

Concerns for Board Fitness Process

1. A “Concerns for Board Fitness” form (“Concern”) is received by the Nominating Committee.
 - a. If the form is not completely or correctly filled out, the Nominating Committee will request that the author provide the information that is missing.
2. An interview with the author of the “Concerns” form is scheduled to:
 - a. Clarify concerns.
 - b. Gather more information.
3. The Nominating Committee holds a group conscience to determine if the “Concern” has merit.

If the “concern” does not have merit:

- a. Inform the author of our findings.

If the Concern has merit:

4. The Nominating Committee informs the Trustee that a “Concern” has been received.
5. The Nominating Committee meets with the Trustee to discuss the ‘Concern’ and gather further information.
6. The Nominating Committee meets with the listed witnesses to question them about the incident/incidents and gather more information.
7. The Nominating Committee may also meet with other witnesses who may have information and are not listed in the “Concern.”
8. The Nominating Committee holds group conscience to determine if the “Concern” has merit and decide what actions should be taken.

If the “Concerns” do not have merit:

- a. Inform the author of our findings.

If the Nominating Committee determines that the “Concern” has merit:

- a. For minor “Concerns”, meet with the Trustee to discuss the “Concern” and to suggest reparations and healing actions. Meet with the Author and inform them of findings and suggestions.
- b. For serious “Concerns” and not following the Board Norms, or the 12 Traditions & ACA Concepts, the Board is notified. As per the OPPM *Addendum 6: In addition to resolving specific disputes, the Board may, in the case of repeated or severe violations of Traditions, Norms, OPPM, etc., take disciplinary actions toward individual Trustees. This may include letters of caution, request to take a leave, suspension, or removal from the Board, in alignment with OPPM procedure. Inform the Author of findings.*

NOTE: Malicious complaints or behaviors following the investigation of the Concerns will be reported to the ACA WSO Board of Trustees.