“FAST TRACK” ETHICS PROCEDURE

NAR has created an optional “fast track” process for the receipt, consideration and resolution of ethics complaints. Any local association may choose to adopt the “fast track” hearing process described in this document. If an association chooses to adopt the “fast track” process, **it must be used for all ethics complaints received by the association**. The deadlines applicable for the “fast track” process are described below, and in all other respects the “fast track” process shall be conducted in accordance with the procedures set forth in the *California Code of Ethics and Arbitration Manual*.

(1) The Grievance Committee shall review each complaint within ten (10) calendar days of receipt of the complaint by the Association.

(2) The Association Executive shall designate the date, time and place of the hearing and shall notify the parties and hearing Panel in writing (Form D-6) no later than five (5) calendar days after the Grievance Committee decision to forward the complaint for a hearing is final.

(3) The date of the hearing shall be no later than forty-five (45) calendar days after the Grievance Committee decision is final.

(4) The respondent shall submit a Response to the Association within ten (10) calendar days after the request for response has been transmitted to the respondent.

(5) A copy of the Response shall be provided to the complainant within five (5) calendar days after the Association receives the Response from the respondent.

(6) The parties must submit Form D-4 and Form D-5 no later than five (5) calendar days after the date these forms have been transmitted to the parties.

(7) The hearing Panel may recess the hearing from time to time as necessary and, on request of a party or upon the Panel's own motion, may postpone the hearing for not more than fifteen (15) calendar days, unless otherwise agreed to by the parties.

(8) Within ten (10) calendar days after the hearing Panel's decision has been transmitted to the parties, any party may file a request in writing for a review of the hearing Panel’s decision by the Board of Directors or appointed review Panel of the Board of Directors.

(9) A request for review shall be reviewed by the Association Executive to determine whether the request complies with the filing requirements within five (5) calendar days after the request has been transmitted to the Association.

(10) If the Association Executive determines that the request for review fails to meet the filing requirements, the request shall be returned to the party and the party shall be given five (5) calendar days to amend the request to comply with the appropriate requirements.

(11) The Association Executive shall designate the date of the review hearing, which shall be no later than twenty (20) calendar days after the date of the Association’s receipt of the request for review. Each party shall be given at least ten (10) calendar days prior notice of the review hearing.

(12) If no request for review is filed, the Board of Directors shall take final action on the hearing Panel’s recommendation no later than twenty (20) calendar days after the date the hearing Panel’s decision is transmitted to the parties.