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## **Official Notice of an Appeal Hearing Regarding the Excellence Hearing Panel (EHP) Decision**

In the case of \_\_\_\_\_ vs. \_\_\_\_\_  
Complainant Respondent

The above parties are hereby notified:

\_\_\_\_\_ has appealed the decision of the EHP in the above-cited case, based on  
Appellant

\_\_\_\_\_ Basis(es) for Appeal \_\_\_\_\_

A copy of the Request for Appeal, together with its supporting documentation, is attached.

The PSAI Board of Directors will meet on \_\_\_\_\_, 20\_\_\_\_ beginning at \_\_\_\_\_AM/PM  
Month Day

at \_\_\_\_\_ to hear the appeal.  
Place/Manner of Hearing

The members of the Board of Directors who will hear the appeal are:


(If more space is needed, attach list of other Directors who will hear the appeal.)

1. Counsel may represent either party, and each party is required to give the Board and the other party written notice of an intention to have counsel present fifteen (15) days before the hearing. Failure to provide this notice will not invalidate a party's right to representation, but may result in a continuance of the hearing if the Board determines that the rights of any other party require representation by counsel.
2. Either party may file with the Secretary, no later than ten (10) days after the date the forms were transmitted, a written request for disqualification from the appeal hearing of any member of the Board of Directors for the following reasons:
  - a. The Board member is related by blood or marriage to the complainant, respondent, or a portable sanitation professional peer acting as counsel for either the complainant or respondent

- b. The Board member is an employer, partner, employee, or is in any way associated in business with the complainant, respondent, or a portable sanitation professional acting as counsel for either the complainant or respondent
  - c. The Board member is a party to the hearing
  - d. The party knows of any reason that may prevent the Board member from rendering an impartial judgment
  - e. The Board member served as a member of the Grievance Review Panel (GRP) initially reviewing the ethics complaint or as a member of the Excellence Hearing Panel (EHP) which reached the decision currently on appeal
3. The parties shall not discuss the case with any member of the EHP or Board of Directors prior to the appeal hearing or after the appeal hearing and prior to announcement of the decision of the Directors.

Respectfully submitted,  
PSAI Board of Directors

\_\_\_\_\_, Secretary

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_, 20\_\_\_\_