**Overview**: The following Professional Divisions Committee (PDC) procedure is intended to provide a forum where valid grievances and disputes between two or more Professional Divisions (PDs)/Technical Groups (TGs) can be fairly and amicably resolved.

**Step 1**: Chairperson of the PD/TG summarizes the complaint and forwards to the PDC Chairperson.

**Description of Complaint**:

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**Chairperson of Affected PD/TG**  **Date**

Note: A complaint may be raised by a PD/TG member, or officer, but it must be presented by the PD/TG Chairperson, or designated representative, to initiate this procedure.

**Step 2**: PDC Chair evaluates complaint and determines whether it has merit and requires resolution.

**Resolution required: Yes No**

If no resolution is required, PDC informs affected PDs/TGs to resolve amongst its Executive Committees. If a resolution is required, move on to Step 3.

**Step 3**: PDC Chair appoints an ad hoc subcommittee from its at-large PDC members and chaired by a PDC Vice-Chairperson to investigate the issues raised and interview the Chairpersons of the affected PDs and TGs.

**Step 4**: After gathering all facts, ad hoc subcommittee committee meets to review dispute and obtains governance advice from Bylaws & Rules Committee (BRC), National Program Committee (NPC), and/or any other governance unit(s) affected by the complaint.

**Step 5**: Ad hoc subcommittee establishes all relevant facts and facilitates a face-to-face meeting or teleconference among officers of the affected PDs/TGs to provide a means to determine a fair and just solution to the issue.

**Step 6**: After proposed solution is developed in discussions with the affected PD/TG officers, the ad hoc subcommittee recommends a course of action to the PDC Chairperson who provides a written recommendation of the remedy to the affected PD/TG chairpersons and chairpersons of affected governance elements.

**Recommendation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 7**: Full PDC discusses and votes, either at an ANS meeting or by e-mail on the written recommendation and the results are documented in the PDC meeting minutes or Notes of Teleconference.

**Step 8**: PD/TG Executive Committees vote to approve the recommendation. The motion and the outcome of the vote are recorded in the minutes of the next meetings of the affected PD/TG Executive Committees, with notification to the PDC Chair. If all affected PD/TG Executive Committees concur, the issue will be considered closed.

**Step 9**: If one or more of the PD/TG Executive Committees rejects the solution, the PDC will elevate to the Society’s Executive Committee with a recommended course of action. The Executive Committee’s decision will be considered binding and the issue closed. Moreover, the Executive Committee retains the option to refer the matter to the Board of Directors for its consideration.