

# Job Description

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## Board of Inquiry

1. Boards of Inquiry may be authorized and appointed in the manner hereinafter provided for the following purposes:
  - a. To inquire into and report on any questions arising under the Bylaws, Code of Ethics, or APMA Policies and Administrative Procedures, and disciplinary actions related thereto.
  - b. To inquire into and report on any controversies involving an Academy or an individual, and to consider any allegations brought against them.
  - c. To inquire into and report on the recall of any person holding office subject to election by the House of Delegates.
  - d. To inquire into and report on any other matters which may be referred to it.
2. Boards of Inquiry may be authorized by the House of Delegates or the Board of Trustees, or they may be authorized by the President with the approval of four other members of the Board. The authorization for a Board of Inquiry shall be as specific as possible in stating the particular purpose for which the Board of Inquiry is to be appointed.
3. Boards of Inquiry shall consist of no fewer than three and no more than seven members who are appointed by the President with the approval of the Board of Trustees, except in the event that the Board of Trustees (either individually or collectively) is a party to a dispute that has been referred to a Board of Inquiry, then it shall be appointed by the Executive Director. Boards of Inquiry may consist of members of the Board of Trustees and other members in good standing of the Association who are not party to the matter under consideration by the Board of Inquiry. The majority of a Board of Inquiry shall consist of individuals who are not members of the Board of Trustees.
4. The Chair of a Board of Inquiry shall be appointed by the President, with the approval of the Board of Trustees, at the time the entire Board of Inquiry is appointed. In the event that the Board of Trustees (either individually or collectively) is a party to a dispute that has been referred to a Board of Inquiry, then the Chair shall be appointed by the Speaker of the House of Delegates.
5. The procedures for the conduct of a Board of Inquiry shall be stated in the APMA Policies and Administrative Procedures.