



Quasi-Judicial Committees Training: Hearings, Due Process and Reasoned Decisions



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Introduction:

Quasi-judicial committees training, covering hearings, due process and reasoned decisions, is a 1-week course for members, rapporteurs and secretaries of committees that rule on violations, penalties and disputes, ending with a Committee Adjudication Manual for a case committee. Committee rulings are set aside when the panel lacked jurisdiction, an interested member sat on the case, the respondent never saw the evidence or the decision gives no reasons. Nominees already sit on or support a ruling committee and practise through mock hearings and role-play. CoreConcept Training Center delivers this quasi-judicial committees course.

Course Objectives:

- Confirm a committee's jurisdiction, quorum and composition before a case file is accepted for hearing
- Serve notice of allegations and disclose the evidence so that respondents can answer the case against them
- Apply recusal and conflict-of-interest tests to members, rapporteurs and experts at every stage of a case
- Chair or support an adjudicative hearing that admits evidence, hears witnesses and keeps order fairly
- Weigh evidence against the applicable standard of proof and record findings of fact for each allegation
- Draft reasoned committee rulings and keep a case record that withstands review by an appellate body or court

Target Audience:

- Committee members responsible for hearing and deciding violation, penalty and licensing cases
 - Committee chairs responsible for running hearings, deliberation and voting on rulings
 - Rapporteurs responsible for preparing case summaries, issue lists and draft rulings
 - Committee secretaries responsible for notices, hearing minutes and the case record
 - Legal advisers responsible for guiding adjudicative panels on procedure and ruling drafting
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Course Outline:

Day 1: Quasi-Judicial Committees, Mandate and Jurisdiction

- Quasi-Judicial Body Characteristics Compared With Courts and Executive Units
- Enabling Instrument Analysis of Committee Powers and Remedies
- Subject-Matter, Personal and Temporal Jurisdiction Screening Checklist
- Quorum, Composition and Appointment Validity Checks for Panels
- Committee Current-State Review Against Natural Justice Requirements

Day 2: Natural Justice, Due Process and Impartiality

- Audi Alteram Partem Principle Applied to Committee Proceedings
- Notice of Allegations Content, Service and Response Periods
- Evidence Disclosure Schedule and Respondent Access to the File
- Nemo Iudex Rule With Actual, Imputed and Apparent Bias
- Member Declaration of Interest Form and Recusal Decision Record

Day 3: Running Hearings and Weighing Evidence

- Hearing Directions Order, Bundle Preparation and Pre-Hearing Review
- Chairing Script for Opening, Submissions, Questioning and Closing
- Witness and Expert Testimony Under Oath or Affirmation
- Evidence Admissibility, Relevance and Weight Assessment Matrix
- Burden and Standard of Proof Applied to Each Allegation

Day 4: Deliberation, Reasoned Rulings and Procedural Risk

- Deliberation Protocol, Confidential Voting and Dissenting Opinions
- Reasoned Ruling Structure With Issues, Findings and Conclusions
- Penalty Determination Grid With Aggravating and Mitigating Factors
- Ex Parte Communication, Delay and Predetermination Risk Controls
- Case Record Index, Hearing Minutes and Retention Rules

Day 5: Role-Play Mock Hearing and Committee Adjudication Manual

- Case Committee File Review and Jurisdiction Ruling Exercise
 - Recusal Challenge Role-Play Before the Case Panel
 - Mock Hearing Role-Play With Respondent and Witnesses
 - Reasoned Ruling Drafting and Peer Appeal Readiness Review
 - Committee Adjudication Manual and Decision Template Completion
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Skills You Will Gain:

- Jurisdiction Screening
- Procedural Fairness Assurance
- Recusal Assessment
- Hearing Chairing
- Evidence Weighing
- Findings of Fact Recording
- Reasoned Ruling Drafting
- Case Record Management

Why Attend This Course:

- Deliver a Committee Adjudication Manual and Decision Template to the committee chair and the legal affairs head for adoption
- Rule on jurisdiction, recusal requests and evidence objections at the hearing without adjourning for outside advice
- Avoid rulings set aside for bias, missing notice or absent reasons, and the rehearings and delays that follow
- Share the notice template, declaration of interest form, chairing script and ruling checklist with fellow members and secretaries

Conclusion:

Back at work, the participant presents the Committee Adjudication Manual and Decision Template to the committee chair, fellow members and the legal affairs head. The manual guides decisions on whether a case falls within jurisdiction, when a member must step aside, what the respondent must receive before the hearing and how each finding is reasoned in the written ruling. After the first cases heard under the manual, the committee should review challenged rulings, adjournments, recusal requests and time from referral to decision, then revise the template where reasons proved weak.

Frequently Asked Questions FAQ:

What should participants know before the quasi-judicial committees course?

Participants should already sit on, chair, report to or act as secretary to a committee that rules on violations, penalties or disputes. No law degree is needed. An anonymised notice, set of minutes or past ruling from their own committee helps during the mock hearing and drafting exercises.

How does quasi-judicial committees training differ from an administrative investigation or court administration course?

Quasi-judicial committees training covers how a ruling panel hears and decides a case: jurisdiction, recusal, hearings, evidence weighing and reasoned rulings. Administrative investigation courses focus on questioning employees before referral, and court administration courses focus on case flow and registry operations inside courts.

Why must quasi-judicial committees give reasons for their decisions?

Reasons show the respondent which facts were found, which evidence was preferred and which rule was applied, so they can decide whether to challenge the ruling. Written reasons also discourage arbitrary outcomes and let a reviewing body see that the committee addressed each allegation.

What do participants take back from quasi-judicial committees training?

Participants take back a Committee Adjudication Manual and Decision Template for a case committee, with a jurisdiction checklist, notice and disclosure templates, a declaration of interest form, a hearing chairing script, an evidence weighing matrix and a reasoned ruling structure.
