

Rules of Decorum for Live Hearings

The purpose of the Rules of Decorum is to provide clear expectations for the behavior of all participants in the live hearing, and to provide clear notice of the consequences for failure to adhere to these expectations. This will help the live hearing to proceed in a more efficient and educational manner for all involved.

Rules for Participation

1. Other than authorized College administrators, only the parties and their advisors, and called witnesses (while being questioned) are allowed in the hearing.
2. If the hearing occurs virtually, it is expected that:
 - a. The party will be the only person in the physical room from which they are joining virtually (unless with their advisor).
 - b. Only the advisor will be in the physical room from which they are joining virtually (unless with the party).
 - c. Each witness will be the only person in the physical room from which the witness joins virtually.
 - d. All participants will keep their devices muted until asked to speak. The Decision-maker may mute a participant, if appropriate.
3. During the hearing, neither the parties nor their advisors will communicate with any other participant in the hearing, nor with anyone who is not a participant in the hearing regarding anything related to the hearing; this includes text messages, social media messaging or posting; similarly, witnesses may not communicate (including text, social media messaging, email, or phone) with any party, advisor, witness, or any person not a participant in the hearing regarding anything relating to the hearing.
4. Participants are prohibited from recording the hearing or any portion of the hearing; the only recording made of the hearing will be made by the College/University.
5. All participants at the hearing are expected to treat each other and the Decision-maker with respect. Abusive or intimidating behavior will not be tolerated.
6. Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender another during when communicating or questioning.
7. Participants may not use profanity or aggressive/bullying language, unless such language is part of their testimony.
8. Participants may not intimidate physically or verbally other advisors, parties, witnesses or the Decision-maker; this includes interrupting other participants by interjecting, yelling, or making loud noises such as sighs, grunts, or laughter.
9. Advisors may not speak on behalf of a party except as necessary to perform cross-examinations.
10. Advisors may not interrupt the proceedings to ask questions or interject; advisors may only participate consistent with the advisor expectations outlined in the policy/procedures.
11. If an advisor does not adhere to these Rules of Decorum, they may be removed from the hearing.

Rules for Questioning

1. Questions by parties or advisors must be neutral and may not be argumentative, badgering or intended to intimidate or otherwise attack other participants.
2. Duplicative questions, or questions that seek to elicit information already provided by a party or witness, are prohibited.
3. Questions about complainant's sexual predisposition and behaviors are prohibited, unless prior behavior is offered to prove that someone other than the respondent committed the alleged

sexual harassment, or if the question or evidence concerns sexual behavior between the complainant and the respondent and is offered to prove consent.

4. All questions should be designed to obtain direct observations or facts, not personal opinion.
5. Advisors will not be allowed to make statements on behalf of the party through their own line of questioning.
6. The Decision-maker has the sole authority to determine relevancy of questions.
7. The Decision-maker may determine that a question is not relevant as asked, and require the participant to rephrase the question, or restate the question in a manner that complies with the rules (respectful, neutral and non-abusive).
8. Compound questions are not permitted, as the answer to a compound question may cause confusion for the participants, including the hearing officer.

If the Decision-maker determines that these Rules have been violated, they will provide the participant with one opportunity to correct their behavior. If the Decision-maker determines that the participant continues to violate these rules, the Decision-maker may either limit their participation moving forward or remove them from the Hearing. In the event that an advisor is removed from the hearing, the remainder of the hearing may be postponed as necessary to allow for the attendance of the new advisor.

Any actions taken by the Decision-maker regarding violation of these rules or removal of participants, will be documented as part of the record made available upon appeal.