| ****Summary of Time Frames Comparing “Enhanced” with “Fast Track”**** | | |
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| **ACTIONS TO BE COMPLETED** | **ENHANCED** | **FAST TRACK** |
| Grievance Committee Review  of Complaints | 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 |
| Appeal of Grievance Committee Dismissal | Filed within 20 days of transmittal of dismissal notice | Filed within 10 days of transmittal of dismissal notice |
| Appeal of Grievance Committee Dismissal Heard | Not later than 10 days after receipt of appeal | Same |
| Director’s Decision on Grievance Committee Dismissal | Transmittal within 5 days from the date of the decision | Same |
| Hearing Date Selected  (and Notice of Hearing sent-  Fast Track only) | 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 |
| Respondent Provides Response | Within 15 days of the request for response being transmitted | Within 10 days of the request for response being transmitted |
| Copy of Response Provided  to Complainant | Within 5 days of receipt  of response | Same |
| Challenge Forms Returned | 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 |
| Hearing Panel Selected | No later than 5 days after challenge forms are due | Same |
| Hearing Notice Transmitted | 21 days in advance of hearing | Same |
| Notice of Witnesses  and Counsel | 15 days before hearing to association and other parties | Same |
| Adjourned Hearing/  Reconvening | 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) |
| Decision of Hearing Panel Reduced to Writing and Provided to Association Executive | Day of the hearing, or no later than 48 hours following hearing | Same |
| Transmit Decision to Parties | Within 5 days after filed with association secretary, except may be extended when necessary to obtain association counsel’s review | Same |
| Appeal Filed | Within 20 days after  decision transmitted | Within 10 days after  decision transmitted |
| Initial Administrative Review of Appeal by President or Designee | Within 10 days after appeal transmitted to association | Within 5 days after appeal transmitted to association |
| Revised Appeal Filed | Within 10 days of notice | Within 5 days of notice |
| Appeal Transmitted to  other Party(ies) | Within one day, as originally filed or as amended | Same |
| Appeal Heard | 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 |
| Final Decision on Appeal | Within 5 days of appeal hearing | Same |
| Absent an appeal, Final Action by Board of Directors on the Hearing Panel’s Recommendation | 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:*

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| ****Summary of Time Frames Comparing “Enhanced” with “Fast Track”**** | | |
| **ACTIONS TO BE COMPLETED** | **ENHANCED** | **FAST TRACK** |
| Respondent Provides Response Waiving Right to a Hearing and Acknowledging the Conduct Alleged in the Complaint\* | 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.*