

PDFA Procedure on the Removal of an Executive Officer

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Preamble

This procedure sets out the steps to be followed in the event an Executive Officer is being considered for removal from the PDFA Executive Council for any of the listed reasons for removal

1. An Executive Officer is automatically and immediately removed from the Executive upon termination of their postdoctoral work at the University.
2. After direct communication with an Executive Officer has failed to resolve issues, a motion to remove the Executive Officer may be put forward by any Member or Officer of the Association if the Officer in question has:
 - a. Failed to perform his/her duties as described in these Bylaws for a period of at least two (2) weeks without providing a warning or explanation to the Executive;
 - b. Failed to abide by these Bylaws, or other rules, policies, and guidelines of the Association established in accordance with these Bylaws;
 - c. Been found guilty of activities deemed unbecoming of an Officer of the Association (e.g., illegal acts, abuse of power, or violations of the University Code of Conduct).
3. The Officer will be notified via in writing that a motion to remove them from the Executive has been put forward and they will be given one (1) week to respond to the Executive regarding the charges underlying the motion.
4. If an Officer fails to respond to the Executive within that period they shall be deemed to have resigned from the Executive and will be replaced as per the Executive Council Election Policy.
5. If the Officer responds to the Executive within that period, they shall be allowed to defend their actions and argue against the charges brought forward.
6. The Executive will meet to determine the outcome of the motion to remove, where the person who initiated the motion and the Officer in question will both be allowed to present evidence and arguments to the Executive.
7. Either party may request the attendance of other guests, witnesses, or representatives, subject to approval by the Executive.
8. The Executive shall limit the time allotted for the presentation of evidence by each party, and may choose to adjourn the meeting to a later date if further evidence is required from either party to reach a decisive verdict.
9. Once the Executive is satisfied with the evidence presented, the parties involved in the dispute (including the Officer facing charges) will be asked to leave the meeting and the remaining members of the Executive will hold an *in camera* session to vote on the motion to remove the Officer.
10. In response to a motion to remove the Officer, the Executive has sole jurisdiction and full latitude in deciding the status of the Officer in question.

- a. As part of their ruling on the future status, the Executive may bar the member from nomination for a specified period of time.
- 11. Should an Officer fail to follow the course of action laid out in a written warning from the Executive they may be removed from office by a majority vote of the Executive.
- 12. The Executive's rulings regarding impeachment motions are final and the Officer in question shall not have the option to appeal.