

THE PROCEDURE OF THE ACTIVITIES OF THE DISPUTE RESOLUTION COMMISSION OF THE CIVIC UNITY PARTY

One. Filing a complaint to the Dispute Resolution Commission, submitting a dispute to a Commission meeting, Participants of a dispute.

- 1.1. The Dispute Resolution Commission shall be composed of 15 persons elected by the Party Convention or by the Representatives' Chamber as permitted by the Party Convention, and shall have a chairperson elected by the commission members through a confidential vote.
- 1.2. The Dispute Resolution Commission shall consider the following three topical complaints:
 - 1.2.1. Membership and issues related to members' registrations;
 - 1.2.2. Meeting, decision of a meeting, voting, issues related to internal elections;
 - 1.2.3. Issues related to the party's financial activities.
- 1.3. All complaints to the Dispute Resolution Commission shall be received by the Commission chairperson at the email address auditor1@cup.mn. The Chairperson shall then delegate the complaint to three members to conduct primary hearings, or if the complaint is an appeal level, then to the seven members of the appeal level hearings. In doing so, the Chairperson of the Commission shall appoint the hearing chair for each hearing who, in turn, shall be responsible for preparing the file of the dispute to the meeting and chair the hearing.¹
- 1.4. The member of the Dispute Resolution Commission who is in charge of preparing the dispute for the Commission's primary or appeal level hearing shall send a copy of the complaint to the respondent official or party member and give him/her a deadline to provide his/her explanation.
- 1.5. Both claimant and respondent to the dispute are obliged to collect and submit the evidence and formulate the grounds of their positions for the dispute resolution hearing.
- 1.6. The disputes shall be considered based on the submitted evidence such as written, photo, video and audio materials and the testimonies of the claimant and respondent during the hearing.
- 1.7. The Monitoring level hearing involving all members of the Commission shall consider only documents and evidence collected during the preparation and discussion of the primary and appeal level hearings.
- 1.8. There shall be no witness testimony, face-to-face meeting, face recognition, independent expert witness testimony or search during the dispute resolution hearing, but both claimant and respondent have the right to submit to the file the information, evidence, documents and letter/s prepared by a third party.

1

- 1.9. A party member may participate in a dispute resolution hearing with her/his attorney, sign language translator, and an aide to help for persons with limited or no vision. The participant of the dispute may have him/her represented by his/her authorized representative and/or attorney.
- 1.10. After the deadline mentioned in 1.3 of this Procedure ends, the member responsible in preparing the dispute for the primary or appeal hearing shall announce the date of the hearing.
- 1.11. Except for unavoidable conditions, all dispute resolution hearings shall be conducted online. The dispute resolution commission member responsible in preparing the dispute for the primary or appeal hearing shall order the link for the primary or appeal level hearing, and the Chairperson of the Commission shall order the link for the Monitoring level hearing to the General manager of the party, and shall send the created links to the Commission members matched/entitled to participate in the hearings and to the participants of the dispute.
- 1.12. The participants of a dispute shall include the party member who filed a complaint, or his/her authorized representative or/and attorney, and an authorized representative/s of multiple members who filed a joint complaint and their attorneys, respondent and his/her authorized representative/s and attorney/s.

Two. Dispute Resolution Commission hearing, its decision

- 2.1 The Hearings of the Dispute Resolution Commission shall be conducted openly. The party members can participate as observers upon receiving the hearings' links via the party app.
- 2.2 A dispute resolution commission hearing shall proceed in the following sequence:
 - 2.2.1 The member designated to prepare and chair the dispute shall open a primary or appeal hearing, and the chairperson of the Dispute Resolution Commission shall open the all-member hearing;
 - 2.2.2 The chair of the hearing shall ask if the participants of the dispute wish to reject any member or members of the dispute resolution commission;
 - 2.2.3 If the members of the dispute resolution commission are rejected, then to postpone the hearing;
 - 2.2.4 If the members of the dispute resolution commission are not rejected, then continue the hearing and start listening to the requests of the claimant;
 - 2.2.5 To listen to the respondent's requests;
 - 2.2.6 To ask questions from the participants of the dispute resolution hearing and receive their answers;
 - 2.2.7 Ask if the parties of the dispute wish to make concluding statements. All participants of a dispute have the rights to make their statement.
 - 2.2.8 Members of the dispute resolution commission shall consult separately and in a closed room. When creating a link for the hearing, an opportunity to meet in a separately, closed room shall be provided for the commission members.
 - 2.2.9 The commission shall take votes that the complaint 'has ground' or 'was found groundless' and make its decision by two thirds of the hearing members. Based on the outcome of the vote, the Dispute Resolution Commission then formulates its conclusion or recommendation.
 - 2.2.10 Introducing the conclusion or recommendation of the Dispute Resolution Commission

to the participants of the hearing.

- 2.3 The chair of the hearing shall issue the decision of the Dispute Resolution Commission hearing in writing within three working days, and get the decision signed by the members participating in the hearing, and send the decision to registered-in-the-party-app email addresses of the hearing participants. The electronic signature shall be considered as a valid signature.
- 2.4 During the internal election month or in March of each year, the Dispute Resolution Commission shall work with attendance of 80% and above, and shall accept and resolve the complaints mentioned in 1.2.1-1.2.2 of this Procedure with due diligence and haste.
- 2.5 The deadline to submit the explanation and evidence by the respondent in a rapid way shall be 72 hours.

Three. The Budget of the activities of the Dispute Resolution Commission

- 3.1 The Chairperson of the Dispute Resolution Commission shall submit to the party treasurer the draft budget of the commission for the next calendar year by November 1 of each year.
- 3.2 The following expenses can be included in the budget of the Dispute Resolution Commission:
 - 3.2.1 Operational cost for preparing for hearings;
 - 3.2.2 Fee for part-time works;
 - 3.2.3 Full-time and extra-hour work fees and per diem for the commission's operation during internal elections;
 - 3.2.4 Rent for work space and equipment during internal election month;
 - 3.2.5 License fee for office softwares for the dispute resolution commission members' use;
- 3.3 The activity budget of the Dispute Resolution Commission shall be approved by the Representatives' Chamber based upon the proposal of the Commission.
- 3.4 In case the actual expense of the Dispute Resolution Commission exceeds the planned budget, the request to update the budget shall be submitted to the General Manager following the decision made by the all-member meeting of the Dispute Resolution Commission.
- 3.5 The General Manager shall take one of the following actions after receiving the request mentioned in 3.4 of this Procedure:
 - 3.5.1 to provide additional resource to the commission within the party's annual approved budget;
 - 3.5.2 To include the expense in the next year's budget plan and reimburse it;
 - 3.5.3 To convey the request to the party chairperson so that the latter can submit it to the Representatives' Chamber for the approval of a budget update.
- 3.6 The Dispute Resolution Commission shall not have a separate bank account. The budget delegated to the Dispute Resolution Commission shall be dispersed by the general manager by permission of the chairperson of the commission.
- 3.7 The Dispute Resolution Commission shall report its activities to the Party Convention.
- 3.8 The financial report of the Dispute Resolution Commission shall be included in the consolidated financial report of the party by the party Treasurer.
