

# The Medical College of Georgia

## Administrative Policies and Procedures

**Office of Primary Responsibility**  
Public Safety Division

**Subject:**  
Parking Penalty Appeals Committee

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### 1.0 Purpose

To designate a committee to review appeals of campus parking citations.

### 2.0 Policy

The Parking Penalty Appeals Committee will review appeals of parking citations and will confirm, void, or modify the citation.

### 3.0 Procedure

- 3.1 The Parking Penalty Appeals Committee shall be composed of five (5) members and a chairperson appointed by the Vice President for Administration and shall consist of representatives of faculty, staff, and students. Each appointment shall be for one (1) year.
  - 3.1.1 A quorum shall consist of three (3) committee members, in addition to the chairperson. The decision of the majority of the members present shall control. The chairperson shall vote only in the event of a tie. The committee shall have the authority to confirm, void, or modify citations.
  - 3.1.2 The committee shall meet once a month. The Parking Services Manager shall have the responsibility for scheduling meetings.
  - 3.1.3 A Parking Services (Public Safety Division) representative will be present at each meeting to assist the committee with information concerning parking space conditions, construction, violation history, rules and regulations, and other subjects as necessary or requested. The Parking Services representative shall not be a member of the committee.
  - 3.1.4 At least five (5) working days prior to the meeting, the Parking Office will submit to the committee chairperson the appeals to be reviewed.
- 3.2 Violators will have only one appeal to the committee. The appeal must be submitted in written form. The violator has the option to appear in person before the committee when the written appeal is presented. The violator must indicate on the appeal form of their desire to exercise this option in order to receive notification of the committee's meeting. If the person elects not to appear before the committee, the written appeal will be regarded as the one appeal, and no further appeals will be granted.
- 3.3 Parking citations must be appealed in writing to the MCG Parking Services Office within five (5) working days from the date of the citation, or the right to appeal is forfeited.
- 3.4 Decisions of the Parking Penalty Appeals Committee are final. The appellant will be notified of the Committee's decision in writing or via email within five (5) working days. Once the appeal has been heard and the decision has been made, no second appeals will be allowed. Any amount due after the final decision of the committee may then be garnished from an employee's salary, or added to a student's balance due to MCG.