

BREVARD REPUBLICAN EXECUTIVE COMMITTEE GRIEVANCE POLICY AND PROCEDURES

Adopted on November 24, 2025

I. PURPOSE

This policy establishes a fair, transparent, and administratively manageable process for resolving grievances within the Brevard Republican Executive Committee (“BREC”). It ensures due process while protecting members and volunteers from excessive or abusive filings.

It is grounded in:

- RPOF Constitution
- RPOF County Model Constitution
- RPOF Rules of Procedure
- BREC Bylaws
- Robert’s Rules of Order
- Applicable Florida Law

Where conflict exists, the RPOF Constitution, RPOF Rules of Procedure, and County Model Constitution shall control.

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II. WHO MAY FILE A GRIEVANCE

Only the following may file a grievance:

- A BREC member in good standing, or
- An alternative committee member in good standing, or
- An at-large member under Article III of the County Model Constitution.

III. SINGLE RESPONDENT AND COMPREHENSIVE RULE

A grievance may be filed against one and only one respondent. That should be the individual with ultimate authority over the matter. Ultimate authority is the individual who executed, directed, or was responsible under governing rules for the action at issue.

Grievances are limited to a single respondent; therefore, all violations the complainant believes the respondent committed should be listed in a single comprehensive complaint. If several grievances are duplicative or substantially similar, the Committee may consolidate or reject them and issue a single decision.

IV. FILING REQUIREMENTS

A grievance is valid only if:

1. Submitted in writing on the official BREC grievance form
2. Electronically signed (as included on the grievance form)
3. It contains the date of the alleged violation
4. Submitted via the required method within 30 days of the incident
5. Includes factual statements with evidence
6. Identifies the specific rule(s) alleged to have been violated

Failure to meet any filing requirement triggers the Administrative Sufficiency Review below.

V. ADMINISTRATIVE SUFFICIENCY REVIEW

Before any Committee action, the Grievance Committee Chair, or his/her designee, reviews the filing for completeness. If incomplete, noncompliant, or missing required information, the grievance is rejected and the complainant is notified within 15 days of submission. No Committee vote is required.

Examples of insufficient filings include, but are not limited to:

- No rule violation cited
- Missing signature
- Using the wrong form
- Vague accusations (“they were rude”)
- Incoherent/Incomplete
- Personal disputes unrelated to BREC business

Any filing that fails to cite a rule violation is automatically insufficient.

If a member submits three grievances within a twelve-month period that are rejected during the *Administrative Sufficiency Review* for failure to meet basic filing requirements, that member’s ability to file additional grievances shall be suspended for one year. Before the suspension takes

effect, the member shall be notified in writing and shall have the right to request review by the full BREC at its next regular meeting.

This suspension applies only to the filing of new grievances. The member retains all other membership rights.

VI. ANNUAL FILING LIMIT

A member may file no more than six grievances per calendar year. The Committee may deny additional filings that exceed this limit without review.

VII. JURISDICTION OVER CHAIR, STATE COMMITTEEMAN & STATE COMMITTEEWOMAN

The Committee may fully process grievances involving:

- BREC Chair
- State Committeeman
- State Committeewoman

While the Committee may process these grievances, only the RPOF may remove or discipline them.

VIII. GRIEVANCE COMMITTEE STRUCTURE & APPOINTMENT

1. This shall be a standing committee of five.

2. Appointment method:

- 1 by BREC Chair
- 1 by State Committeeman
- 1 by State Committeewoman
- 2 At Large Members elected by BREC

The BREC Chair, State Committeeman, and State Committeewoman each have 30 days from the date a vacancy is officially noticed to submit their respective appointee to the BREC Chair and Executive Board. If either the State Committeeman or State Committeewoman fails to make an appointment within the 30-day window, the other may fill the vacancy. If both fail to make their appointments the vacancies may be filled via an election as prescribed below. If the BREC Chair fails to make an appointment within 30 days, the appointment shall be filled by a vote of the full BREC as outlined below. This 30-day appointment window does not activate the

grievance timeline; no grievance deadlines begin until all five seats on the Grievance Committee are filled.

3. Chair

The BREC Chair's appointee shall serve as the grievance committee chair.

