

### ***Discipline Summary Website Posting Process***

**NOTE: This process has been developed and approved by the Professional Conduct Committee and the Discipline Committee. It has been shared with Council and has been approved as proper procedure for Website and Momentum Posting/Publishing of Discipline Committee and RMC Findings**

**1. Resolution by Mutual Consent (RMC):**

- Professional Conduct Committee (with legal counsel input) drafts a Discipline Summary
- This summary is reviewed and approved by the Members of the PCC
- The summary is then forwarded to the Discipline Committee for their information
- The approved summary is then forwarded to the Executive Director who:
  - Distributes the RMC Summary to Council Members for their information
  - Posts the RMC Summary to the Discipline area of the website
  - Publishes the summary in the next scheduled edition of the Momentum

**2. Discipline Hearing Guilty Finding:**

- Discipline Committee (with legal counsel input) drafts a Discipline Summary
- This summary is reviewed and approved by the Members of the Discipline Committee who were involved with the case.
- The summary is then forwarded to the EDR
- The summary is forwarded to the Executive Director who forwards to the PCC Chair for the PCC's information
- The Executive Director also (after the 30 day appeal to council window has passed) completes the following:
  - distributes the Discipline Summary to Council Members for their information
  - Posts the information to the Discipline area of the website
  - Publishes the information in the next scheduled edition of the Momentum

\*Note: In rare and very specific cases it may be a recommendation of the DC and PCC that an RMC or Discipline Hearing Summary not be posted publicly. In these cases the summaries would be forwarded to Council Members for their information but the 2nd and 3rd steps of posting to the website and publishing in the Momentum would not occur