



CSSB MEMBERSHIP SUSPENSION OR TERMINATION DUE PROCESS POLICY

The Cedar Shake and Shingle Bureau's ("CSSB") most valuable assets are (i) its federally registered and copyrighted Certi-labels®, and (ii) the trust and confidence of purchasers, consumers, and the cedar shake and shingle marketplace in the quality of Certi-label® products manufactured, distributed, sold and/or specified by CSSB Members. Only CSSB Members are permitted to use the Certi-label® brand. CSSB has worked diligently and invested heavily to promote and protect the integrity of the Certi-label® brand for over a century.

Inferior quality or mislabeled products bearing a Certi-label® confuse, defraud, and/or disappoint purchasers, contractors and consumers, pose an increased risk of product failure, and erode the brand's integrity. CSSB, acting through its Board of Directors ("Board"), must therefore strictly enforce its Bylaws, Membership Agreements, and product quality or other policies, procedures, rules and regulations, including applicable grading rules and labeling policies, and discipline, or suspend or terminate the Membership of, Members that do not adhere to and comply with them.

CSSB is committed to a disciplinary process that is fair, allows CSSB to uphold and enforce its Bylaws, Membership Agreements, and product quality policies, procedures, rules and regulations promptly, efficiently, and cost-effectively, and provides Members with reasonable notice of the alleged charges against them and an opportunity to be heard by the Board before any Membership suspension or termination decision of the Board becomes final and is imposed.

Accordingly, CSSB adopts following Member disciplinary procedures.

1. The Board shall promptly review any Member disciplinary charge or charges, including but not limited to, any alleged violation of CSSB's Bylaws, Membership Agreement, product quality or other policies, procedures, rules and regulations, including applicable grading rules and labeling policies, brought to its attention by CSSB's third-party inspection agency, CSSB management, any Director, or any Member.
2. Any Director whom the Board determines has a conflict of interest with respect to the subject Member or the charge(s) under CSSB's Board of Directors' and Officers' Conflict of Interest Policy may present a written or oral statement to the Board about the charge(s). Following the statement, the conflicted Director shall be recused from any further participation in the Board's review or consideration of, deliberations about, or voting on, the alleged charge(s) and disciplinary action, if any, to be taken.

3. After reviewing the evidence and information relating to the alleged charge(s) at a regular or special Board meeting, including but not limited to, in the Board's sole discretion, written or oral statements from CSSB's third-party inspection agency, CSSB management, or any Member, including the Member subject to the disciplinary charge(s), the Board shall make a preliminary decision regarding the charge(s) and discipline to be imposed on the subject Member, if any, including Membership suspension or termination and any fine or other penalty.
4. A preliminary decision to suspend the subject Member's CSSB Membership must be approved by a majority of the Directors attending the meeting at which the Board reviews and considers the alleged charge(s), excepting any Director(s) whom the Board has determined has a conflict of interest. A preliminary decision to terminate the subject Member's CSSB Membership must be approved by at least three-fourths of the Directors other than any Director(s) whom the Board has determined has a conflict of interest.
5. Within five business days of the board's preliminary decision, CSSB shall provide the subject Member, by email and overnight courier, a written summary of the charge(s), evidence, and information presented to the Board and the Board's preliminary decision, subject to the subject Member's written agreement to keep the materials strictly confidential.
6. Within five business days of receipt of the written summary of the charge(s), evidence and information, and the Board's preliminary decision, the subject Member may request, in writing, by email or overnight courier, an appeal of the Board's preliminary decision. If no request for an appeal is received by CSSB within five business days of the subject Member's receipt of the Board's preliminary decision, the preliminary decision shall become final, and the discipline imposed shall go into effect immediately.
7. Upon receipt of a request for an appeal, the Board shall schedule a Board meeting to hear the appeal. CSSB shall give the subject Member reasonable advance written notice, by email and overnight courier, of the date and time of the scheduled Board meeting to hear the appeal.
8. Ten business days in advance of the scheduled Board appeal meeting, CSSB shall provide the subject Member, by email or overnight courier, with any additional evidence or information relating to the charge(s) or the appeal not provided to such Member previously
9. Five business days in advance of the scheduled Board appeal meeting, the subject Member shall provide CSSB, by email or overnight courier, with any written statement, evidence, information, or argument of its choosing that is relevant to the charge(s).
10. The Board appeal meeting shall be held at the scheduled day and time by telephone conference call, or at the subject Member's option and expense, by video conference. Any Director whom the Board has determined has a conflict of interest with respect to the subject Member or the charge(s) under CSSB's Board of Directors' and Officers' Conflict of Interest Policy shall be recused from participating in the Board's review or consideration of, deliberations about, or voting on, the charge(s) and action, if any, to be taken as a result of the appeal meeting.

11. At the Board appeal meeting, the subject Member shall be provided a reasonable amount of time to present oral statements or argument of its choosing from any person agreeing to do so that are relevant to the charge(s), including any Director whom the Board has determined has a conflict of interest under CSSB's Board of Directors' and Officers' Conflict of Interest Policy. The subject Member or persons giving oral statements may be questioned by the Board. CSSB shall not be required to present any oral statements, nor shall any Director or CSSB Officer, staff, or vendor attending the meeting be required to answer questions of the subject Member or any other person.

12. Within five business days of the appeal meeting, the Board shall issue its final decision in writing on the charge(s) and action, if any, to be taken with respect to the subject Member, who will be sent the final decision by email and overnight courier. The Board's final decision shall not be subject to any further appeal.