

**Step One:**

To maximize time, prior to operating a virtual judicial board meeting the sergeant-at-arms shall find the proper means to meet given the virtual environment. There are several platforms that can be utilized to meet this objective (Zoom, Microsoft Teams, Google Meet, GoToMeeting, Cisco WebEx, etc.). Throughout this example, we will utilize Zoom which leverages breakout rooms for the judicial board meeting.

**Step Two:**

Once the meeting space is established, the Sergeant-at-Arms shall send a *Notice of Hearing*, which outlines the complaint and/or violation. The notice shall be sent to the respondent and members of the judicial board, with a request to appear before the judicial board with at least 48 hours’ notice.

* Should the respondent be unable to attend the scheduled hearing, he must notify the sergeant-at-arms and request an alternative date and time
* The respondent has the right to accept responsibility for the allegation/complaint and waive his right to a hearing.

A sample *Notice of Complaint/Hearing* can be found in the *Supplemental Resources* section of this document.

**Step Three:**

Once all the members of the judicial board are present and ample notice has been provided, the judicial board shall elect a chair of the board and a secretary to take minutes. The sergeant-at-arms will serve as a nonvoting member (except during a tie), and act as the lead facilitator for the hearing by maintaining decorum and fairness throughout.

Prior to the hearing, the judicial board should review all reports, witness statements, and other pertinent information. The judicial board will have opportunities to ask questions and discuss the allegations throughout the meeting.

**Step Four:**

After reviewing all reports, witness statements, and other pertinent information. The judicial board hearing is now ready to convene. It is recommended that the sergeant-at-arms utilize Zoom’s breakout rooms to allow the respondent/complainant to wait before they are called upon the judicial board.

<https://support.zoom.us/hc/en-us/articles/206476313-managing-breakout-rooms>

**Step Five:**

**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

**Step Six:**

Following the determination of responsibility, the sergeant-at-arms shall send notice of outcome, notifying the respondent of the decision and any sanctions with details on date of completion requirements. A copy of this outcome shall be kept in the chapter’s book of precedence.

**Example Notice of Outcome (Email)**

[DATE]

[NAME]

[DESIGNATION] Chapter

[COLLEGE/UNIVERSITY]

[E-MAIL ADDRESS]

**CORRESPONDENCE SENT VIA E-MAIL**

Dear Brother [LAST NAME]:

After review of the evidence and relevant information at your judicial board hearing on [DATE OF JUDICIAL BOARD HEARING], the following decision was made regarding the allegations/complaints made against you.

[COMPLAINT FROM CHARGE LETTER (VIOLATION)]: **Responsible / Not Responsible**

Because of being found responsible for violation(s) of [INSERT GOVERNING DOCUMENTS – BYLAWS, UNIVERISTY POLICY, STANDARDS, ETC], the following sanction(s) has(have) been assigned:

[SANCTIONS with details on date of completion requirements]

Please notify me when you are in receipt of and understand these sanctions no later than [SET TIME FRAME – 3, 5, 7 DAYS] by signing below. If there are any questions at that time, they can be addressed. Failure to complete the sanctions described above will result in further disciplinary action from the judicial board. If you would like to appeal the judicial board’s decision, please complete the attached appeal form.

Please do not hesitate to contact me if you have questions about your sanctions or the appeal process.

Thank you in advance for your cooperation.

Fraternally,

[NAME OF SERGEANT-AT-ARMS]

SERGEANT-AT-ARMS

[EMAIL ADDRESS OF SERGEANT-AT-ARMS]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME] [DATE]

**Example Notice of Allegation/Complaint (Email)**

[DATE]

[NAME]

[DESIGNATION] Chapter

[COLLEGE/UNIVERSITY]

[E-MAIL ADDRESS]

**CORRESPONDENCE SENT VIA E-MAIL**

Dear Brother [LAST NAME]:

This letter serves as official notice that an allegation/complaint has been made against you. The allegation/complaint alleges you to be in violation of:

[INSERT CHARGE/VIOLATION)]

Because of the allegation, the judicial board requests your presence at [TIME, DATE, and LOCATION] to determine responsibility. At this meeting, you will have an opportunity to hear and respond to the evidence upon which the allegations are based.

If you are unable to make the meeting at the time listed above, please notify the sergeant-at-arms within 24 hours of receiving this notice. Failure to notify the sergeant-at-arms and/or failure to attend the scheduled meeting may be interpreted as an admission of responsibility, at which time the judicial board will determine any appropriate sanction(s).

If you would like to accept responsibility for the charges contained within, and waive your right to a judicial board hearing, you may sign this document.

The procedures for the judicial board are available in the <CHAPTER BYLAWS OR ANOTHER DOCUMENT> and can be made available upon request. Thank you in advance for your cooperation.

Fraternally,

[NAME OF SERGEANT-AT-ARMS]

## Chapter SERGEANT-AT-ARMS

[EMAIL ADDRESS OF SERGEANT-AT-ARMS]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Respondent Date