

PROCEDURE FOR MEMBER DISCIPLINE

Article VI of the Bylaws provides that a member in OTA may be disciplined. The following procedures shall be utilized in determining whether a member should be disciplined.

1. **Definition of Cause.** Cause is defined as any action or omission described in Article VI, Section II of the Bylaws.

2. **Determination of Cause.** The Presidential Line shall determine whether cause exists to commence a proceeding with respect to the discipline of any member.

3. **Notification of Charges.** The member shall be entitled to be notified in writing, with specificity, as to the charges against him or her. If a complaint is received from a party outside the Board of Directors, the Board of Directors will determine whether the complaint must be reduced to writing by the complainant and forwarded by the Board of Directors to the accused. Anonymity of the complainant can only be afforded when consistent with the rights of the accused to be notified of the charges against him or her.

4. **Right to Respond.** The accused shall be afforded the right to respond, either in writing, on a conference call, through a virtual meeting, or any combination thereof. If the accused is permitted to respond to a conference call or a virtual meeting, at least 30 minutes will be afforded for the accused to provide a response. The accused may be represented by legal counsel.

5. **Determination.** The Board of Directors shall determine by majority vote whether member shall be disciplined and shall thereafter convey the determination to the accused and, if appropriate, to the complainant or others.

6. **Consultation with Legal Counsel.** The Board of Directors may consult with legal counsel with respect to any step in this procedure.

7. **Circumstances Where Immediate Action is Required.** In circumstances where immediate action is required to protect the safety of an individual or prevent material damage to reputation or property, the Executive Director or any member of the Board of Directors of OTA may act in good faith to impose an immediate temporary suspension of no more than 24 hours of a member's right to participate in an event or utilize an OTA resource, but may thereafter submit a complaint under the process described above if a suspension of more than 24 hours is warranted.