



International Society of Arboriculture

Appeals Committee

Purpose Statement: The purpose of the Appeals Committee is to process any appeals received from applicants and certificants in regards to exam appeals, exam eligibility, and decertification appeals.

Structure

The Appeals Committee (the committee) is a body reporting to the International Society of Arboriculture ISA Executive Director.

The Committee shall consist of a maximum of five (5) members. The committee's purpose is to attend all appeals hearings and collaborate on appeal outcome decisions for each case. Each case outcome prescribed by the attending members will require a vote for final communication of the appeals decision.



Each hearing requires at least three members including participation with a quorum minimum of 50%. Any final decision regarding appeal decisions requires a majority vote of committee members in attendance.

The Compliance and Ethics Manager is the staff liaison to the Committee as a non-voting member of the committee. Other ISA staff may support the committee.

Criteria

- ☐ Candidates must hold a BCMA or Certified Arborist credential and be in good standing.
- ☐ Candidates must have five (5) years' experience in the arboricultural industry.
- ☐ Candidates for the committee may not currently be a member of the ISA Board of Directors, Credentialing Council, or Ethics Review Committee.



Selection

- ☐ ISA maintains a list of interested parties. When a position opens, the committee nominates a minimum number of two (2) applicants for any open seat from this list.
- ☐ Nominations will be presented to the ISA Executive Director for final selection.
- ☐ Final selection of committee members will be made by the ISA Executive Director.

Terms of Office

- ☐ Appointments for committee members shall be for a term of three (3) years.
- ☐ Consecutive terms shall be limited to two (2) full terms.
- ☐ Committee members that leave due to term limits cannot be appointed to another seat on the committee without at least one (1) year off the committee.
- ☐ Reappointment for a second term shall be approved by the ISA Executive Director.

Duties and Responsibilities

Committee

- ☐ Read all appeals case documents prior to the appeals hearing.
- ☐ Attend appeals hearings and recommend final appeal outcome decision.



Committee Members

- ☐ Members will be required to complete the ISA Confidentiality Form and Conflict of Interest Statement prior to beginning their term on the committee.
- ☐ Members must declare whether they have a conflict of interest regarding each case that comes before the committee. Members of the Committee shall participate in appeals hearings and other committee communications in a timely manner.
- ☐ Read, review and, if necessary, ask for information on any case information provided prior the appeals hearings.
- ☐ Protect absolutely the confidentiality of the information received.
- ☐ Abstain from participation in hearings where personal advantage is involved. The member should ensure his/her abstention is communicated with the ISA Compliance and Ethics Manager.

Meetings

The Committee meetings will occur quarterly when an appeal case is ready for hearing. The Compliance and Ethics Manager will set dates in conjunction with committee availability via doodle poll.

ISA Staff Administrative Responsibilities

- ☐ Maintains services to the committee and all appeals case hearing participants.
- ☐ Communicates with the Complainant according to policy on behalf of the committee.
- ☐ Present all case information to the committee prior to hearings.

