

**University of North Florida**  
**NON-MOVING PARKING/TRAFFIC INFRACTION CITATIONS APPEAL BOARD**  
**Bylaws**

**NAME**

The name of this organization is the University of North Florida Non-Moving Parking/Traffic Infraction Citations Appeal Board (Board).

**AUTHORITY**

Board decisions are orders and are final.

**OBJECTIVE**

The objective of the Board is to provide an independent assessment of non-student cases of challenged non-moving University parking/traffic infraction citations (Citations).

Specifically, the Board will review submitted documentation, listen objectively to information provided and render decisions related to Citations. The Board will be the appeal body for all Citations issued to non-students.

**VOTING MEMBERS**

The following will be voting members of the Board:

- > Two (2) faculty members appointed by the President of the Faculty Association.
- > Two (2) A&P members appointed by the President of the A&P Association.
- > Two (2) USPS members appointed by the President of the USPS Association.
- > The Chief Justice of the Student Government or his/her designate.
- > One (1) additional member appointed by the University President.
- > Additional members may be appointed at the discretion of the Vice President for Administration and Finance, in consultation with the University President.

## **TERMS**

Faculty and staff members will be appointed for a two-year term, which may be renewable. Terms commence with the fall semester and run through the summer semester.

Any member desiring to resign from the Board shall submit their resignation in writing to the Board Chair, who shall present it to the appropriate Association President for action.

## **NON VOTING EX-OFFICIO MEMBERS**

- > The Coordinator of Parking Services or his designate.

## **OFFICER**

The member appointed by the University President or the member's designate from among the other members of the Board will serve as the Chair of the Board.

## **PROCEDURES**

A non-student who wants to appeal a Citation must select one of two methods:

- > Provide a written statement and not appear in person (non-appearance appeal).
- > Appear before the Board to present her/his case (appearance appeal).

For both the non-appearance appeal and the appearance appeal, the full Board will consider and decide on the appeal.

Appeal decisions are final and cannot be re-appealed through the non-selected method.

## **MEETINGS**

The Board will meet as often as necessary to discharge its duties. The Chair upon request of the Coordinator of Parking Services or his designate or upon request of any Board member will call for meetings.

Three (3) or more voting members of the Board shall be required to conduct the business of the Board.

## VOTING

- Each voting member of the Board will have one (1) vote.
- The Chair or the Chair's designate will vote only to break a tie.
- There will be no proxy voting.

## GUIDELINES FOR MEMBERS

The Board will make decisions based on the details presented to them and on the merits of the case. The members are expected to be diligent and conscientious in their duties and to use their best judgment and common sense when rendering decisions on Citation appeals. While it is not feasible or desirable to provide the Board with specific guidelines for all potential appeal categories, the following justifications are NOT to be considered sufficient on their own to allow for a successful appeal.

- Lack of knowledge of regulations.
- First time offender.
- Time period since the previous infraction.

The Board must either accept or deny the appeal. If the Board denies the appeal, the Board has the authority to reduce the fine if it is the appellant's first offense at UNF or if the Citation is for not displaying a parking permit or pass and the appellant possessed a valid UNF parking permit or pass at the time the Citation was issued.

It is expected that any member of the Board who has or may feel (s)he has a conflict of interest or will not be able to make an objective decision on a specific case will take leave from the proceedings, discussions and decision relating to that case.

Approved:

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John A. Delaney, President

Date