



GRIEVANCE PROCEDURE

I. INTRODUCTION

The Alaska Democratic Party is committed to promoting the values, policies, and positions set forth in the Party Platform, adhering to the procedures and guidelines set forth in the Party Plan of Organization, and complying with all applicable federal, state, and local laws and regulations, and adhering to generally accepted ethical, financial, and fiduciary standards. Outlined on the following pages are the procedures to be used by the Grievance Committee in response to a grievance arising out of alleged acts or omissions contravening the Party Platform, Party Plan of Organization, federal, state, or local laws or regulations, or generally accepted ethical, financial, or fiduciary standards.

The Grievance Procedure is intended to ensure that allegations are investigated thoroughly and impartially and that grievances may be brought forward without fear of retaliation. The objective of the Grievance Committee is to investigate and resolve, where possible, all disputes and controversies with professionalism, civility, fairness, and efficiency, and to minimize burdens on the participants. The Grievance Procedure is intended to be used only by and for registered members of the Alaska Democratic Party.

The Grievance Committee consists of one member from each Region who is elected at the biennial State Convention. The Grievance Committee only meets when called upon to do so through the initiation of an informal or formal procedure in the manner described below.

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Amended: July 31, 2018 by the State Central Committee

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II. INFORMAL PROCEDURE

A. INITIATION

To encourage prompt resolution of potential grievances, any complainant, respondent, or other involved party has the option to initiate an informal procedure by submitting an informal complaint to any one or more members of the Grievance Committee at the email(s) listed in the Addendum hereto.

In the absence of an informal complaint, the Grievance Committee may independently initiate an informal procedure on the basis of significant evidence.

B. INFORMAL PROCEDURE

The Grievance Committee will attempt to resolve the matter informally through meetings and discussions with the parties closest to and best able to discuss the situation and through other means deemed appropriate by the Committee.

Informal efforts will not extend beyond thirty calendar days unless all parties agree in writing to an extension of time.

If the complainant(s) initiated the informal procedure, then the complainant(s) will not be free to make a formal complaint until after the thirty-day period has elapsed.

C. NO PREJUDICE

Statements and efforts made to resolve a potential grievance using an informal procedure will have no precedential value nor prejudicial effect on any subsequent formal procedure.

III. FORMAL PROCEDURE

A. INITIATION

An individual or group of individuals may initiate a formal procedure by submitting a formal complaint setting forth the following information:

- 1) Name and contact information for each complainant;
- 2) Description of factual circumstances;

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- 3) Identification of laws, policies, procedures, or standards alleged to have been violated; and
- 4) Other pertinent allegations.

The complaint must be in writing, signed by all complainants, and accompanied by all relevant supporting documentation.

The signed complaint and supporting documentation must be submitted to the Grievance Committee at the email or postal address listed in the Addendum hereto.

B. FORMAL PROCEDURE

1. Charge

After receiving a formal complaint, the Grievance Committee or its delegee shall prepare a charging document (“Charge”) summarizing the allegations of the complaint.

Any Grievance Committee member who is involved in the matter at hand or has a close relationship with one or more of the parties involved shall recuse himself or herself from the proceedings.

2. Interview

Within 20 calendar days after the complaint is received by the Grievance Committee, the complainant(s) shall be called in for an in-person or telephonic interview before the Committee. At the interview, the complainant(s) shall be informed of the steps to be taken to resolve the complaint. The complainant(s) shall also review the Charge, sign an acknowledgment on the document as to its accuracy, and submit the signed Charge to the Committee.

3. Service

Within 10 calendar days after the Grievance Committee has received the signed Charge, it shall be served on the respondent(s), and a copy shall be sent to the State Executive Committee at the email or postal address listed in the Addendum hereto.

4. Rebuttal

Within 30 calendar days after the Charge is served, the respondent(s) shall, jointly or separately, submit one or more rebuttal statements setting forth the following information:

- 1) Name and contact information for each respondent;
- 2) Description of factual circumstances;
- 3) Identification of any relevant laws, policies, procedures, or standards not already identified by the complainant(s); and
- 4) Explanation and argument rebutting the allegations in the complaint.

