

## Grievance Committee

### Grievance Committee

1. If members of the grievance committee are not elected at the annual election, then, in accordance with the TNC Bylaws, they shall be appointed by the President, subject to the approval of the Board.

2. Notice of grievances must be presented in writing.

a. The grievance may be mailed to the TNC at Tarzana Neighborhood Council P.O. Box 571016 Tarzana, CA 91357 or may be delivered to the presiding officer at any regular TNC meeting.

b. The grievance must be in a sealed envelope, which will be delivered, unopened, to the chair of the Grievance Committee.

c. The notice must contain the following information:

1. A description of the grievance
2. Why the aggrieved party believes he/she is affected
3. Information on how to contact the aggrieved party.

3. The Grievance Committee has the discretion to determine the validity of the grievance.

a. If the committee determines that there is no grievance or that the subject of the grievance does not affect the party filing the grievance, then

1. The committee shall report its findings to the TNC at the next regular TNC meeting following the committee's determination and
2. If, because of its determination pursuant to "a" above, a hearing is not held, the committee chair shall notify the person filing the grievance of the committee's determination and the fact that a report will be made to the TNC at its next regular meeting.

b. If the committee determines that the grievance appears to be valid on its face and the subject of the grievance affects the person filing the grievance then the committee chair shall

1. Send notice to the aggrieved party of the following:
  - a. The date, time and place of the hearing
  - b. The fact that it will be a public hearing
  - c. The right of the aggrieved to present their side and to

have witnesses present.

d. The fact that the committee may, on its own, seek other evidence or testimony that it believes may be relevant to its inquiry.

e. The fact that others may attend the hearing for the purpose of disputing the facts presented in support of the grievance.

f. The fact that the hearing, if not concluded on the day scheduled, may be continued to another date and time.

2. Post an agenda of the hearing and, any continuance of the hearing, at the posting locations specified in the TNC bylaws.

3. Report on the results of the hearing and its findings to the TNC at the next regular TNC meeting following the making of its findings. The committee may, if it deems it appropriate, make recommendations for TNC action relating to the grievance.

4. All reports regarding the hearing, findings and possible recommendations shall be in writing and presented to the TNC by the committee chair or his/her designee.

5. The TNC Board, upon receiving a report from the Grievance Committee may take the following action:

a. If the grievance was rejected by the committee, the TNC Board may accept the committee's finding or, by a majority vote, return the matter to the committee with instructions to hold a hearing and make findings.

b. If the grievance was accepted, a hearing was held and findings were made, the TNC Board may adopt, modify or reject any findings made by the committee. Such acceptance, modification or rejection will be subject to a majority vote of the TNC Board.

c. TNC shall notify the aggrieved party in writing of its decision within a reasonable period of time.

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