

ICMA Ethics Review Process

Phase 1 Complaint Submission

The following individuals are eligible to submit a complaint:

- A. Current ICMA Member(s);
- B. Current state/country association member(s); or
- C. An individual who is not a member and possesses first-hand knowledge of the alleged conduct, e.g. the member's employee(s) or a representative(s) of the member's governing body.

Staff reviews the complaint based on the Rules of Procedure criteria:

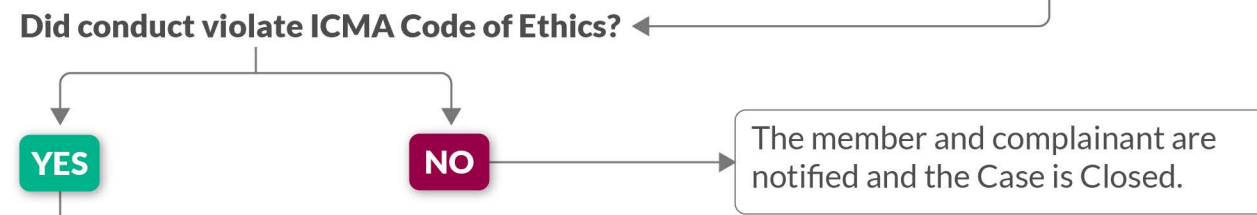
1. Did the complainant provide sufficient documentation to support the allegation(s)?
2. If the allegation(s) were proven true, would it violate the Code of Ethics?

Note: Not all complaints go through all three phases.

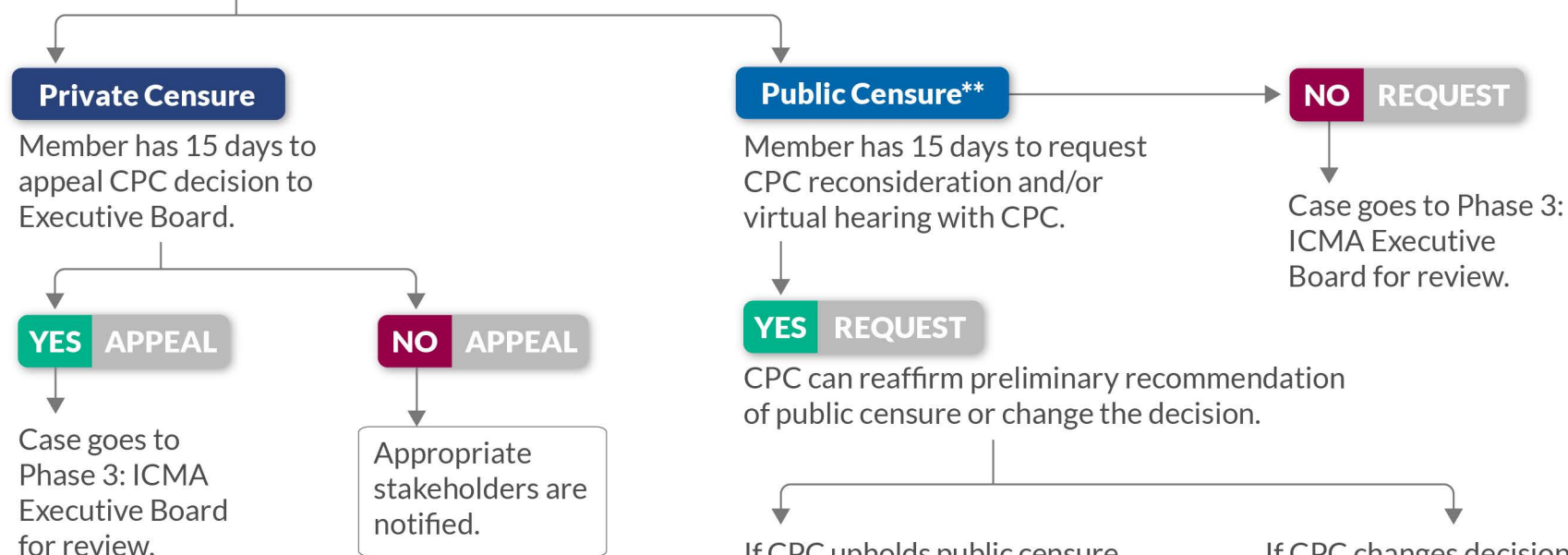
Phase 2 Committee on Professional Conduct (CPC)* Review

Contact member and give 30 days to provide perspective on the allegation. **OR** CPC recommends no formal review of the matter. The member and complainant are notified.

CPC reviews matter and determines if there are sufficient facts to reach a decision.



CPC determines type of sanction.



If CPC upholds public censure recommendation, then case goes to Phase 3: ICMA Executive Board for review. Member has 15 days to appeal CPC decision to Executive Board.

If CPC changes decision, it can:

- Reduce the sanction
- Close the case, finding the conduct did not violate the Code.

□ = process ends
↔ = direction

Phase 3 ICMA Executive Board Review

If requested, the member can participate in an appeal hearing before the full Board.

The Board can:

- Uphold CPC recommendation
- Reduce the sanction
- Close the case, finding the conduct did not violate the Code.

Decision is final.
Notify the member, complainant, state association president, fact-finding committee (if applicable). If outcome is public censure, also notify governing body, email notice to membership, and press release.

*CPC: A standing committee of up to six members of the ICMA Executive Board.

**Additional sanctions to public censure include credential revocation, membership suspension, membership bar, and membership expulsion.