The rebuttal statement(s) must be in writing, signed by the respondent(s), and accompanied by all relevant supporting documentation.

The signed rebuttal statements and supporting documentation must be submitted to the Grievance Committee at the email or postal address listed in the Addendum hereto.

5. Investigation

The Grievance Committee shall investigate the factual allegations, applicable laws, policies, procedures, standards, and other pertinent information through means it deems appropriate, which may include but are not limited to: interview of witnesses, factual and legal research, consultation with experts, and review and comparative analysis of documents.

The scope of the investigation may include any and all issues set forth in the complaint(s) and rebuttal statement(s), as well as issues identified during the investigative process.

The Grievance Committee shall not be required to maintain confidentiality during the investigative process, but its members shall use their discretion and judgment to maintain appropriate limits on communications.

The Grievance Committee may take up to 60 calendar days after receiving the respondent(s)' rebuttal statement(s) to conduct the investigation and prepare the report described below.

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6. Report

At the conclusion of each investigation, the Grievance Committee or its delegee shall prepare a written report (“Report”). The Report shall include findings of fact, reasoning and analysis, and conclusions of law, policy, or procedure. The Report shall also make a recommendation to the State Executive Committee as to the appropriate resolution of the grievance. If a consensus cannot be achieved, the recommendation shall reflect the will of the majority of the Grievance Committee. If the Committee is evenly divided, the Chair shall cast the deciding vote.

Each member of the Grievance Committee shall sign the Report and indicate his or her concurrence or dissent with its recommendation. Grievance Committee members may also supplement the Report with one or more concurring or dissenting statements.

Within 10 calendar days after the end of the investigation, the Report shall be submitted to the State Executive Committee at the email or postal address listed in the Addendum hereto. Copies of the Report shall concurrently be served on each of the complainant(s) and respondent(s).

C. DECISION

Within 10 business days after receiving the Report, the State Executive Committee shall notify the complainant(s), respondent(s), and Grievance Committee whether it has reached a decision or whether it seeks an opportunity to consult with the Grievance Committee. Any such consultation shall be completed within no more than 30 calendar days after the notification.

At the time of the State Executive Committee’s notification, or on or before the last day of the thirty-day consultation period thereafter, the State Executive Committee shall present its decision in a written document (“Decision”) detailing: (1) its acceptance, rejection, or modification of the Grievance Committee’s recommendation, in whole or in part; and (2) its chosen course of action for resolving the grievance.

The State Executive Committee’s decision is final, subject to a right of further appeal to the State Central Committee and/or Democratic National Committee in accordance with its procedures.

The foregoing Grievance Procedure has been duly adopted by the Grievance Committee.

Acknowledged by:



Teresa B. Clemmer
Chair, Grievance Committee

September 11, 2017

Date

Adopted by the State Central Committee meeting in Sterling, Alaska, September 16, 2017.

ADDENDUM

Documents should be submitted to the Grievance Committee or State Executive Committee, as appropriate, at the email or postal addresses below, and this Addendum may be updated from time to time as needed.

Informal Complaint Submission to the 2018-2020 Grievance Committee:

Region	Representative
Rural Alaska	
Interior Alaska	Dan LaSota, Chair
Mat-Su Valley	Lanette Blodgett
Anchorage	Genevieve Mina
Southeast Alaska	Bruce Botelho
North Gulf Alaska	Mitch Michaud

Formal Complaint Submission to the Grievance Committee:

Grievance Committee
Alaska Democratic Party
Dan Lasota, Chair
2602 Fairbanks Street
Anchorage, AK 99503-2428
jay@akdems.org

Grievance Committee Report to the State Executive Committee:

State Executive Committee
Alaska Democratic Party
c/o Jay Parmley, Executive Director
2602 Fairbanks Street
Anchorage, AK 99503-2428
jay@akdems.org

ADDENDUM TO GRIEVANCE PROCEDURE

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