4. Election of At Large Grievance Committee Members

The at-large Grievance Committee members shall not be elected at the organizational meeting. Their election shall occur at the next regular meeting or when a vacancy occurs. This sequencing ensures that all appointed members are in place beforehand, allowing the committee to make fully informed and deliberative choices regarding the remaining at-large positions.

The two at-large members elected to the Grievance Committee must not hold any Executive Board office. Executive Board members are expressly ineligible for election to these at-large seats to preserve committee independence and avoid concentration of power.

The At Large Grievance Committee members elected by the full Brevard Republican Executive Committee shall be chosen using a single preferential (ranked-choice) ballot, as permitted by Robert's Rules of Order, 12th ed., §45. All concurrent vacancies shall be filled at the same time. Since grievance committee seats are *not* elected at an organizational meeting and are *not* officers, the RPOF rule does not govern the elections of these positions.

At least 28 days prior to any election for the at-large elected Grievance Committee seats, the Executive Board shall issue a formal call for nominations to all members. The notice shall include:

- The number of seats to be filled
- Eligibility requirements for service
- The deadline for nomination submissions
- Instructions for submitting nominations
- A statement that floor nominations will only be taken if insufficient nominations are received by the deadline

Nominations must be submitted in writing using the designated form/method no later than 14 days before the scheduled election. Each nomination must include confirmation that the nominee has agreed to have their name submitted, if it does not the nomination is void.

Within 48 hours after the nomination deadline, the Executive Board shall publish the full list of qualified nominees to the membership and state that this list will appear on the printed ballot. If a nominee withdraws, their name will be struck from the ballot by voters and votes cast for them shall not count. The Executive Board shall prepare pre-printed ballots listing all qualified nominees in alphabetical order along with instructions for preferential (ranked-choice) voting. Space may be provided for write-ins if necessary.

If the number of qualified nominees is fewer than the number of seats to be filled, the Chair shall open the floor for additional nominations immediately before the election. Any floor nominee must accept verbally. Such nominees may be added by hand to the printed ballot by the voters. Once floor nominations (if any) are closed, the list of nominees shall be final.

Each member shall rank the candidates in order of preference. Ballots shall be counted by first identifying all first-choice votes. If fewer than two candidates receive a majority of valid ballots, the candidate with the lowest number of first-choice votes shall be eliminated, and ballots cast for that candidate shall be transferred to the next preferred continuing candidate listed on each ballot.

This process of elimination and ballot transfer shall continue until two candidates each receive a majority of valid ballots. Those candidates shall be declared elected. In the event that fewer candidates remain than seats to be filled, the remaining candidate(s) shall be declared elected by acclamation.

Preferential ballots shall be used for this election unless the assembly, by unanimous consent, chooses to elect by acclamation in cases where the number of nominees equals or is fewer than the number of seats to be filled.

6. Term

Grievance Committee members, whether elected or appointed, serve two-year terms that run concurrently with the term of the office for the BREC Chairman. A vacancy is created when a member resigns from the Grievance Committee, resigns from BREC entirely, or is removed from BREC under applicable rules. Any vacancy shall be filled only for the remainder of the unexpired term.

IX. DEADLINES BEGIN WHEN ALL FIVE SEATS ARE FILLED

A grievance is not “received” until all five members are seated. Required deadlines (excluding those for electing committee members) and required timelines do not begin until all members of the committee are seated.

Preliminary work may begin with three members, but NO deadlines, hearings, or required actions begin until all five members are seated.

X. COMMITTEE WORK MAY BEGIN WITH THREE MEMBERS

Once any three members are seated, the Committee may:

- Review filings
- Collect evidence

- Conduct interviews
- Plan hearings
- Prepare preliminary evaluations

Hearings and final decisions require all five members to be seated.

XI. SECONDARY REVIEW & RESPONSE

After completing the administrative sufficiency review and before conducting a full investigation, the Committee determines whether the alleged facts, IF true, would violate a governing rule. This is a rule-based review only. The committee does not weigh evidence at this stage. This review must be completed within 15 days of the administrative sufficiency review.

Grounds for automatic grievance dismissal:

- A. No rule violation
- B. Outside BREC jurisdiction
- C. Continues a pattern of non-meritorious filings

Dismissal on the grounds above requires a majority vote of the grievance committee, a response to the complainant, and a report to the Executive Board. All dismissals must include a written explanation citing the rule(s) relied upon.

