

### Decision Making Checklist

Matter name/number \_\_\_\_\_

#### **Post Hearing Review**

- Identify the issues and what needs to be decided
- Review the complaint, opening statements and closing statements
- Review the evidence before the Tribunal
- Determine whether the facts prove the charges of conduct deserving of sanction
- Where applicable, determine the appropriate sanction
- Consider the date that the order shall take effect.
- Consider costs
- Refer to the Adjudicator Training Program for additional information about decision making

#### **Decision**

- Quorum (at least two members of the Tribunal)
- Prepare written decision
  - Note any amendments to Complaint
  - Ensure all counts are addressed
  - Provide reasons
  - Prepare order, if applicable
- File decision and order
  - Reasonable effort to file with the Executive Director within 60 days of completion of the hearing of evidence and receipt of submissions on the complaint
- If a dissent

- Reasonable effort to file with the Executive Director within 60 days of completion of the hearing of evidence and receipt of submissions on the complaint
- If decision on sanction is separate from decision on guilt
  - Reasonable effort to file decision and order with the Executive Director within 30 days of completion of the hearing on sanction

Notes: \_\_\_\_\_  
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