**Judicial Board Hearing Agenda**

**## CHAPTER - JUDICIAL BOARD HEARING AGENDA**

[MEETING DATE, TIME, AND LOCATION]

1. Meeting called to order by sergeant-at-arms
2. Introduction of participants (members of the judicial board, complainant, respondent, etc.)
3. Reading of complainant’s outline in the *notice of complaint* sent
4. Dismiss respondent to breakout room while he waits
5. Statement of complainant
   1. Presentation of any evidence and/or additional information
   2. Questioning by members of the judicial board
   3. Complainant dismissed to breakout room, respondent enters
6. Statement of respondent

1. Presentation of any evidence and/or additional information

2. Questioning by members of the judicial board

3. Respondent dismissed, complainant enters from breakout room

1. Closing comments by complainant
   1. Complainant dismissed to breakout room, respondent enters
2. Closing comments by respondent
   1. Respondent dismissed to breakout room, complainant enters
3. Ask respondent to share responsible sanctions/conditions if found responsible
4. Complainant and respondent dismissed from meeting
5. Judicial board deliberates the case
6. Determination of responsibility
   1. If a majority of the members of the judicial board vote in the affirmative, the respondent shall be found responsible. If not, the respondent shall be found not responsible.
   2. The complaint against the respondent must be established by a preponderance of the evidence, meaning that a reasonable person would accept that “more likely than not” a fact is true or an incident occurred.
7. Discuss & determine potential sanctions/conditions – *if applicable*
8. Adjourn