

**The Ottawa Guild of Potters
Standards and Education Committee**

Procedural Fairness Guidelines:

**For the Removal of Functional, Non-Functional and Sculptural Pots
during a Guild Sale**

**Pots will be removed during a Guild Sale for the
following reasons:**

1) **Appendix C & D: Rules**

Functional, non-functional and sculptural pots which do not meet the Guild's requirement specified in the Guild Sale Handbook.

2) **Appendix C & D: Recommendations**

Functional, non-functional and sculptural pots which are seriously below currently accepted professional standards, as specified in the Guild Sale Handbook.

3) **Appendix E: 3.1 Pots which are NOT watertight**

3.2 Pots which are NOT meant for use with Moist Food

Functional, non-functional and sculptural pots which have not been correctly labelled "Not Watertight" or "Pas Etanche" or "Not for Food Use" or "Ne pas Utiliser Pour les Aliments" as specified in the Guild Sale Handbook.

4) **Electric Lamps:**

Electrical fixtures which do not comply with Ontario Electrical Safety Standards and do not have the required Recognized Certification Markings or Field Evaluation Agency Marking as specified in the **Update on Electric Lamps:** October 2009 OGP Newsletter.

5) **Pot Labels: 2.4.2 & 2.4.3**

Functional, non-functional or sculptural pots labelled incorrectly, or missing Pot Labels, as specified in the Guild Sale Handbook.

Procedural Guidelines for the Removal of Functional, Non-Functional and Sculptural Pots during a Guild Sale

1) Removal:

Any pots not meeting Ottawa Guild of Potters professional standards as specified in the Guild Sale Handbook will be removed by the SEC and placed in the backroom.

Each piece will be listed in the SEC Sale Notebook under Guild member's full name & their corresponding label(s) with a notation of the specific Rule, Recommendation or other professional standard which has not been met.

2) Replacement of removed work back into the Sale:

If a correction can be made, then the corrected piece of work must be inspected by one on-duty SEC member.

The correction is to be noted and signed by that SEC member in the SEC Sale Notebook.

The piece can then be returned to the Sale.

3) Notification:

If there is a sufficient quantity of work removed from one individual, that Guild member will be notified promptly, by the SEC during the Sale.

4) Appeal of the SEC Decisions during the Sale:

All requests for an appeal are to be presented to the on-duty SEC member verbally or in written form.

The on-duty SEC member will present the request for an appeal to a quorum of five SEC members, in a timely manner.

A majority decision is required.

All requests for an appeal and decisions made during a Sale will also be reviewed during the next SEC meeting.

5) Appeal of the SEC Decisions after the Sale:

All requests for an appeal of a decision made by the SEC during a Sale may also be presented in writing, by e-mail or regular mail, after the Sale ends to any or all of the SEC members.

The request for an appeal will be reviewed and discussed by a quorum of five SEC members, in a timely manner.

A majority decision is required.

The final decision will be e-mailed or mailed to the Guild Member.