**Committee Chair:**

Welcome everyone. I am **[Name]** and serve as chair of the District Disciplinary Committee. As I call your name, please confirm that you are present:

**[Co-Chair]**, co-chair of the committee.

**[Committee members, by last name alphabetically]**

**[Charged member]**

**[Complainant]**

Later, we will have statements from the following witnesses:

**[Witness names, by last name alphabetically]**

I confirm that a quorum **[is or is not]** present.

Please note that this hearing is not a court of law. We are following the disciplinary process as outlined in Toastmasters’ governing documents under Protocol 3.0, Section 3.

Recording of this session is prohibited. Any recording is a violation of Toastmasters’ governing documents and may result in disciplinary action.

All discussion is limited to the charges, materials, documentation, and witness statements presented.

An allegation of violation(s) of **[Policy X/Protocol X/Code of Ethics]** by **[charged member]** was duly submitted to the District Director on **[Date]**. An investigation was completed. As the investigation has determined that reasonably credible information has been presented in support of the allegation(s), and that the allegation(s), if proven true, would be considered at least a Level 2 violation. A District Disciplinary Committee has been duly convened under Protocol 3.0, Section 3.

A copy of the findings from the initial investigation have been previously provided to members of the committee. The committee has reviewed the initial report, completed additional investigation, and determined that a disciplinary hearing is warranted.

**[Charged member]** was informed of this hearing by **[email/letter/phone]** on **12/31/2022** by the chair, along with copies of any materials, documentation, or witness statements that appear to support the allegations.

*If charged member or complainant provided any materials:*

The committee is in receipt of the materials provided by **[charged member]**, which were received on **12/31/2022**.

The committee is in receipt of the materials provided by **[complainant]**, which were received on **12/31/2022**.

All members of the committee have received copies of the submitted materials.

*If charged member or complainant did not provide any materials:*

The committee has not received any materials or written statements from **[charged member]** related to the charges.

The committee has not received any materials or written statements from **[complainant]** related to the charges.

Each charge will be presented individually. **[Charged member]**, you will have **5** minutes to respond to each charge. In the interest of fairness, I may allocate additional response time as deemed necessary.

**[Complainant],** you will also have **5** minutes to provide any additional comment to each item. In the interest of fairness, I may allocate additional response time as deemed necessary.

Later, we will hear from witnesses who have specific knowledge of the allegation(s). Their statements will be limited to the charges and any supporting materials.

The outcome of this hearing will be to either clear **[charged member]** of the charge(s) or to make recommendations for disciplinary action to the District Executive Committee.

Are there any questions as to the process or potential outcomes of today’s hearing?

*Respond to any questions from the charged member or committee members.*

We will now review the charges individually. Please welcome **[co-chair]** who will present the charges.

**Co-Chair:**

Charge 1 – **[Description of charge 1]** This is a **[Level 2/Level 3]** violation.

Charge 2 – **[Description of charge 2]** This is a **[Level 2/Level 3]** violation.

Charge 3 – **[Description of charge 3]** This is a **[Level 2/Level 3]** violation.

*Co-chair presents the charge, supporting materials, documentation, and witness statements in support of the charge.*

**Committee Chair:**

**[Charged member]** – you now have **5** minutes to respond.

*\*Time to respond may be adjusted and must be at least 5 minutes and must be no less than the time taken to present the charge and supporting information.*

Do any committee members have any questions for **[Charged member]**?

*Allow committee members to ask questions and for the charged member to respond.*

**[Complainant]** – you now have **5** minutes to respond.

*\*Time to respond may be adjusted and must be at least 5 minutes and must be no less than the time taken to present the charge and supporting information.*

Do any committee members have any questions for **[complainant]**?

*Allow committee members to ask questions and for the complainant to respond.*

**Committee Chair:**

Thank you. Please welcome **[Co-Chair]**, who will present the next charge (if needed).

*Repeat as necessary for each charge. After the last charge is concluded…*

As all charges have been presented, we will now hear from witnesses. **[Witness 1]** will now be brought into the hearing.

*Bring* ***[Witness 1]*** *in from the waiting room, (consider a short recess depending on the length of the hearing).*

**[Witness 1]**, thank you for attending today’s disciplinary hearing. All matters discussed here today are confidential and may not be shared with anyone outside of this hearing. Any breach of confidentiality may result in disciplinary action.

Each charge will be presented to you. Your testimony is restricted to your specific knowledge of the charges, materials, documentation, or statements that were presented to **[Charged member]**. Do you have any questions before we proceed?

*Respond to any questions by the witness*

Please welcome **[Co-Chair]** who will present the charges.

**Co-Chair:**

The first charge is **[first charge]**.

The second charge is **[second charge]**.

The third charge is **[third charge]**.

Please share what you know about this allegation.

*The co-chair may ask follow-up questions based on the statement.*

**Chair:**

Do any committee members have additional questions for **[Witness 1]**?

*Allow questions and responses by the witness.*

*Repeat for each charge.*

*When all charges have been addressed…*

**[Witness 1]**, thank you for attending today’s disciplinary hearing. We appreciate your time and cooperation in helping us to resolve this matter. As a reminder, you are expected to maintain confidentiality related to this hearing. Any breach may result in disciplinary action. You are now excused.

*Repeat above steps for each witness.*

**Chair:**

At this time, **[Charged member]** is allowed 5 minutes for a closing statement.

*Charged Member makes closing statement*

Thank you **[Charged member]**. You will be informed within 24 hours of the decision of the committee.

Should the committee determine that the charge(s) are not substantiated, or make no recommendation for disciplinary action, you will be notified, and a confidential report will be submitted to the District Director that this matter is now closed.

Should the committee determine that the charge(s) are substantiated, and that disciplinary action is recommended, you will be notified, and a report of this hearing will be submitted to the District Director. The District Executive Committee will convene within 15 days to consider the recommendations. You are recused from voting on this matter at the District Executive Committee (if applicable).

Do you have any questions?

*Respond to questions from the charged member.*

As a final reminder, all matters discussed here tonight are confidential.

**[Charged member]**, you are now excused.

Members of the District Disciplinary Committee, we will reconvene in **[x minutes or at [time]]**. *If the meeting is held online, it is highly recommended that you have a separate meeting ID for committee deliberations.*

This hearing is adjourned