

# THE TRIPP-JONES FAMILY

## EXECUTIVE OFFICER REMOVAL

### PROCEDURES & PETITION FORM

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*A fair, transparent, and constitutionally grounded process*

*— Constitution Article 26 & Bylaws Article 7*

## IMPORTANT NOTICE

This document governs the formal removal of an elected or appointed Executive Committee member from office. It is a serious and significant process that should never be initiated lightly. Before pursuing removal, consider whether the concern can be resolved through informal conversation, mediation (Article 33), or the standard Grievance & Conduct Complaint Procedure (Document 13).

Removal proceedings are reserved for serious violations. All parties — both the person filing and the officer being reviewed — are entitled to fairness, dignity, and due process throughout.

## 1. Purpose

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This document establishes the complete process for removing a Tripp-Jones Family Executive Committee member from office. It is grounded in Article 26 of the Tripp-Jones Family Constitution (2026) and Bylaws Article 7, and provides:

- A clear explanation of what removal is and when it applies
- The specific grounds that may justify removal
- A step-by-step process that protects both the person filing and the officer being reviewed
- The formal Removal Petition Form
- The officer's right to respond and be heard
- The voting threshold required for removal
- The appeal process
- What happens to the vacated seat after removal

This document applies to all elected and appointed members of the Executive Committee: the President, Vice President, Secretary, Treasurer, Parliamentarian, Family Historian, and Social Media Officer.

## 2. Removal vs. Grievance — Know the Difference

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Not every complaint against an officer requires removal proceedings. Use the table below to determine the correct process.

Process	When to Use It
Grievance & Conduct Complaint (Document 13)	Use when a family member has a concern about an officer's behavior, communication style, or conduct — but the concern does not rise to the level of a serious dereliction of duty, ethics violation, or breach of the Constitution. The outcome may be a warning, mediation, or required training — not removal.
Removal Proceeding (This Document)	Use when an officer's conduct is serious enough that continued service in their role would be harmful to the family organization. The outcome, if the vote passes, is permanent removal from office and permanent ineligibility to hold future Executive office (Article 26, Section 10).

*Note: If you are unsure which process applies, contact the Parliamentarian. Starting with a Grievance Complaint does not prevent a Removal Proceeding from being initiated later if the situation warrants it.*

## 3. Grounds for Removal

Pursuant to Article 26, Section 2 of the Constitution, the following constitute grounds for removal. At least one of these grounds must be clearly stated and supported in the Removal Petition.

Ground	Description
1. Misconduct or Unethical Behavior	Actions that violate the family's Code of Conduct (Article 25), betray the trust of the family, or are dishonest, fraudulent, or harmful in nature.
2. Neglect of Duties	Repeated or willful failure to perform the responsibilities of the office as defined in the Constitution, including failure to attend meetings, respond to communications, or fulfill assigned tasks (Article 23).
3. Breach of Fiduciary Duty	Misuse, misappropriation, or unauthorized use of family funds or resources; failure to manage financial responsibilities in accordance with Articles 17, 28, and 30 and Bylaws Article 12.
4. Conflict of Interest	Undisclosed personal, financial, or relational interests that influenced official decisions or actions in violation of Article 7 of the Constitution.
5. Failure to Comply with Governing Documents	Deliberate or persistent failure to follow the Constitution, Bylaws, Standing Rules, or other official family policies.
6. Behavior Detrimental to the Family	Any conduct — inside or outside of official duties — that materially harms the Tripp-

Ground	Description
	Jones Family's interests, reputation, unity, or objectives.

## 4. Who May File a Removal Petition

Pursuant to Article 26, Section 1 of the Constitution, a Removal Petition may be filed by any member of the Executive Committee. This includes:

- The President (except when the petition concerns themselves)
- The Vice President
- The Secretary
- The Treasurer
- The Parliamentarian
- The Family Historian
- The Social Media Officer

A Removal Petition may not be filed by the officer against themselves. If a family member who is not on the Executive Committee believes removal is warranted, they should bring their concerns to an Executive Committee member who can review the matter and, if appropriate, file the petition.

