

# ICMA Ethics Review Process

## Phase 1 Complaint Submission

Complaint reviewed by staff based on the Rules of Procedure criteria:

1. Did the complainant provide sufficient documentation to support the allegation(s)?
2. If the allegation(s) were proven true, would it violate the Code of Ethics?

Note: Not all complaints go through all three phases.

## Phase 2 Committee on Professional Conduct (CPC)\* Review

Contact member and give 30 days to provide perspective on the allegation. **OR** CPC recommends no formal review of the matter. The member and complainant are notified.

CPC reviews matter and determines if there are sufficient facts to reach a decision.

**YES** **NO** → CPC requests state association president to appoint a fact-finding committee to gather facts.

Did conduct violate ICMA Code of Ethics?

**YES** **NO** → The member and complainant are notified and the Case is Closed.

CPC determines type of sanction.

**Private Censure** Member has 15 days to appeal CPC decision to Executive Board. **OR** **Public Censure\*\*** Member has 15 days to request CPC reconsideration and/or virtual hearing with CPC. **NO REQUEST**

**YES APPEAL** **NO APPEAL** **YES REQUEST**

Case goes to Phase 3: ICMA Executive Board for review. The member, complainant, and state association president are notified. CPC can reaffirm preliminary recommendation of public censure or change the decision. If CPC upholds public censure recommendation, then case goes to Phase 3: ICMA Executive Board for review. Member has 15 days to appeal CPC decision to Executive Board. If CPC changes decision, it can:

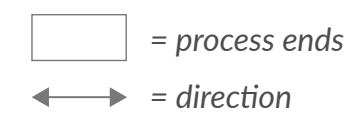
- Reduce the sanction
- Close the case, finding the conduct did not violate the Code.

## Phase 3 ICMA Executive Board Review

If requested, member can participate in appeal hearing before full board. Board can:

- Uphold CPC recommendation
- Reduce the sanction
- Close the case, finding the conduct did not violate the Code.

**Decision is final.** Notify member, complainant, state association president, fact-finding committee (if applicable). If outcome is public censure, notify governing body, newsletter notice and press release.



\*CPC: A standing committee of up to six members of the ICMA Executive Board.

\*\*Additional sanctions to public censure include credential revocation, membership suspension, membership bar, and membership expulsion.