**[Date, Time]**

**District Director or Next Ranking District Officer:**   
Welcome everyone. This session of the District Executive Committee has been convened to consider recommendations for the District Executive Committee related to allegation(s) of violations of **[Policy X/Protocol X/Code of Ethics]**by **[charged member]**.

Will **[District Administration Manager]** please take roll call and confirm that a quorum is present?   
*Roll Call*

**District Administration Manager**   
We have a quorum.

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

Our assignment is to review the report from the Disciplinary Committee to determine if the substantiated charges justify the proposed disciplinary action(s). I ask you to approach this matter without bias.

Please welcome the chair of the District Disciplinary Committee, **[name]**.

**District Disciplinary Committee Chair**   
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 determined that reasonably credible information was 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 was duly convened under Protocol 3.0, Section 3. The additional members of the District Disciplinary Committee are:

*State names of committee members*   
A District Disciplinary Committee hearing was held on **[date]**. You have received a copy of the notification of hearing, and the report from the Disciplinary Committee.

The committee cleared the member of the following charges (if applicable):   
*State cleared charges*

The committee substantiated the following charges:   
*State substantiated charges*

As a result of the substantiated charges, the committee recommends the following disciplinary action be taken, based upon permitted disciplinary action under Protocol 3.0, Section 3, and the District Administrative Bylaws. *State the proposed disciplinary action(s).*

**[Mr./Madam]** District Director.

Thank you, chair.   
The chair of the District Disciplinary Committee will present the motion:

**Chair**   
On behalf of the District Disciplinary Committee, I move that:   
*State the proposed disciplinary action as found in the Disciplinary Committee report. If there is a recommendation for removal of office, this should be considered as a separate motion.*   
As this is a recommendation from a committee, no second is required.   
**[Mr./Madam]** District Director.

Thank you, **[chair]**.

We have a motion on the floor to *repeat the motion.*

Members of the District Executive Committee, we have received recommendations from the Disciplinary Committee as made in the motion.

**If this is a motion for removal from elected office:**As the motion is to remove charged member from the role of **[x]**, which is an elected role as defined in the District Administrative Bylaws, this motion requires a two-thirds vote of the entire District Executive Committee, less the **[charged member and the following DEC members who are recused in this matter (state recused members)]**. Specifically, this motion requires **[x]** votes in favor to be adopted.

We will now hear from the charged member, who has 10 minutes to make a statement.

*Charged member makes a statement of up to 10 minutes after which they are excused.*

**If this is not a motion for removal from elected office:**This motion requires a majority of members present and voting in favor to be adopted.

The District Executive Committee is bound by the recommendations from the District Disciplinary Committee. Amendments to the recommended action(s) are not permitted.

I now open the floor for discussion.

*Members of the District Executive Committee may ask clarifying questions related to the findings in the Disciplinary Committee Report.*

*Discussion and voting*

Chair:  
*The results of the vote are announced*

*If needed, repeat for each motion from the District Disciplinary Committee.*

**Once all motions have been concluded:**As a final reminder, all matters discussed are confidential and may only be discussed with members of the District Executive Committee. Any breach of confidentiality may result in disciplinary action.

This special session of the District Executive Committee is adjourned