*Note: An officer may not file a Removal Petition against another officer as an act of retaliation for a prior complaint, grievance, or vote. Retaliatory petitions are themselves a violation of the Code of Conduct.*

## 5. Step-by-Step Removal Process

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The removal process follows seven steps as established by Article 26 of the Constitution. Each step must be completed in order. No step may be skipped.

### Step 1 — File the Removal Petition

The petitioner completes and submits the Removal Petition Form (Section 8 of this document) to the Secretary. If the petition concerns the Secretary, it is submitted to the President. If it concerns the President, it is submitted to the Parliamentarian.

The petition must include:

- The name and office of the officer being petitioned for removal
- The specific ground(s) for removal from Section 3 of this document
- A clear, factual description of the conduct or behavior that forms the basis of the petition
- Any supporting evidence (documents, communications, financial records, witness names)
- The petitioner's signature and date

### Step 2 — Initial Review (Within 5 Days)

Within 5 days of receiving the petition, the receiving officer (Secretary, President, or Parliamentarian as applicable) reviews it for completeness. The petition must state at least one specific ground from Section 3 and provide supporting evidence or a factual basis. A petition that is vague, retaliatory, or entirely without factual support may be returned to the petitioner with a written explanation.

If the petition is accepted, the receiving officer notifies the full Executive Committee and all four District Leaders in writing within 5 days of acceptance.

### **Step 3 — Written Notice to the Officer (Within 7 Days of Acceptance)**

The officer facing removal must be provided with formal written notice within 7 days of the petition being accepted. This notice must include (Article 26, Section 3):

- A complete copy of the Removal Petition
- A summary of the complaint and all supporting evidence submitted
- The proposed date, time, and location of the removal hearing
- A clear statement of the officer's rights: the right to respond in writing, the right to present a defense at the hearing, the right to call witnesses, and the right to appeal if removed

The officer has 14 days from the date of written notice to submit a written response to the petition. The response will be shared with all hearing participants before the hearing date.

### **Step 4 — The Removal Hearing**

A removal hearing shall be held at a scheduled Executive Committee meeting or at a special meeting convened for this purpose. The hearing must include all available Executive Committee members and all four District Leaders (Article 26, Section 4).

The hearing shall proceed as follows:

1. The Parliamentarian presides over the hearing unless the Parliamentarian is the subject of the petition, in which case the President presides. If the President is the subject, the most senior District Leader presides.
2. The petitioner presents the grounds for removal and any supporting evidence. Time limit: 15 minutes.
3. The officer facing removal presents their defense, may call witnesses, and may present evidence in their favor. Time limit: 15 minutes.
4. Executive Committee members and District Leaders may ask questions of both parties.
5. Both the petitioner and the officer may make a brief closing statement. Time limit: 5 minutes each.

6. Both parties leave the room. The Executive Committee and District Leaders deliberate in private.
7. A vote is called.

## Step 5 — The Vote

Following deliberation, the remaining Executive Committee members and all four District Leaders vote on whether to remove the officer (Article 26, Section 5 & Bylaws Article 7).

<b>REQUIRED VOTE THRESHOLD FOR REMOVAL:</b>
A two-thirds (2/3) majority of all votes cast is required to remove an Executive Committee member from office (Bylaws Article 7).
The officer being reviewed does not vote on their own removal.
The vote is conducted by written ballot and recorded by the Secretary (or acting Secretary if the Secretary is the subject).

## Step 6 — Notification of the Decision (Within 5 Days of Vote)

The Secretary notifies the officer of the outcome in writing within 5 days of the vote (Article 26, Section 6). If the vote results in removal, the written notification must include:

- The specific grounds on which removal was based
- The effective date of removal from office
- A clear statement of the officer's right to appeal within 30 days
- Instructions for how to submit an appeal

The Secretary also notifies the full family of the removal decision — without disclosing the private details of the hearing — within 14 days of the vote.

