

Board or State Association

Address

City

State

Zip

Official Notice of Procedural Review (Arbitration)

In the case of Complainant vs. Respondent

Above parties are hereby notified:

(1) has requested a procedural review of the arbitration hearing procedures used in the above-cited case before the Board of Directors of the Board or State Association. A copy of the Request for Review, together with its supporting documentation, is attached.

(2) The Board of Directors will meet on 20 A.M./P.M. Day Month Year Time

at Place of Hearing to hear the request that the award of the arbitrators be overturned.

(3) The members of the Board of Directors who will hear the request are:

Blank lines for listing members of the Board of Directors.

(If more space is needed, attach list of other Directors who will hear the request.)

(4) Either party may be represented by legal counsel, and each party is required to give the Board and the other party written notice of an intention to have counsel present days before the hearing. Failure to provide this notice will not invalidate a party's right to legal representation, but may result in a continuance of the hearing if the Appeal Tribunal determines that the rights of any other party require representation by legal counsel.

(5) Either party may file with the Secretary not less than days prior to the date of the procedural review hearing written request for disqualification from the hearing of any member of the Board of Directors for the following reasons:

- (a) is related by blood or marriage to either complainant or respondent
(b) is an employer, partner, or employee or is in any way associated in business with either complainant or respondent
(c) is a party to the hearing
(d) knows of any reason that may prevent the member from rendering an impartial judgment
(e) has served as a member of the Grievance Committee initially reviewing the request for arbitration or as a member of the arbitration Hearing Panel which rendered the award

(6) The parties shall not discuss the case with any member of the arbitration Hearing Panel or Board of Directors prior to or after the procedural review hearing and prior to announcement of the decision of the Directors.

Respectfully submitted,

Type/Print Name Signature Secretary

Board or State Association

Date: 20