

## **PARKING CITATION APPEALS COMMITTEE**

### **Purpose**

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 they will be dismissed four times nor does that 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 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 individuals' 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 the criteria for consideration, they may request in writing to appear before the Citation Appeals Committee. The individual must pay the citation before they will be scheduled to appear before the Committee. An email can be sent to [parkingappeals@ecu.edu](mailto: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 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.

### **Members**

Committee members represent diverse areas of the campus community and contribute viewpoints from their perspective. The committee members include:

- four faculty members appointed by the Faculty Senate,
- two staff members appointed by the Staff Senate,
- one staff or faculty member appointed by the Associate Vice Chancellor for Health Sciences,
- one student who lives on-campus appointed by the staff/faculty advisor of the Resident Hall Association, and

- one student who lives off-campus appointed by the staff/faculty advisor of the Student Government Association.

Please note that only two faculty members are required to attend each meeting. Members are appointed to a one year term. Meetings are held twice a month during the Fall and Spring semesters. 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. In order to maintain privacy of the individual, no copies of any information given to the Citation Appeals Committee for review are kept by committee members. This information is filed in the appeals coordinators' office in the Parking and Transportation Services building.