### **Judicial Board Hearing Script**

Hearing

*The Archon, Marshal, Keeper of the Exchequer, Judicial Board Delegate #1, and Judicial Board Delegate #2 hold a hearing with the accused within fifteen (15) business days of the date of the notification of the accused. All witnesses and evidence should be present at the hearing in order for a just and fair hearing to take place. The hearing should take place in an on-campus room, not at someone’s house or the fraternity house.*

*The room is arranged with all five members of the Judicial Board sitting behind a long desk in the following order from left to right: Judicial Board Delegate #1, Marshal, Archon, Keeper of the Exchequer, Judicial Board Delegate #2. The accused will sit in a chair about 6-7 feet facing in front of the Judicial board. Another chair set about 5 feet to the accused’s right will serve as the witness chair.*

*The Judicial Board will first meet with the accuser to hear the accusation, ask questions, and receive answers. This is an important first step so the Judicial Board should take notes, develop questions to ask the accused, and generally become prepared with the information in the case so the hearing can run smoothly. The person making the accusation does not have be in the room with the accused during the hearing. The option should be made available, however.*

**Hearing Procedure**

**Archon**: I now call this hearing to order at [00:00 PM/AM] on [MONTH DD, YYYY]. We are gathered today to hear about the accusations against Brother [NAME] *and/or an incident that transpired on [MONTH DD, YYYY].* Before Brother [NAME] shares his testimony, we will read out the following violation(s) and the case brought forth on [MONTH DD, YYYY]. Brother Marshal, proceed.

**Marshal**: The accusations are as follows: [reads ACCUSATIONS]. Here is the case: [reads CASE].

**Archon**: Thank you. Brother [NAME] you now have five (5) minutes to share your testimony with the Board. Then I will invite my fellow board members to ask questions. Proceed.

*The accused member spends the next five minutes explaining his testimony to the board. The board will refrain from asking questions or making comments until the five minutes are up. The board may decide to grant more time if it is needed.*

**Archon**: I now open the floor to the Board for questioning.

*The board takes the next five to ten minutes to ask questions to the accused member.*

**KOE**: Brother [NAME], do you have witnesses you would like to call to the chair?

*If the accused calls upon a witness*:

**Brother [NAME]**: Yes. I call upon [NAME], to come to the witness chair.

*The witness comes to stand next to the witness chair. The Marshal rises from his seat and recites the affirmation from where he is standing.*

**Archon**: Thank you. Brother [NAME] you now have five (5) minutes to share your testimony with the Board. Then I will invite my fellow board members to ask questions for examination. Proceed.

*The witness spends the next five minutes explaining his testimony to the board. The board will refrain from asking questions or making comments until the five minutes are up. The board may decide to grant more time if it is needed.*

**Archon**: I now open the floor to the Board for questioning.

*The board takes the next five to ten minutes to ask questions to the accused member.*

**Archon**: Are there any more questions from the Board? [Pause]. [NAME of WITNESS], please note that if we discover any knowledge of lying from you while bound to the affirmation, your testimony will be scratched from the record and you will face disciplinary action. Do you understand?

**Witness**: Yes

**Archon**: You are now dismissed.

*The witness is escorted from the room.*

*If the accused does not call upon a witness*:

**Brother [NAME]**: I do not.

**Archon**: We will now go into closing statements. Brother [NAME], do you have any final remarks that you would like to say to the Board?

**Brother [NAME]**: I have a few things to say…[CLOSING STATEMENT].

**Marshal**: Thank you. Please note that the jurisdiction of the Board is not limited to the original violation; it may include other offenses discovered during this hearing. If a new violation was discovered, the Board shall decide whether or not to add the violation to the current list of offenses, or if it is appropriate to bring you before the Board at a later date as a part of a separate hearing. The Board shall decide in private, whether or not there is responsibility of infraction, and then deem whether or not sanctions need to be instated. You will be informed within one business day on the results of the hearing. The decision letter will include the results of the hearing, sanctions if necessary, and the process to appeal. If you choose to appeal our decision, you must inform the Rex, in writing, within five (5) business days of this hearing. Back to you, Brother Archon.

**Archon**: This hearing is now adjourned. You are dismissed.

*The Judicial Board is recommended to discuss the hearing privately without the accused, witnesses or attendees in the room. The Board must make a decision on the case and impose sanctions if necessary. In the case of a tie, the Archon will cast his vote. Once a vote is reached, the Archon will draft a letter to the accused informing him the results, sanctions if necessary, and the process to appeal and send it to the accused within one (1) business day.*

*If the accused chooses to appeal, he must inform the Rex within five (5) business days of the Judicial Board’s decision in written notification.*