

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>4010</b>	APPROVAL LEVEL <b>GB</b>
	SUBJECT  <b>FMCA Review Council Responsibilities</b>	EFFECTIVE <b>8/12</b>	SUPERSEDES <b>7/09</b>
	SPECIAL DISTRIBUTION <b>FMCA Review Council</b>		

**POLICY**

The FMCA Review Council is the disciplinary, investigative, and independent hearing body of FMCA. It investigates and hears matters of complaints against members, chapters, or area associations and if there is evidence to support charges, it recommends discipline to the Governing Board, which has the power to impose discipline. Other duties of the FMCA Review Council are to determine chapter accreditation status, evaluate area demographics, and assist when roll calls are taken at meetings and in the counting and recording of votes when cast. The FMCA Review Council is elected by the Executive Board.

**PROCEDURE**

Composition

The FMCA Review Council shall consist of five members elected by the Executive Board. Executive Board members may not serve on the council.

The National Directors shall submit names of recommended candidates accompanied by the consent of the nominee and a resume of no more than 250 words showing background in activities similar to those of the FMCA Review Council’s activities.

1. Recommended names shall be submitted to the FMCA Chief Executive Officer (CEO) no later than April 30<sup>th</sup> in odd numbered years.

The CEO shall develop a combined list of all nominees accompanied by the nominees’ resumes. Nominee names submitted without an accompanying resume shall not be considered.

2. The combined list of nominees with accompanying resumes shall be considered and voted upon by the voting members of the Executive Board at the first Executive Board meeting following the Annual Membership Meeting in odd numbered years.

- A. Each voting member of the Executive Board may cast ballots for a maximum of five nominees. The Immediate Past President and the CEO shall count the ballots. The five individuals receiving the highest number of votes shall constitute the FMCA Review Council.

In the event of a tie for 1<sup>st</sup> and/or 5<sup>th</sup> place there shall be a runoff election between those tied with the same number of votes.

- B. The Chairman of the FMCA Review Council shall be the person receiving the highest number of votes before any runoff voting for 5<sup>th</sup> place, if applicable. The person receiving a majority of the votes cast in the runoff voting for chairman shall become the chairman.



- C. In the event a vacancy occurs on the Review Council, the nominee who received the next highest number of votes shall accede to that position.

### Responsibilities

The FMCA Review Council shall:

1. Determine from the membership lists, supplied annually by each chapter, the following:
  - A. Whether the chapter is entitled to continue in full-accredited status by having currently fulfilled the requirements of the FMCA Bylaws, and
  - B. Whether the chapter is eligible to vote.
2. Evaluate the demographics of areas and recommend to the Governing Board, for its approval, a manner in which such areas could be better served. Such responsibility shall be executed in five-year intervals, unless directed otherwise by the Executive Board or the Governing Board; and said recommendations, if approved by the Governing Board, shall become effective January 1 of the following year.
3. Carefully, thoroughly, and with confidentiality investigate written complaints against members, chapters, or area associations of FMCA when such matters are referred to it. The FMCA Review Council reports to the Governing Board through an annual summary report.
  - A. The FMCA Review Council will determine first if the complaint should go further. The decision of the FMCA Review Council is non-appealable.
  - B. The FMCA Review Council shall direct that all information be kept confidential and under seal for one year following adjudication of the complaint and be destroyed unless otherwise required to be preserved by law or Court order.
  - C. When a complaint is forwarded to the Governing Board for resolution, all information considered by the FMCA Review Council will be furnished to the Governing Board. The FMCA Review Council will also provide the Governing Board its recommendation regarding sanctions against the member, chapter, or area association, if the Governing Board determines sanctions are warranted. The FMCA Review Council shall report its recommendations to the Governing Board through the FMCA Review Council Complaint Report.
4. Assist in monitoring registration and/or attendance at meetings of FMCA, convened for decision making, when separation of voting and non-voting groups of members is needed.
5. Assist the Secretary at meetings when roll calls are taken and in counting and recording of votes when ballots are cast.

The council may delegate certain of its detail duties to a Credentials Committee, the membership of which shall be appointed by the FMCA Review Council.