



RAIC | IRAC

Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

Appeals Committee Terms of Reference

Status

Although the Appeals Committee is a standing committee of the Board of Directors, it is convened only when required.

Membership

The Appeals Committee shall have two (2) co-Chairs, one of whom shall be a RAIC Past President or past Board member and the other co-Chair shall be a member at large nominated by the Committee. There shall be an additional three (3) members at large for a total of five (5) members.

Committee members will be individual or life members in good standing of RAIC who do not currently sit on an RAIC committee.

Terms

The committee members shall serve three-year terms. The terms shall be staggered when possible.

Purpose

The Appeals Committee acts on behalf of the Board of Directors to review the process of the Complaint Review Committee when a complainant does not agree with the decision of the Complaint Review Committee according to *B-10 Appeals Procedure*, in order to make recommendations to the Board of Directors.

Work of the Appeal Committee

- Call hearings and other meetings of the Appeals Committee and prepares and disseminates meeting notices and other materials to Appeals Committee members and other appropriate parties
- Conduct meetings to determine the facts, identify and assess alternatives and develop conclusions
- Prepare reports of the final decision of the Appeals Committee to be presented to the Board.

Reporting

The Appeals Committee reports bi-annually to the Board of Directors with respect to its activities.

Approved by the RAIC Board of Directors: February 21, 2020