

Memorandum on PRRLOA Board's violation protocol
For possible inclusion in Policies and Procedures

1. Members of the Board do not have as one of their normal responsibilities conducting inspections to seek out violations of PRRLOA's governing documents. The typical course of action regarding violations occurs when a complaint is brought to the Board's attention by a Member not on the Board.
2. When such a referral is made, the Board conducts fact-finding (within the Board's access to pertinent information) to assess whether the alleged infraction may rise to the level of a violation.
3. The Board as a whole considers whether sufficient information is available to conclude, by a preponderance of the evidence, that an actionable violation has taken place.
4. The Board then begins a process to resolve the violation, or failing that to abate the violation with whatever legal remedies are available.
5. Possible violations which are reported *ab initio* by Board members are handled in the same manner as other reported violations.