**GRIEVANCE PROCEDURE AMENDMENT TO DISTRICT 4 BY-LAWS**

**August 1, 2024**

Section XII - Grievance Procedure

District 4 Coalition shall enter into a Memorandum of Agreement that shall include procedures for addressing grievances with a District Coalition and appeals from Neighborhood Associations or individuals. District 4 Coalition will follow the appeal and grievance procedures for district coalitions set forth in the Office of Neighborhood Involvement (ONI) Standards, and as those standards are updated and amended in the future with the Office of Community & Civic Life. Grievances are limited to procedural violations of a Neighborhood Association’s or District Coalition’s bylaws or Office of Neighborhood Involvement Standards that directly affect the outcome of a group’s decision and cause harm to grievant.

District 4 Coalition may create a designated committee to hear grievances and appeals, or grievances and appeals may be reviewed and heard by the District 4 Coalition Executive Director or a designated Board officer. Informal resolution through one-on-one dialogue or mediation may be sought when warranted as resources allow.

A. Grievances Against the District 4 Coalition

A grievance against District 4 Coalition must contain an alleged violation of these Bylaws or the ONI Standards.

A grievance must be submitted to the District 4 Coalition within 45 business days of the alleged incident. The grievance must be reviewed and responded to by the District 4 Coalition within 60 calendar days from the date the grievance was received.

District 4 Coalition consideration of direct grievances (as opposed to appeals) shall be open to the public. The findings of a grievance shall be a matter of public record. Deliberations of the decision-makers, however, may be held in executive session.

The District 4 Coalition’s response shall be in writing and include supporting findings of the decision. District 4 Coalition shall maintain any supporting documents in case of appeal.

Only upon unsatisfactory resolution of an appeal with the District 4 Coalition may the grievant appeal to the Office of Neighborhood Involvement. The grievant has fourteen calendar days to appeal District 4 Coalition findings to ONI/Office of Community & Civic Life.

B. Appeals of Grievances filed with Neighborhood Associations

Appeals of a grievance from a Neighborhood Association brought to the District 4 Coalition must contain an alleged violation of the appropriate Neighborhood Association’s Bylaws or ONI Standards that caused harm to the grievant.

Appeals must be submitted to the District 4 Coalition by the grievant within fourteen (14) business days of adjudication of the grievance by the Neighborhood Association. The appeal must be reviewed and responded to by the District 4 Coalition within 60 calendar days from the date the appeal was received. The District 4 Coalition’s consideration of the grievance is not required to be open to the public.

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