

Mandate of the Committee

The Appeals Committee is an operational standing committee of CPHR Alberta responsible for responding to written appeals arising from decisions rendered by the Discipline Committee. The Committee shall review decisions by the CEO pursuant to CPHR Alberta Bylaw 11.6 and make a final decision on the matter.

Reporting Relationship

The Appeals Committee shall report to the Registrar, or a delegated staff member, and provide a decision on each and every appeal directed for decision.

Committee Responsibilities

- The Appeals Committee will serve as the final decision-making body regarding findings of unprofessional conduct pursuant to section 11.7 of the bylaws.
- The Appeals Committee will serve as the final decision-making body regarding the resolution of administrative disputes and the appeal of CEO decisions pursuant to section 11.6 of the bylaws.
- Except as directed by the Registrar, no new evidence is presented. Rather, all parties set out their positions and submissions on the grounds of the appeal.
- The Appeals Committee may confirm a decision, overturn a decision, or substitute its own decision on any matter before it.
- The Appeals Committee will be supported by CPHR Alberta staff, specifically the Registrar or designate, who shall serve as the secretary of the Committee for minute taking.
- The Chair shall be appointed by members of the Committee.
- The Appeals Committee will determine the frequency of its own meetings with a fixed date and time, but the Chair, in consultation with the Registrar or designate, may call an additional meeting with no less than (10) business days' notice.
- Meeting packages shall be prepared by the Registrar, in consultation with the Chair, and shall be distributed to the Committee ahead of every meeting.
- All decisions shall be rendered in writing with copies sent to all parties concerned and the Registrar.

Membership

1. The Appeals Committee is a body of members selected by the Registrar based on the following criteria:
 - a. Hold a Chartered Professional in Human Resources (CPHR) designation;
 - b. Demonstrated dedication to the profession and the Association;
 - c. Shall not be a member of the Discipline Committee, or any other committee;
 - d. Shall not have served in the immediate year prior to being appointed on either the Discipline Committee or the Registration Committee; and,
 - e. Shall not be a member of CPHR Alberta's Board of Directors.
2. There will be at least three (3) and no more than five (5) members of this Committee.
3. All appointments are made by the Registrar pursuant to executive limitations set out by the CPHR Alberta Board of Directors.
4. A majority of the members of the Committee shall constitute a quorum.
5. Decision of the committee shall be made by consensus. In the absence of consensus, matters shall be decided by a majority of the votes cast.

Budgetary Authority

Expenses incurred by committee will be covered by CPHR Alberta, and shall be in compliance with the CPHR Alberta Expense Policy.