

I. Policy

- A. **Purpose:** This Policy and Procedure aims to establish a protocol for excusing members from the community who harm or threaten district members or the District as a whole. Every district member has the right to participate in district meetings, events, and gatherings free of harm, abuse, or harassment (See Personal Safety & Zero Tolerance Policy).

It is also the right of members to be afforded due process when there are allegations of them harming the District or its members. The procedure of excusing members who are creating harm to the community is a practice that has been observed for hundreds, perhaps thousands of years. Refer to in the SWO Codified Laws as Banishment. Though the concept is the same, we will refer to this as Involuntary Relinquishment.

- B. **Responsibility:** When this procedure is initiated, the District Executive Committee shall carry out the duties listed in the procedure and ensure a fair process for everyone involved.
1. The District Chairman shall lead and oversee the proceedings.
 2. If a conflict of interest exists between the District Chairman and one or both parties, another Executive Committee member may be appointed to act in their place.
- C. **Burden:** Involuntary Relinquishment shall be initiated only when substantial, documented, and irreparable harm is caused by a district member's behavior that affects other District Members or the District as a whole. The burden of showing harm shall be placed on the District Member(s) who initiate the process and the District Executive Committee.

II. Procedure

- A. There are two ways to initiate this process: (1) A written statement by a party alleging harm; (2) or by a motion passed by a simple majority at a Regular District Meeting.
1. The party alleging harm shall provide a written statement documenting any and all circumstances in which they were harmed, including, but not limited to, physical harm, emotional maltreatment, mental anguish, harassment, assault, stalking, and threats. In addition, the written statement should include, for example, times, dates, pictures, police reports, witness statements, and any other relevant or applicable documentation.

2. A motion may be made at a Regular District Meeting to initiate this process. The District Chairman shall solicit statements from the party who was allegedly harmed. The statements, supplemental documentation, and draft minutes from the Regular District Meeting in which the motion was made shall be collected and presented by the District Chairman to the District Executive Committee within five (5) business days.
- B. The District Chairman shall place the item on the agenda for the following District Executive Committee meeting. All statements and supplemental documentation shall be presented to the District Executive Committee at their next regular meeting.
 - C. The District Executive Committee shall review the statement and supplemental documents and pass a motion by majority vote to either recommend a hearing or not recommend a hearing.
 1. If there is a conflict of interest between any of the District Executive Committee members and either party, they must recuse themselves from the vote.
 - D. If the District Executive Committee votes not to recommend a hearing, the District Chairman and District Secretary will draft a letter to the party alleging harm from their decision. This letter will include a copy of the District Executive Committee meeting minutes and will be mailed to the party within five (5) business days.
 - E. If the District Executive Committee votes to recommend the allegation for a hearing, a hearing will be scheduled at the next regular district meeting.

III. Hearing

- A. The hearing will take place at a Regular District Meeting within sixty (60) days of the District Executive Committee's recommendation for a hearing. If they choose, the District Chairman may have another person there to assist in mediation, who will be introduced to the District Members as a mediator.
- B. The District Chairman will set the agenda for the hearing at their discretion. The standard that must be met is as follows;
 1. The requesting party will be allotted time to inform the District Membership why they are requesting an Involuntary Relinquishment of a District Member. The requesting party may have another District Member assist them in communicating their narrative.
 2. The party recommended for Involuntary Relinquishment will be allotted time to either deny the allegations or request to initiate Alternative Remedies.

3. This process must not bring further harm to either party or the District Membership as a whole.
4. When both parties have been allowed time to communicate their statement or narrative, a vote will be cast by secret ballot, with the ballots immediately being counted by the District Chairman. Finally, a motion must be made to accept the results.
5. If a motion is passed for Involuntarily Relinquishment, the District Member will be removed from the Lake Traverse District Membership roster. However, they may reapply for membership with the Lake Traverse District after one year.

IV. Alternative Remedies

- A. There are several ways to accomplish the goal of keeping all District Members free from harm. The District Executive Committee is authorized to set a meeting with both parties, either together or separately, to mediate a remedy that will benefit both parties.
- B. Mediation will be at the discretion of the District Executive Committee and must be completed within sixty (60) days of the hearing.
- C. Remedies include, but are not limited to, the following:
 1. Excluding the District Member from attending all District Meetings, events, and gatherings.
 2. Allowing the District Member to come to the District Center only at scheduled times to complete business or apply for assistance at the District.
 3. Corresponding with District Executives and staff only through non-verbal means (email, postal mail).
 4. Allowing the District Member to seek guidance on correcting their behavior and making amends to the injured party. The injured party may accept the amends and agree (in writing) to withdraw their request for Involuntary Relinquishment. The District Member must then provide a written statement to the District Membership that they can read or delegate another person to read at the next Regular District Meeting.

This policy is adopted in response to motion ___ of the Regular District meeting held October ___, 2022, and may not be retroactive before that date.