

Hearing Script – Fraternity and Sorority Life Standards Board

The Record:

“Today is (day) ____, (month) ____ (date) ____, 201 at (time) ____.” “We will start with introductions. I am the Standards Panel Chairperson.” (the hearing panel identifies themselves by organization name). Continue around room.

Honesty Statement: “I will now pass around this Honesty & Integrity statement and I would ask that all participants take a moment to read it and sign their names on one of the blanks below to verify that they understand and will abide by it here today.”

Dismiss Witnesses: Witnesses may be dismissed (wait outside in the waiting area until called upon)

Purpose: “Today’s hearing panel has been convened to consider alleged violations of the *Fraternity and Sorority Life Governance Statement* by (organization’s name). It is alleged that (1st two paragraphs from letter of charges). This is an informal proceeding, not comparable to a trial. The participants are required to treat each other with respect and courtesy.”

Exhibits: “At this time, I would like to enter into the record, the following exhibits which have been provided by the respondent and complainant.” Read exhibits by letter and name.

Opening statements & Presentation of Information: Both the complainant and the respondent have the opportunity to make a brief opening statement (including presentation of information) that summarizes their thoughts on the conduct matter at hand. Presentation will begin with the complainant. The complainant and respondent can ask questions of each other. The hearing authority can ask questions as well of both.

Witnesses:

Witness (es) – *have witnesses re-introduce themselves for the record before they begin to give their testimony*

- a. Respondent can ask questions
- b. Hearing authority can ask questions
- c. Complainant can ask questions
- d. Hearing authority can ask questions

Closing/Summary Statements:

- 1) Complainant
- 2) Respondent

Deliberation: Recess for deliberation

Reading of Findings: The Standards Board finds (organization) ____ responsible/not responsible for the violation of _____. If ‘not responsible’ - the Hearing Authority concludes the hearing at this time. If ‘responsible’ - proceed with rest of script

Reading of conduct history: “Is there any conduct history for (name) _____?” (Hearing Advisor will read out any relevant conduct history at this time)

Sanctioning recommendations:

- a) Complainant gives recommendations for consequences
- b) Respondent gives recommendations for consequences

Deliberation on consequences: Recess for deliberation

Reading of consequences: Hearing Panel Chairperson informs respondent of their consequences and then concludes the hearing.