## Step 7 — Filling the Vacant Position

If the removed officer is not the President, the President must appoint a replacement within 7 days of the removal taking effect. The replacement serves for the remainder of the term (Article 26, Section 8).

If the President is removed, the Vice President immediately assumes the Presidency and must appoint a new Vice President within 7 days (Article 26, Section 9 & Bylaws Article 4).

## 6. Process Timeline Summary

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Timing	Action
Day 0	Removal Petition submitted to Secretary / President / Parliamentarian
Within 5 days	Initial review completed — petition accepted or returned
Within 5 days of acceptance	Full Executive Committee and District Leaders notified
Within 7 days of acceptance	Formal written notice delivered to officer being reviewed
Within 14 days of written notice	Officer's written response due
Date set at notice	Removal Hearing held
Day of hearing	Vote taken by Executive Committee + District Leaders
Within 5 days of vote	Written notification of outcome sent to officer

Timing	Action
Within 7 days of removal	Replacement appointed by President (if applicable)
Within 14 days of removal	Family notified of outcome by Secretary
Within 30 days of removal	Appeal deadline (if officer wishes to appeal)

## 7. Rights & Protections

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### 7.1 Rights of the Officer Being Reviewed

- The right to receive full written notice of all allegations and evidence before the hearing
- The right to submit a written response to the petition before the hearing
- The right to appear at the hearing, present a defense, call witnesses, and submit evidence
- The right to hear all evidence presented against them
- The right to be treated with dignity and respect throughout the process
- The right to appeal a removal decision within 30 days (Article 26, Section 7)

### 7.2 Rights of the Petitioner

- The right to file a petition without fear of retaliation
- The right to present their case fully at the hearing
- The right to have the petition reviewed fairly and in accordance with this procedure

### 7.3 Confidentiality

All removal proceedings — the petition, the written response, the hearing deliberations, and the vote — are confidential. Only the final outcome (removed or not removed) and the effective date are

shared with the family. Officers involved in the process shall not disclose the contents of proceedings to uninvolved parties. Violation of confidentiality is itself a Code of Conduct violation.

### 7.4 Anti-Retaliation

No family member may be penalized, demoted, threatened, or treated adversely for filing a good-faith Removal Petition or for participating in a removal hearing as a witness. Any retaliation is a violation of the Code of Conduct (Article 25) and may itself be grounds for a removal proceeding.

### 7.5 Appeal Process

A removed officer has 30 days from the date of the written removal notification to submit a written appeal (Article 26, Section 7). The appeal must be submitted in writing to all members of the Executive Committee and all four District Leaders. The appeal should clearly state the specific grounds for the appeal — such as procedural error, new evidence, or bias — and include any supporting documentation. The Executive Committee and District Leaders shall review the appeal and issue a written decision within 30 days of receiving it. The appeal decision is final.

## 8. Consequences of Removal

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Consequence	Detail
Immediate removal from office	The officer ceases all duties and access upon the effective date of removal.
Transfer of materials	The removed officer must transfer all family records, accounts, credentials, and materials to the Secretary or incoming officer within 7 days of the effective date.

Consequence	Detail
Permanent ineligibility	A person removed under Article 26 is permanently ineligible to hold any Executive Office in the future (Article 26, Section 10). This provision does not apply to officers who voluntarily resign.
Family notification	The Secretary notifies the family of the outcome within 14 days — without disclosing private hearing details.
Vacancy filled	President appoints a replacement within 7 days. If the President was removed, the VP assumes the Presidency and appoints a new VP within 7 days.

## 9. Removal Petition Form

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This form must be completed in full and submitted to the appropriate officer (Secretary, or President if the petition concerns the Secretary, or Parliamentarian if the petition concerns the President). Incomplete petitions will be returned to the petitioner.