XII. INVESTIGATION AND DISCRETIONARY SCOPE

Any grievance that passes the administrative sufficiency and secondary reviews shall be sent to the respondent for a response. The respondent shall have 15 days to respond. Once the response is received, the grievance committee has 30 days to resolve or prepare findings. Under Robert's Rules, investigative committees are empowered to request documents, testimony, and evidence relevant to the grievance. The Grievance Committee has complete discretion to determine:

- Whether interviews are necessary
- Whether document/information requests are needed
- Whether the matter can be resolved through written submissions only
- If the grievance requires escalation to a hearing

XIII. HEARINGS

If the Grievance Committee determines a hearing is required, those hearings shall take place quarterly and may be scheduled in advance for the year. A grievance determined to need a

hearing shall be placed on the agenda for the next scheduled hearing date. Emergency hearings may be called by the Grievance Committee Chair or a majority of members. If hearings are not held in accordance with the required timeline in the rules, the grievance is automatically escalated to the full BREC.

Hearing rights include:

- Notice of at least ten (10) days
- Presentation of evidence
- Witnesses (number may be restricted by venue limitations)
- Non-speaking adviser (can be an attorney)
- Cross-examination through the Grievance Committee Chair

XIV.. FINDINGS & RECOMMENDATIONS

Findings and recommendations shall be issued within 10 days of the hearing to both parties and the Executive Board. Extensions of no more than 10 days may be approved by unanimous consent of the grievance committee if time is needed to verify facts, testimony, or evidence presented at the hearing. Both parties and the Executive Board shall be notified of extensions.

All findings and recommendations require a majority vote, including:

- Dismissals
- No Action Required dispositions
- Findings
- Recommendations

The Committee may adopt a No Action Required finding when:

- The issue is already resolved
- BREC can take no action
- The matter is moot

If the committee recommends actions requiring the vote of the full BREC, it shall be added to the agenda of the next regular meeting.

XV. ACTION BY THE FULL BREC

A vote of the full BREC is required for:

- Suspensions
- Removal of precinct members
- Any automatically elevated grievance

- Actions on recommendations

The full BREC votes only on recommendations requiring action; dismissals do not go before the full committee. A vote of the full BREC is not required for:

- Statements of findings from any part of the grievance process (does not include recommendations)
- Parliamentary style rulings regarding rules application/interpretation related to a grievance

XVI. COMPLAINANT RIGHTS AND RECOURSE

Complainants have the right to:

1. Automatic elevation if a deadline is missed
2. Contest respondent designation
3. Address the full BREC before any vote regarding their grievance
4. Appeal to RPOF after local completion
5. File procedural objections with the grievance committee at any stage
6. Receive a written explanation for dismissals

These rights do not extend to altering the committee's investigative discretion.

XVII. APPEALS

After local completion, either party may appeal to RPOF (County Model Constitution Art. XII). Appeals must be filed under RPOF rules, within the timeframe established by the RPOF.

XVIII. CONFIDENTIALITY

All grievance proceedings are confidential except for:

- Required reporting to the Executive Board
- Action requiring full BREC votes
- Final disciplinary actions
- Required RPOF communications
- Voluntary disclosures by parties

XIX. RECORDKEEPING

BREC shall maintain grievance records for two (2) years, including:

- Complaints
- Responses
- Evidence
- Dispositions
- Findings
- Appeals

The Grievance Committee shall determine storage methods as approved by the Executive Board.

XX. AMENDMENTS

This policy may be amended via the Bylaws Committee process in accordance with all rules.

Appendix A: Timeline

Day	Action
0	All Grievance Committee members seated, until then, nothing below applies.
0	Grievance submitted via form.
15	Administrative sufficiency review completed.
30	Secondary review completed.
45	Respondent's response due.
75	Grievance committee resolves the grievance, completes their investigation, or escalates the grievance to a hearing.
Quarterly	Hearings take place for grievances quarterly.
(10 days from hearing)	Findings and recommendations from the hearing shall be issued. A 10-day extension may be applied.
BREC	Should the grievance committee recommend action that requires a BREC vote, the committee shall hear the issue at the next regular meeting.

Appendix B: Process Overview

- 1) Grievance submitted
- 2) Administrative Sufficiency Review
- 3) Secondary Review
- 4) Investigation
- 5) Hearing
- 6) BREC Vote