

GCAAR CITATION SYSTEM – GENERAL INSTRUCTIONS

1. Ethics Complaint is received by the Association.
2. If the Grievance Committee finds merit to the complaint and that the complaint falls into a certain category, that the Association has the option to issue a Citation in lieu of a full hearing.
3. If the Grievance Committee finds that a complaint meets the guidelines for a Citation, they will forward it to the Professional Standards Administrator with a recommendation that it be reviewed by the Citation Panel and the Professional Standards Administrator will forward the complaint to the Panel.
4. Complainant(s) will have the ability to remain anonymous unless the ethics complaint is forwarded to the Professional Standards Committee for a hearing.
5. While the Respondent can decide whether to accept a Citation, or to reject it in lieu of a full Panel hearing, the Complainant has no option to request a Hearing and is bound by the decision of the Grievance Committee, Professional Standards Committee and Citation Panel, as relevant.
6. The Citation Panel will be made up of 3 members of the Professional Standards Committee who will be appointed by the Professional Standards Committee Chairperson for a 2-year term. There will be 1 Panel for the first year and 2 Panels each year thereafter with overlapping terms, as a new Panel will be elected every year for a 2-year term.
7. Per the NAR Model Citation Schedule of Fines, GCAAR shall fine a member for each offence as follows:
 - 1st Citation – Fines listed in schedule.
 - 2nd Citation – Issued within a 3 year period, fine is doubled.
 - 3rd Citation – Issued within a 3 year period, fine is multiplied four times.
 - After 3 Citations within a 3 year period, an individual becomes ineligible for a Citation until the 3 year anniversary of their first Citation.