<b>TRIPP-JONES FAMILY — EXECUTIVE OFFICER REMOVAL PETITION</b>
CONFIDENTIAL — Submit to Secretary / President / Parliamentarian (as applicable)
Date Submitted: _____

## Section A — Petitioner Information

Field	Response
Petitioner Full Name	
Petitioner's Role on Executive Committee	
District	
Phone / Email	
Submitted to (circle one)	Secretary / President / Parliamentarian

## Section B — Officer Being Petitioned for Removal

Field	Response
Officer's Full Name	
Officer's Current Role	
District	
How long have they held this position?	

## Section C — Grounds for Removal

Select all grounds that apply. At least one must be selected, and specific evidence must be provided for each selected ground.

Ground	Brief Description
<input type="checkbox"/> Misconduct or Unethical Behavior	Describe: _____
<input type="checkbox"/> Neglect of Duties	Describe: _____
<input type="checkbox"/> Breach of Fiduciary Duty	Describe: _____

Ground	Brief Description
<input type="checkbox"/> Conflict of Interest	Describe: _____
<input type="checkbox"/> Failure to Comply with Governing Documents	Describe: _____
<input type="checkbox"/> Behavior Detrimental to the Family	Describe: _____

### Section D — Detailed Description of Conduct

Describe the specific conduct, actions, or failures that form the basis of this petition. Include dates, locations, and specific incidents. Be factual and specific.

Date(s) of incident(s): \_\_\_\_\_

Location(s) / Platform(s): \_\_\_\_\_

Detailed description:

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### Section E — Supporting Evidence

Evidence Type	Details
Documents attached?	<input type="checkbox"/> Yes — describe: _____ <input type="checkbox"/> No

Evidence Type	Details
Communications attached? (emails, texts, letters)	<input type="checkbox"/> Yes — describe: _____ <input type="checkbox"/> No
Financial records attached?	<input type="checkbox"/> Yes — describe: _____ <input type="checkbox"/> No
Witnesses	Name: _____ Role: _____ Contact: _____
Additional witnesses	Name: _____ Role: _____ Contact: _____
Other evidence	_____

## Section F — Prior Steps Taken

Question	Response
Have you attempted informal resolution with the officer?	<input type="checkbox"/> Yes — outcome: _____ <input type="checkbox"/> No
Have you filed a Grievance Complaint (Doc 13) previously?	<input type="checkbox"/> Yes — outcome: _____ <input type="checkbox"/> No
Have you discussed this matter with another officer?	<input type="checkbox"/> Yes — with whom: _____ <input type="checkbox"/> No

## Section G — Declaration

I declare that the information provided in this petition is true and accurate to the best of my knowledge. I understand that filing a false or retaliatory petition is itself a violation of the Tripp-Jones Family Code of Conduct and may result in disciplinary action against me. I understand that this process is confidential and that I may not disclose the contents of these proceedings to uninvolved parties.

\_\_\_\_\_  
 Petitioner Signature    Date: \_\_\_\_\_

## 10. Official Use — Process Tracking Record

Completed by the Secretary (or designated officer) at each stage of the process.

Stage	Record
Petition received by	
Date received	
Initial review completed	Date: _____ Result: <input type="checkbox"/> Accepted <input type="checkbox"/> Returned — Reason: _____
EC & District Leaders notified	Date: _____
Written notice sent to officer	Date: _____
Officer's written response received	Date: _____ <input type="checkbox"/> No response submitted
Hearing date	

Stage	Record
Hearing presided over by	
Vote result	<input type="checkbox"/> Removed (vote: ___ for / ____ against) <input type="checkbox"/> Not removed (vote: ____ for / ____ against)
Written notification sent to officer	Date: _____
Family notified	Date: _____
Replacement appointed (if applicable)	Name: _____ Date: _____
Appeal received?	<input type="checkbox"/> Yes — Date: _____ <input type="checkbox"/> No
Appeal decision (if applicable)	Date: _____ Result: _____
Case closed	Date: _____

\_\_\_\_\_  
 Secretary (or Acting Officer) Printed Name & Signature    Date: \_\_\_\_\_

\_\_\_\_\_  
 Parliamentarian — Verified & Signed    Date: \_\_\_\_\_