

PARKING CITATION APPEALS COMMITTEE

Membership:

9 members:

- The Faculty Senate appoints 4 representatives.
- The Staff Senate appoints 2 representatives.
- The Associate Vice Chancellor for Health Sciences appoints one staff or faculty member.
- The staff/faculty advisor for the Resident Hall Association appoints one student who lives on-campus.
- The staff/faculty advisor of the Student Government Association appoints one student who lives off-campus.

Committee Purpose and Responsibilities:

The Parking Citation Appeals Committee serves as a mediator between Parking and Transportation and individuals that dispute appeal decisions made by Parking and Transportation after they have met criteria for appeal. Parking and Transportation affords the opportunity to appeal up to four citations received in an academic year. That does not mean that the appeal that is submitted will meet the criteria for a valid reason to be considered for appeal.

Procedure: Individuals complete the appeal online via their parking account in PiratePort and it is forwarded to Parking and Transportation's appeals coordinator. An appeal decision is based upon information the individual states in the appeal, the individual's parking history and the number of times Parking and Transportation has addressed the same violation with the individual. Should an individual wish to dispute an appeal decision that was made by Parking and Transportation that met criteria for consideration, they may request in writing to appear before the Citation Appeals Committee. An email can be sent to parkingappeals@ecu.edu. The Citation Appeals Committee acts as a mediator between the individual and Parking and Transportation. They review the initial appeal, the appeal decision that was made by Parking and Transportation's appeal coordinator and hear any additional information from the appellant. Based on the information they receive, the Citation Appeals Committee renders a final decision on the appeal. If Parking and Transportation is uncomfortable making a decision on an appeal, they may present it to the committee to render a decision without the individual present. This may occur when an individual has been excessively hostile either in person or in the written appeal.

Terms of Office:

One year or until a replacement is selected by steering committee.

To Whom the Committee Reports:

Vice Chancellor for Administration and Finance/Associate Vice Chancellor for Environmental Health and Campus Safety

Standard Meeting Times:

Meetings are held twice a month during the Fall and Spring semesters.

Meeting Minutes:

No formal minutes are kept for these meetings. The appeals coordinator maintains a Citation Appeals Committee Meeting Record (form) of the decisions that the Citation Appeals Committee has made, along with any information that was presented to the appeals committee.