



## HEARING GUIDELINES

1. The hearing must be held within forty-five (45) days of the filing of a complaint.
2. Notice of a hearing must be Communicated to the Complainant and Respondent at least ten (10) days prior to the hearing. The county chairman in the affected county or counties will also be notified at this time.
3. The Respondent shall receive a copy of the Complaint with the hearing notice.
4. The Officers may question any of the participants in the hearing at their discretion.
5. The Complainant and Respondent may be represented by a person of their choosing and will be allotted two (2) minutes for an opening statement and two (2) minutes for a closing statement. If the Complainant or Respondent is unable to appear at the hearing, they may submit a written statement to be entered in the record.
6. The Complainant and Respondent are each allowed up to three (3) persons of their own choosing to present evidence to the hearing. Each is also allowed to present a reasonable number of documents to support their case, and their testimony shall not exceed three (3) minutes.
7. The hearing is a closed meeting of the Officers and their invited guests. No media will be admitted to the hearing.
8. The Complainant and Respondent must identify, in writing, to the district committee chairman the names, addresses and party positions of the persons to represent them and/or testify on their behalf at least forty-eight (48) hours prior to the start of the hearing. The Complainant and Respondent must identify the documents to be introduced by each party by title of the document and a brief description and submit them to the district committee chairman at least forty-eight (48) hours prior to the start of the hearing. A copy of the lists of persons and documents will be emailed to the Complainant and Respondent at least twenty-four (24) hours prior to the hearing.
9. The presiding officer may appoint a sergeant-at-arms or request a law enforcement representative(s) to provide security and order for the hearing.
10. The only persons admitted to the hearing will be those identified by the Complainant and Respondent as representing, or testifying, on their behalf and persons selected by the Officers.
11. No recording or other communication devices of any kind will be allowed in the hearing room other than those authorized by the Officers.
12. The meeting may be suspended and continued in case additional information or time is needed for a decision.
13. A decision of the Officers will be made and announced at the conclusion of the hearing if possible. The Officers may offer an alternative remedy to the one requested by the Complainant in the Complaint or Hearing.
14. The district secretary shall keep a record of the proceedings.
15. A copy of the record of proceedings shall be Communicated to the secretary of the Indiana Republican State Committee.
16. The Complainant and Respondent will each receive a written copy of the decision and order of the Officers of the district committee following the hearing.