



International Society of Arboriculture

Ethics Review Committee

Purpose Statement: The purpose of the Ethics Review Committee is to adjudicate any ethics cases filed that reach hearing status.

Structure

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

The Committee shall consist of a maximum of seven (7) members. The committee's purpose is to attend all ethics hearings and collaborate on Decision Orders and disciplinary actions for each case. Each case outcome prescribed by the attending members will require a vote for final Decision Order action items.



Each hearing requires at least three (3) members including participation with a quorum minimum of 50%. Any final decision regarding Ethics Case Decision Orders 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, as needed.

Criteria

- ☐ Candidates must hold a BCMA or Certified Arborist credential and be in good standing.
- ☐ Candidates must have ten (10) 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 Certification Appeals 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 five (5) 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 ethics case documents prior to the ethics hearing.
- ☐ Attend ethics hearings and recommend Decision Order outcomes.

Committee Members

- ☐ Members will be required to complete the ISA Confidentiality Form and Conflict of Interest Statement prior to receiving beginning their term on the committee.
- ☐ Members of the Committee shall participate in ethics hearings and other committee communications in a timely manner.
- ☐ Read, review and, if necessary, ask for information on any case information provided prior to the ethics 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.
- ☐ Reads and approves all Decision Orders prior to being mailed to all parties.



Meetings

The Committee meetings will occur when an ethics case is ready for hearing. The Compliance and Ethics Manager will communicate future dates at least one month in advance of the hearing(s).



ISA Staff Administrative Responsibilities

- ☐ Maintains services to the committee and all ethics case hearing participants.
- ☐ Communicates with the Complainant and Respondent according to policy on behalf of the committee.
- ☐ Present all case information to the committee prior to hearings.
- ☐ Present Decision Order communications to the committee for review and approval.