### CACM Disciplinary & Appeal Procedures: Key Definitions

**Complainant(s):** The party or parties who filed an original complaint (1.1.7). A complainant(s) must be a manager member(s) of CACM or a board acting by majority vote.

**Respondent(s):** The member(s) against whom an original complaint is filed, and who is alleged to have violated the Code of Professional Ethics and/or Standards of Practice, Bylaws and/or Rules and Regulations of CACM (1.1.24).

**Party/Parties:** The complainant(s) and/or the respondent(s) in an ethics proceeding. On appeal, “party” or “parties” shall be defined as the appellant and/or the PSC (1.1.19). The committee respondent(s) must be a member(s) of CACM (1.2.7).

**Unethical Conduct:** Conduct that violates the Code of Ethics of CACM (1.1.26).

**Original Complaint:** The initial complaint received by the CACM president, complete and with all exhibits (1.1.18).

**Investigation:** An inquiry by the PSC into the facts proving or disproving the allegations of unethical conduct in an original complaint (1.1.13).

**Notify:** The forwarding of correspondence, via registered or certified mail or traceable overnight delivery, to party or parties (1.1.17).

**Majority Vote:** More than one-half of the votes cast (1.1.14).

**Finality of Decision:** The time at which disciplinary action becomes effective as a result of (a) a finding by the committee, (b) expiration of the period of time during which an appeal may be filed or (c) a matter is dismissed with no disciplinary action imposed (1.16).

**Days:** Calendar days (1.1.5).