

### **Public Complaints about Board Members**

The district will develop and implement effective means of resolving complaints about Board members voiced by other Board members, employees, students and the public in order to maintain recognized channels of communication.

A complaint, as used in this policy means a concern, problem or difficulty related to the Board member's fulfillment of his/her duties as prescribed by law and the policies of the district. Such complaints shall be filed in writing, signed by the complainant using the appropriate complaint form and submitted to the Board chair, vice chair or superintendent. The individual Board member involved will be given a copy of the written complaint and will be given an opportunity for explanation, comment and presentation of the facts.

An individual properly presenting a complaint shall be assured the opportunity for an orderly review of the complaint without reprisal. The district supports the resolution of a complaint by direct discussions of an informal nature among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed.

If unresolved, the written complaint shall be submitted within five working days. The complaint will be heard by the Board on the date of its next regularly scheduled Board meeting. Such meeting will be held in executive session unless the affected Board member requests an open session. In order to permit the affected person to request an open hearing, the Board must give sufficient advance notice to the person of his/her right to decide whether to require that the complaint be heard in open session. "Open hearing" in this context means "open session." Either party, the complainant or the Board, may obtain legal counsel of their choosing and cost. The affected person need not be present and has no right to postpone the hearing in order to attend or to permit an attorney to attend.

The Board will conduct such meetings in as fair and just a manner as possible. The Board reserves the right to request a mutually agreed to mediator to help reach a mutually satisfactory solution. A final determination shall be made within 20 working days from the Board hearing. Decisions and recommendations shall be reduced to writing and communicated promptly to all parties of interest by the Board chair.

END OF POLICY

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Legal Reference(s):

ORS 192.660  
ORS 332.107

OAR 581-022-1940

COMPLAINT FORM

TO: Chair/Vice Chair/Superintendent (circle one)

Person Making Complaint \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Correction \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Use: Disposition of Complaint: _____ Date _____
_____
_____
Signature

cc: District Office

COMPLAINANT RESPONSE FORM

I, \_\_\_\_\_, have received a written district complaint form  
(Name of Person Filed Against)

from \_\_\_\_\_, on \_\_\_\_\_.  
(Name of Person Filing Complaint) (Date)

If this complaint requires a Board meeting, I request that the meeting be held in: (choose one)

Open Session \_\_\_\_\_

Executive Session \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Subject to Complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Chair, Vice Chair or Superintendent

\_\_\_\_\_  
Date

COPIES SENT TO: \_\_\_\_\_

\_\_\_\_\_