

## Summary of Time Frames Comparing “Enhanced” with “Fast Track”

ACTIONS TO BE COMPLETED	ENHANCED	FAST TRACK
<b>Grievance Committee Review of Complaints</b>	Grievance Committee shall have regularly scheduled meetings, and/or review complaints not later than 45 days after receipt of the complaint	Within 10 days of receipt of the complaint
<b>Appeal of Grievance Committee Dismissal</b>	Filed within 20 days of transmittal of dismissal notice	Filed within 10 days of transmittal of dismissal notice
<b>Appeal of Grievance Committee Dismissal Heard</b>	Not later than 10 days after receipt of appeal	Same
<b>Director’s Decision on Grievance Committee Dismissal</b>	Transmittal within 5 days from the date of the decision	Same
<b>Hearing Date Selected (and Notice of Hearing sent- Fast Track only)</b>	Hearing date shall be selected no later than 5 days after Grievance Committee decision to forward for hearing is final (however the hearing would not need to occur during this time), selection made by PS Committee Chair	Hearing date shall be selected and notice of hearing and challenge forms transmitted no later than 5 days after Grievance Committee decision to forward for hearing is final (however the hearing would not need to occur during this time, but must occur no later than 45 days after Grievance Committee decision is final), selection made by PS Committee Chair
<b>Respondent Provides Response</b>	Within 15 days of the request for response being transmitted	Within 10 days of the request for response being transmitted
<b>Copy of Response Provided to Complainant</b>	Within 5 days of receipt of response	Same
<b>Challenge Forms Returned</b>	No later than 10 days after the date challenge forms are transmitted to the parties	No later than 5 days after the date challenge forms are transmitted to the parties
<b>Hearing Panel Selected</b>	No later than 5 days after challenge forms are due	Same
<b>Hearing Notice Transmitted</b>	21 days in advance of hearing	Same

## Summary of Time Frames Comparing “Enhanced” with “Fast Track”

<b>Notice of Witnesses and Counsel</b>	15 days before hearing to association and other parties	Same
<b>Adjourned Hearing/ Reconvening</b>	Not less than 15 days nor more than 30 days from hearing date (unless a “late” witness is allowed, and then not less than five days from hearing date)	Not more than 15 days from hearing date (unless a “late” witness is allowed, and then not less than five days from hearing date)
<b>Decision of Hearing Panel Reduced to Writing and Provided to Association Executive</b>	Day of the hearing, or no later than 48 hours following hearing	Same
<b>Transmit Decision to Parties</b>	Within 5 days after filed with association secretary, except may be extended when necessary to obtain association counsel’s review	Same
<b>Appeal Filed</b>	Within 20 days after decision transmitted	Within 10 days after decision transmitted
<b>Initial Administrative Review of Appeal by President or Designee</b>	Within 10 days after appeal transmitted to association	Within 5 days after appeal transmitted to association
<b>Revised Appeal Filed</b>	Within 10 days of notice	Within 5 days of notice
<b>Appeal Transmitted to other Party(ies)</b>	Within one day, as originally filed or as amended	Same
<b>Appeal Heard</b>	Next regularly scheduled meeting or special meeting designated for that purpose, but no later than 30 days after the date of receipt of the appeal, giving minimum 10 days’ notice	Next regularly scheduled meeting or special meeting designated for that purpose, but no later than 20 days after the date of receipt of the appeal, giving minimum 10 days’ notice
<b>Final Decision on Appeal</b>	Within 5 days of appeal hearing	Same
<b>Absent an appeal, Final Action by Board of Directors on the Hearing Panel’s Recommendation</b>	Next regularly scheduled meeting or special meeting designated for that purpose, but no later than 30 days after the date Hearing Panel’s Decision is transmitted to the parties	Next regularly scheduled meeting or special meeting designated for that purpose, but no later than 20 days after the date Hearing Panel’s Decision is transmitted to the parties

*In the event the association has adopted the expedited ethics administration procedures provided in Sections 20 (f-q) of the NAR Code of Ethics and Arbitration Manual, the following time frame would apply:*

<b>Summary of Time Frames Comparing “Enhanced” with “Fast Track”</b>		
<b>ACTIONS TO BE COMPLETED</b>	<b>ENHANCED</b>	<b>FAST TRACK</b>
<b>Respondent Provides Response Waiving Right to a Hearing and Acknowledging the Conduct Alleged in the Complaint*</b>	Within 10 days of transmission of the complaint	Within 5 days of transmission of the complaint

*\*If the respondent does not acknowledge the conduct alleged in the complaint or waive the right to a hearing, or does not respond within ten days (existing) or 5 days (fast track) of transmittal of the complaint, the deadlines articulated above will resume, beginning with the 5 day deadline for the Professional Standards Committee Chair to select a hearing date.*