Board's decision within five (5) days in writing by registered mail. Postmark date will establish notification date.
3. If a WSHC Director receives 3 reprimands within a twelve (12) month time period, the process for Director Removal is followed as prescribed in the WSHC By-Laws. The case against the Director will be presented by the Vice President for the Executive Board. The complaint will be presented to the WSHC Board of Directors at the next quarterly meeting. (Article IX; Section 1; Subsection 2.
4. It is the duty of the WSHC Secretary and WSHC President to verify the destruction of all records pertaining to each reprimand at the end of 12 months assuming no other reprimands have been received. The Director receiving the reprimand may be present for the destruction of the records.

POLICY AND PROCEDURE FOR DIRECTOR REMOVAL

1. The complainant or the WSHC Vice President, if based on the number of reprimands received in the last 12 months, shall state the complaint against the Director. Time limit ten (10) minutes.
2. The accused presents their defense. Time limit ten (10) minutes.
3. Each WSHC Director present, in alphabetical order, may ask pertinent questions of either party. Each question can only be about the incident(s) involved. No accusations or non-relevant comments will be allowed. More than one question may be asked. Questioner must give respondent time to answer. If there is time for more than one (1) question and answer within the time limit of 3 minutes more than one question may be asked. Time limit three (3) minutes. This includes question and answer. Any accusations and/or non-pertinent comments will cause the Director to forfeit the remainder of their 3 minutes. WSHC President will determine the appropriateness of the comments.
4. Vote will be by paper ballot.
5. A Director that has been voted off of the WSHC Board of Directors may not be employed by the WSHC, the MHF nor any affiliates of the WSHC during the time they are removed.