
Standard Operating Procedure for Petition to Challenge Association Action

AUTHORITY: Authority is granted in the Association Bylaws Article XV

Submitting a Petition

Any challenge to an Association action must be submitted as a written petition addressed to the Board of Directors. The petition must be received by the Board Secretary at AOTA headquarters within 90 days of the action being challenged. Delivery must be made via a commercial carrier or the U.S. Postal Service with a recorded delivery date.

The petition must clearly outline:

- The specific action challenged
- The date of the action being challenged
- How the challenged action affected the petitioner's rights
- The body, commission or committee responsible for the action
- The grounds for the challenge
- The relevant law, bylaw, or another organizational provision believed to have been violated
- The requested relief

Supporting documentation should be included with the petition. Petitioners may also list individuals directly involved in the action who have relevant knowledge, along with a brief description of the information each person may provide.

Petition Review Process

The Executive Committee of the Board will review the petition in consultation with legal counsel. Following this review, the Committee may recommend appropriate action to the Board of Directors