

## **Arbitration Board Complaint Resolution Process**

An individual wishing to make a complaint against another shall file a written formal complaint citing the specific County bylaw which is alleged to have been violated. A copy of the local bylaws (if any) must be filed with the complaint and any violation of the local bylaws must be cited.

The written complaint must also contain a list of witnesses and other evidence which the accuser intends to present to support the allegation.

The burden of proof shall rest with the accuser.

Two copies of the written complaint must be filed with the Bucks County Democratic Committee Headquarters (one of which will be forwarded to the Arbitration Board). A third copy of the complete complaint must also be presented to the accused.

Within 10 days of receipt of the complaint, the accused must file two copies of a response with the Headquarters (one of which will be forwarded to the Arbitration Board) and present a third copy to the accuser. The response must address the accusation and itemize any witnesses or evidence the accused intends to present.

Within 10 days of receipt of the response, the arbitration will schedule a hearing at which all parties, witnesses and evidence must be presented. In accordance with the bylaws: Refusal of the accuser to appear will result in dismissal of the accusation and refusal of the accused to appear will result in the accusation being affirmed.

It is the responsibility of the accuser to present their case, witnesses, and evidence in order to prove a charge of bylaw violation. The Arbitration Board retains the right to further investigate if it so chooses, but bears no responsibility for an accuser's failure to present a compelling case.

**Formal Complaint  
for Review  
by the Bucks County Democratic Committee  
Arbitration Board**

Accuser Contact Information

Name:

Address:

Address:

Phone:

Email:

Accused Contact Information

Name:

Address:

Address:

Phone:

Email:

Cite the Bylaw(s) alleged to have been violated:

Describe the particulars of the alleged violation:

Lists the witnesses intended to support the allegation:

List and include any additional evidence that will be presented:

As the accuser(s) in this complaint, I acknowledge that failure to appear when called by the Arbitration Board will result in the arbitration dismissing the complaint.. As the accuser(s) in this complaint, I acknowledge that I bear the burden of proof of the allegations made in this complaint. I understand that the Arbitration Board is not under any obligation to investigate, only to arbitrate.

Signed:

Dated:

**Formal Response  
for Review  
by the Bucks County Democratic Committee  
Arbitration Board**

Accuser Name:

Accused Name:

Briefly explain why the accusation is incorrect.

Lists the witnesses intended to be called to support the accused:

List and include any additional evidence that will be presented to refute the allegation:

As the accused in this complaint, I acknowledge that failure to appear when called by the Arbitration Board will result in the arbitration finding in favor of the accuser. I also acknowledge that the accused bears the burden of proof of the allegations made in this complaint. I understand that the Arbitration Board is not under any obligation to investigate, only to arbitrate.

Signed:

Dated: