DISCIPLINARY PROCEDURES FOR MEMBERS

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Responsible Office: Office of the Secretariat

Approving Body: IAPUC Board of Directors

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Related Documents:

- IAPUC Bylaws (IAPUC/GOV/2025-001, Version 1.2.3)
- Membership Eligibility and Admission Standards – General Provisions (IAPUC/MEM/2025-001, Version 1.0.2)
- IQA Certification Academic Ethics and Integrity Code (IAPUC/ETH/2025-001, Version 1.0.1)
- IQA Certification Appeal, Complaint and Dispute Resolution Regulations (IAPUC/APP/COM/2025-001, Version 1.0.2)
- IQA Certification Risk Assessment and Management Interim Regulations (IAPUC/RISK/2025-001, Version 1.0.1)
- Code of Conduct and Conflict of Interest Policy for Board Members (IAPUC/GOV/ETH/2025-001, Version 1.0.0)
- IQA Document Preparation Specification (IAPUC/GOV/DOC-2025-001, Version 1.1.0)

Document Control

Version	Date	Author	Description of Changes	Approval
1.0.0	20 April 2025	Office of International	Initial	Board of

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Distribution List

- IAPUC Board of Directors (all members)
- Accreditation Decision Committee (ADC)
- IAPUC Secretariat
- All IAPUC Members (Institutional and Individual)
- IAPUC Standing Committees
- IAPUC Legal Counsel

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Preamble

The International Association of Private Universities and Colleges (IAPUC) is the world's only multi- disciplinary comprehensive quality assurance body exclusively dedicated to private higher education institutions. As an association committed to the highest standards of quality, integrity, and ethical conduct, IAPUC requires that its members—both institutional and individual—adhere to the principles and obligations set forth in its governing documents, membership standards, and the IQA framework.

The maintenance of disciplinary order is essential to protect the integrity of IAPUC's accreditation and quality assurance processes, to safeguard the reputation of the Association, and to ensure that all members are held to the same standards of accountability.

These Disciplinary Procedures for Members (the "Procedures") establish a fair, transparent, and consistent process for investigating and adjudicating alleged breaches of IAPUC's governing documents, membership obligations, codes of conduct, and other applicable regulations. They are designed to balance the rights of the accused member with the need to protect the interests of IAPUC and its broader community.

These Procedures are adopted pursuant to Article [X] of the IAPUC Bylaws and shall be read in conjunction with the *IQA Certification Appeal, Complaint and Dispute Resolution Regulations* (IAPUC/APP/COM/2025-001), which govern complaints and appeals more broadly.

Part I: General Provisions

Article 1: Purpose and Scope

1.1 These Procedures establish the process by which IAPUC may investigate and, where warranted, impose sanctions on a member (institutional or individual) for conduct that violates the IAPUC Bylaws, membership obligations, codes of conduct, academic ethics standards, or any other applicable IAPUC regulation.

1.2 These Procedures apply to all categories of IAPUC membership, including:

- Institutional Members (all classes: Associate, Full, Accredited)
- Individual Members (Regular and Excellent Members)
- Any applicant or former member where conduct during membership is at issue.

1.3 These Procedures do not apply to disciplinary matters concerning IAPUC staff, which are governed by the *IAPUC Employee Handbook and Human Resources Management Regulations*.

1.4 These Procedures do not replace or supersede the *IQA Certification Appeal, Complaint and Dispute Resolution Regulations* (IAPUC/APP/COM/2025-001) with respect to complaints, but provide the specific disciplinary process for members.

Article 2: Definitions

For the purposes of these Procedures:

2.1 **"Member"** means any institutional or individual member of IAPUC, whether in good standing or otherwise.

2.2 **“Complainant”** means a person or entity that submits a complaint against a member.

2.3 **“Respondent”** means the member against whom a complaint has been lodged or disciplinary proceedings have been initiated.

2.4 **“Allegation”** means a statement or assertion that a member has breached a rule or obligation.

2.5 **“Disciplinary Offence”** means any act or omission that constitutes a breach of IAPUC’s governing documents, membership obligations, codes of conduct, or other applicable regulations.

2.6 **“Investigating Officer”** means a person appointed by the Secretariat to conduct the preliminary review or formal investigation.

2.7 **“Disciplinary Committee”** means a panel appointed by the Board of Directors to hear and determine disciplinary cases.

2.8 **“Sanction”** means a penalty imposed on a member for a disciplinary offence, as set out in Article 19.

Article 3: Principles Governing Disciplinary Proceedings

3.1 **Fairness**: All proceedings shall be conducted fairly, impartially, and without undue delay.

3.2**Right to Be Heard**: The Respondent shall have the opportunity to present their case, respond to allegations, and be heard before any adverse decision is made.

3.3 **Presumption of Innocence**: A member is presumed innocent until proven, by a preponderance of evidence, to have committed a disciplinary offence.

3.4 **Confidentiality**: All proceedings shall be kept confidential to the extent permitted by law, to protect the reputations of all parties involved. Information shall be shared only with those who have a legitimate need to know.

3.5 **Proportionality**: Any sanction imposed shall be proportionate to the gravity of the offence and the circumstances of the case.

3.6 **Non‑ Retaliation**: Complainants, witnesses, and other participants in good faith shall be protected from retaliation.

Article 4: Relationship to Other IAPUC Procedures

4.1 These Procedures shall be interpreted in harmony with the following instruments:

- The IAPUC Bylaws (IAPUC/GOV/2025-001);
- The *Membership Eligibility and Admission Standards – General Provisions* (IAPUC/MEM/2025-001);
- The *IQA Certification Academic Ethics and Integrity Code* (IAPUC/ETH/2025-

001);

- The *IQA Certification Appeal, Complaint and Dispute Resolution Regulations* (IAPUC/APP/COM/2025-001);
- The *IQA Certification Risk Assessment and Management Interim Regulations* (IAPUC/RISK/2025-001);
- The *Code of Conduct and Conflict of Interest Policy for Board Members* (IAPUC/GOV/ETH/2025-001).

4.2 In the event of any inconsistency between these Procedures and the Bylaws, the Bylaws shall prevail.

Part II: Grounds for Disciplinary Action

Article 5: Disciplinary Offences

5.1 A member may be subject to disciplinary action for any of the following offences:

(a) **Breach of Membership Obligations**: Failure to comply with the conditions of membership as set out in the *Membership Eligibility and Admission Standards – General Provisions* or the specific category‐based standards;

(b) **Violation of IAPUC's Codes of Conduct**: Breach of the *IQA Certification Academic Ethics and Integrity Code*, or the *Code of Conduct and Conflict of Interest Policy for Board Members* (where applicable), or any other code adopted by IAPUC;

(c) **Misrepresentation**: Knowingly providing false, misleading, or incomplete information to IAPUC, including in membership applications, accreditation submissions, or any official communication;

(d) **Non‐Compliance with Accreditation Requirements**: Failure to adhere to the *IAPUC‐IQA Certification Manual* or any supplementary quality standards, resulting in material non‐compliance;

(e) **Financial Default**: Failure to pay membership fees, accreditation fees, or other amounts due to IAPUC within the prescribed time, without reasonable cause;

(f) **Breach of Confidentiality**: Unauthorised disclosure of confidential information acquired through membership or accreditation processes;

(g) **Defamation or Harm to IAPUC**: Publicly making false or malicious statements that damage the reputation of IAPUC or undermine its credibility;

(h) **Interference with IAPUC Processes**: Obstructing or improperly influencing IAPUC's accreditation, quality assurance, or governance processes, including intimidation of staff, reviewers, or other members;

(i) **Failure to Cooperate**: Refusal to provide information, documentation, or access required by IAPUC in the course of an investigation or review;

(j) **Unethical Conduct**: Engaging in conduct that, while not specifically enumerated, is contrary to the generally accepted principles of academic integrity, professional ethics, or the mission of IAPUC;

(k) **Violation of Laws**: Where a member has been found guilty of a criminal offence that is relevant to their membership or that brings IAPUC into disrepute;

(l) **Repeated Minor Infractions**: A pattern of minor breaches, even if each individually may not warrant action, may constitute a disciplinary offence.

5.2 The list above is illustrative and not exhaustive. The Board may determine whether other conduct constitutes a disciplinary offence based on the circumstances.

Part III: Initiation of Proceedings and Preliminary Review

Article 6: Sources of Allegations

6.1 Allegations against a member may arise from:

(a) A complaint submitted by any person or entity (including other members, staff, accreditation applicants, or members of the public);

(b) A report from an IAPUC review team, peer reviewer, or accreditation panel;

(c) Information obtained by the Secretariat in the course of its regular duties;

(d) Self-disclosure by the member;

(e) Publicly available information that suggests a breach;

(f) Referral by the Accreditation Decision Committee (ADC) or other IAPUC bodies.

6.2 Anonymous complaints shall be accepted but may be given less weight unless they contain corroborating evidence that can be independently verified. The Secretariat shall assess the credibility of anonymous complaints.

Article 7: Preliminary Review

7.1 Upon receipt of an allegation, the Secretariat shall conduct a preliminary review to determine whether:

(a) The allegation, if proven, would constitute a disciplinary offence under Article 5; and

(b) There is sufficient prima facie evidence to warrant further investigation.

7.2 The preliminary review shall be completed within **30 days** of receipt of the allegation, unless an extension is granted by the Secretary-General for good cause.

7.3 During the preliminary review, the Secretariat may request additional information from the Complainant or from other sources.

7.4 If the Secretariat determines that the allegation does not meet the threshold for disciplinary proceedings, it shall dismiss the matter and inform the Complainant (if identifiable) and the Respondent (if the matter has been communicated) of the reasons in writing.

7.5 If the Secretariat determines that there is sufficient basis to proceed, it shall initiate a formal investigation.

Article 8: Notice of Investigation

8.1 Upon initiation of a formal investigation, the Secretariat shall serve on the Respondent a written **Notice of Investigation** (Annex A), which shall include:

(a) A clear description of the allegations, including the specific provisions alleged to have been breached;

(b) The identity of the Complainant, unless the Secretariat determines that disclosure would be inappropriate (e.g., where the complaint is anonymous or where there are concerns about retaliation);

(c) A summary of the evidence available at that stage;

(d) Notification of the Respondent’s right to respond in writing and to be heard;

(e) A deadline for the Respondent to submit a written response (no less than **30 days** from receipt of the Notice);

(f) Information about the investigation process, the Respondent’s rights, and the potential sanctions.

8.2 The Notice shall be sent by registered mail or electronic delivery with confirmed receipt, to the Respondent’s last known address or email on file.

Part IV: Formal Investigation

Article 9: Appointment of Investigating Officer

9.1 The Secretariat shall appoint an Investigating Officer who shall have no conflict of interest in the matter. The Investigating Officer may be an IAPUC staff member, a qualified external investigator, or a member of the Peer Review Roster, provided they have appropriate expertise and independence.

9.2 In cases where the allegations involve the Secretary-General or senior staff, the investigation shall be conducted by an external investigator appointed by the Board Chair.

Article 10: Conduct of Investigation

10.1 The Investigating Officer shall conduct a thorough and impartial investigation, which may include:

(a) Reviewing all relevant documents, records, and communications;

(b) Interviewing the Respondent, the Complainant, and any witnesses;

(c) Requesting written statements;

(d) Seeking expert advice, where necessary;

(e) Visiting premises (for institutional members) if relevant;

(f) Gathering any other evidence deemed relevant.

10.2 The Investigating Officer shall have access to all IAPUC records relevant to the investigation, subject to applicable confidentiality and data protection requirements.

10.3 The Respondent shall have the right to:

- Be informed of the evidence against them;
- Provide evidence and call witnesses on their behalf;
- Be accompanied by a legal advisor or other representative during interviews;
- Have reasonable time to prepare their response.

10.4 The Investigating Officer shall complete the investigation and submit a written Investigation Report to the Secretariat within **60 days** of appointment, unless an extension is granted by the Secretary- General (not exceeding a further 60 days).

Article 11: Investigation Report

11.1 The Investigation Report shall contain:

(a) A summary of the allegations;

(b) A description of the investigation process;

(c) A detailed factual analysis, including findings of fact;

(d) An assessment of whether the evidence establishes a disciplinary offence on a balance of probabilities;

(e) Any exculpatory or mitigating factors;

(f) Recommendations as to whether disciplinary proceedings should be initiated and, if so, the proposed charges.

11.2 The Investigation Report shall be provided to the Respondent for comment. The Respondent shall have **14 days** to submit written observations.

11.3 After considering the Respondent’s observations, the Investigating Officer may finalise the report and submit it to the Secretariat.

Article 12: Review by Secretariat

12.1 Upon receipt of the final Investigation Report, the Secretariat shall review it and determine whether to:

(a) **Dismiss the matter**: If the evidence is insufficient to support a charge;

(b) **Issue a warning**: In cases of minor breaches, where no formal proceedings are warranted;

(c) **Refer to the Disciplinary Committee**: If formal proceedings are warranted.

12.2 The Secretariat shall inform the Respondent in writing of its decision and, where proceedings are initiated, shall provide a copy of the Investigation Report (redacted if necessary) and a Statement of Charges.

Article 13: Statement of Charges

13.1 The Statement of Charges shall:

(a) Specify the disciplinary offence(s) alleged;

(b) Reference the specific provisions breached;

(c) Summarise the supporting evidence;

(d) Invite the Respondent to submit a written defence and request a hearing, within **30 days** of receipt.

13.2 Failure by the Respondent to respond within the specified time shall not prevent the Disciplinary Committee from proceeding, provided that the Respondent has been properly notified.

Part V: Hearing and Determination

Article 14: Composition of the Disciplinary Committee

14.1 The Board shall appoint a Disciplinary Committee for each case, consisting of three (3) to five (5) members who:

- Are not members of the IAPUC Board of Directors (except ex officio, where required);
- Have no conflict of interest in the matter;
- Have relevant legal, governance, or quality assurance expertise.

14.2 The Disciplinary Committee shall be chaired by a member with legal experience or expertise in adjudicative processes.

14.3 In cases involving institutional members, at least one member of the Committee shall have experience in institutional quality assurance.

Article 15: Hearing Procedure

15.1 The Disciplinary Committee shall hold a hearing to consider the case, unless the Respondent waives the right to a hearing in writing.

15.2 The hearing shall be conducted in accordance with the Hearing Procedure Guidelines (Annex C) and shall include:

(a) Presentation of the case by the Secretariat (or its representative);

(b) Presentation of the defence by the Respondent (or their representative);

(c) Examination of witnesses;

(d) Submission of documentary evidence;

(e) Closing statements.

15.3 The hearing shall be recorded (audio or written transcript). The record shall be preserved in accordance with the Archives and Data Retention Management Regulations.

15.4 The Respondent may be represented by legal counsel or another representative at their own expense. The Respondent may also request an interpreter, if necessary.

15.5 The hearing shall be held in English, unless the Committee determines otherwise with the consent of the parties.

15.6 The hearing shall be conducted in camera to protect confidentiality. The Committee may admit only such evidence as is relevant and reliable.

Article 16: Determination

16.1 Following the hearing, the Disciplinary Committee shall deliberate in private and reach a decision by a simple majority of its members.

16.2 The Committee shall determine, on a balance of probabilities, whether the Respondent has committed the disciplinary offence(s) charged.

16.3 The Committee shall produce a written decision, which shall include:

- The charges;
- A summary of the evidence and arguments;
- Findings of fact;
- The Committee’s conclusions on each charge;
- The sanction imposed, if any;
- The reasons for the decision.

16.4 The decision shall be sent to the Respondent and to the Secretariat within **30 days** of the conclusion of the hearing.

Article 17: Interim Measures

17.1 Pending the outcome of disciplinary proceedings, the Board may impose interim measures where necessary to protect the integrity of IAPUC, its accreditation processes, or the safety of individuals. Such measures may include:

- Temporary suspension of membership rights;
- Temporary removal from accreditation panels or review teams;
- Restriction of access to IAPUC systems or meetings;
- Any other measure proportionate to the risk.

17.2 Interim measures shall be reviewed by the Board every **30 days** and shall be lifted if the proceedings are not concluded within a reasonable time.

Article 18: Costs

18.1 Each party shall bear its own costs in disciplinary proceedings, unless the Disciplinary Committee determines that the Respondent has acted in bad faith or has frivolously delayed proceedings, in which case it may order the Respondent to contribute to IAPUC's reasonable costs.

Part VI: Sanctions

Article 19: Types of Sanctions

19.1 Where the Disciplinary Committee finds a member guilty of a disciplinary offence, it may impose one or more of the following sanctions:

(a) **Written Reprimand**: A formal written warning, recorded on the member's file;

(b) **Censure**: A public or private statement that the conduct is unacceptable, with details recorded in the minutes;

(c) **Fine**: A financial penalty not exceeding the equivalent of **two (2) years** of annual membership fees for the relevant category, payable to IAPUC within a specified period;

(d) **Suspension of Membership Rights**: Temporary deprivation of some or all rights of membership (e.g., voting, access to services, participation in accreditation activities) for a specified period not exceeding **three (3) years**;

(e) **Suspension of Accredited Status**: For institutional members, temporary suspension of IQA accreditation for a period not exceeding **three (3) years**, during which time the institution shall not use IAPUC marks or represent itself as accredited;

(f) **Downgrading of Membership**: Reduction to a lower category of membership (e.g., from Accredited Member to Full Member, or Full Member to Associate);

(g) **Expulsion**: Permanent termination of membership, with no right to reapply for a specified period (not less than five years) or indefinitely;

(h) **Publication of Sanction**: In serious cases, the sanction may be published on the IAPUC website or in its publications, subject to the Respondent's right to confidentiality as provided by law.

19.2 The Committee shall take into account the following factors when determining the appropriate sanction:

- The gravity and nature of the offence;
- Whether the offence was intentional, negligent, or reckless;
- The impact on IAPUC, its members, and stakeholders;
- Any previous disciplinary record of the Respondent;
- The Respondent's cooperation during the investigation;
- Whether the Respondent has taken remedial action;
- Any mitigating or aggravating circumstances.

Article 20: Effect of Sanctions

20.1 A written reprimand or censure shall be noted on the member's file and may be considered in future disciplinary matters.

20.2 Suspension of membership rights does not relieve the member of their obligation to pay membership fees unless the Board decides otherwise.

20.3 Suspension of Accredited Status may have consequences under the *IQA Certification Risk Assessment and Management Interim Regulations*, including automatic downgrading of membership status.

20.4 Expulsion results in the immediate cessation of all membership rights and privileges. The expelled member shall not be eligible to reapply for membership for the period specified by the Committee.

Article 21: Implementation of Sanctions

21.1 The Secretariat shall implement the sanctions as soon as the decision becomes final (i.e., after the expiry of the appeal period or after an appeal has been dismissed).

21.2 The Secretariat shall update the membership records and, where applicable, the *IQA Accredited Institutions Directory* to reflect the sanction.

21.3 In cases of suspension or expulsion, the Secretariat shall notify relevant external bodies (e.g., quality assurance networks, government regulators) as required by law or by IAPUC's international commitments.

Part VII: Appeals

Article 22: Appeals

22.1 A Respondent who is subject to a sanction under these Procedures may appeal the decision to the Independent Appeals and Arbitration Committee, in accordance with the *IQA Certification Appeal, Complaint and Dispute Resolution Regulations* (IAPUC/APP/COM/2025-001).

22.2 The appeal must be filed in writing within **30 days** of the Respondent's receipt of the decision.

22.3 The grounds for appeal are limited to:

- Procedural irregularity materially affecting the outcome;
- New evidence that could not reasonably have been available at the time of the hearing and that could materially affect the outcome;
- The sanction imposed is manifestly disproportionate or unreasonable.

22.4 The Independent Appeals and Arbitration Committee shall review the case and may:

- Uphold the original decision;
- Overturn the original decision;
- Modify the sanction;
- Remit the case to the Disciplinary Committee for rehearing.

22.5 The Committee's decision shall be final and binding on all parties.

Part VIII: Miscellaneous Provisions

Article 23: Confidentiality and Data Protection

23.1 All parties involved in disciplinary proceedings shall maintain confidentiality and shall not disclose information about the proceedings to third parties, except as necessary for the preparation of their case (e.g., legal counsel) or as required by law.

23.2 Personal data shall be processed in accordance with the *IAPUC Privacy Policy* (IAPUC/LEG/PRV/2025-001) and applicable data protection laws.

23.3 The Secretariat shall retain records of disciplinary proceedings in accordance with the *IQA Certification Archives and Data Retention Management Regulations* (IAPUC/ARCH/2025-001).

Article 24: Transitional Provisions

24.1 These Procedures shall take effect on **20 April 2025**.

24.2 Any disciplinary proceedings that are pending on the effective date shall be governed by the previous procedures, unless the Board determines that these Procedures shall apply.

24.3 For conduct that occurred before the effective date, these Procedures may apply if the conduct would also have constituted a disciplinary offence under the previous rules, and where the application of these Procedures is fair and reasonable in the circumstances.

Article 25: Review and Amendment

25.1 These Procedures shall be reviewed at least once every**five (5) years** by the Board.

25.2 Amendments may be proposed by any Board Member or by the Secretariat and shall be adopted by a two‑ thirds majority of the Board.

25.3 All amendments shall be documented in the Document Control table, with a new version number reflecting the revision.

Annex A: Notice of Investigation Template

(To be issued by the Secretariat)

IAPUC NOTICE OF INVESTIGATION

To: [Member Name/Institution Name]

Member Number: [_________]

Date: [_________]

Reference: IAPUC/INV/2025/____

Subject: Initiation of Disciplinary Investigation

Dear [Member],

This Notice is to inform you that the Secretariat of the International Association of Private Universities and Colleges (IAPUC) has initiated a formal disciplinary investigation against you pursuant to the *Disciplinary Procedures for Members* (IAPUC/APP/DIS/2025-001).

1. Allegations

[Provide clear description of the alleged breaches, including the provisions of IAPUC governing documents that have been contravened.]

2. Summary of Evidence

[Provide a concise summary of the evidence available at this stage.]

3. Your Rights

You have the right to:

- Submit a written response to these allegations within **30 days** of receipt of this Notice;
- Provide evidence, including documents and witness statements, in your defence;
- Be assisted or represented by a legal advisor or other representative during the investigation and any subsequent hearing;
- Request a hearing before the Disciplinary Committee, if formal charges are brought.

4. Deadline for Response

Your written response must be received by the Secretariat no later than **[date, which is 30 days from issuance]** . The response should be addressed to:

IAPUC Secretariat

Email: secretariat@iapuc.org

Subject: Response to Investigation – [Your Name/Member Number]

5. Consequences of Non- Response

Failure to respond within the specified period may result in the investigation proceeding in your absence and a decision being made based on the available evidence.

6. Confidentiality

You are required to keep the existence and content of this investigation strictly confidential, except for discussions with your legal advisor. Breach of confidentiality may itself constitute a disciplinary offence.

If you have any questions or require an extension, please contact the Secretariat as soon as possible.

Yours sincerely,

____

Secretary- General

IAPUC

Annex B: Response to Allegations Form

(To be completed by the Respondent)

IAPUC RESPONSE TO ALLEGATIONS

Member Name: ___________________________

Member Number: ___________________________

Investigation Reference: IAPUC/INV/2025/____

Date: ___________________________

1. Response to Each Allegation

Please respond to each allegation separately, indicating whether you admit, deny, or do not have sufficient information to respond. Provide your explanation and any supporting evidence.

Allegation Number	Response (Admit/Deny/No Knowledge)	Explanation and Evidence

2. Mitigating Factors

Please describe any circumstances that you believe should be considered in mitigation:

____

____

3. Witnesses and Documents

List any witnesses you wish to call or documents you wish to submit:

Name/Description	Contact Details (for witnesses)	Relevance

4. Request for Hearing

- [ ] I request a hearing before the Disciplinary Committee.

- [ ] I waive my right to a hearing and agree to a decision based on the written record.

5. Representative (if any)

Name: ___________________________

Relationship: ___________________________

Contact: ___________________________

Signature: ___________________________**Date:** ___________________________

Please return this completed form to the Secretariat by the deadline specified in the Notice of Investigation.

Annex C: Hearing Procedure Guidelines

(To be followed by the Disciplinary Committee)

IAPUC HEARING PROCEDURE GUIDELINES

These guidelines govern the conduct of hearings before the Disciplinary Committee.

1. Opening

- The Chair of the Disciplinary Committee shall open the hearing, introduce the parties, and confirm the Respondent's identity.
- The Chair shall read the charges and confirm that the Respondent understands them.
- The Respondent shall be asked whether they admit or deny the charges.

2. Presentation by the Secretariat

- The Secretariat (or its representative) shall present the case, calling witnesses and submitting evidence.
- The Respondent and/or their representative shall have the right to cross- examine witnesses.

3. Presentation by the Respondent

- The Respondent (or representative) shall present their defence, calling witnesses and submitting evidence.
- The Secretariat shall have the right to cross- examine witnesses.

4. Rebuttal

Both parties may be allowed a limited rebuttal to address new points raised by the other side.

5. Closing Statements

Both parties may make brief closing statements summarising their positions.

6. Deliberation

- The Committee shall deliberate in private.
- The decision shall be by simple majority.
- The decision and reasons shall be reduced to writing within 30 days.

7. Conduct

- All participants shall behave with respect and civility.
- The Chair may exclude any person who disrupts the proceedings.
- No recording may be made by participants other than the official recording by the Secretariat.