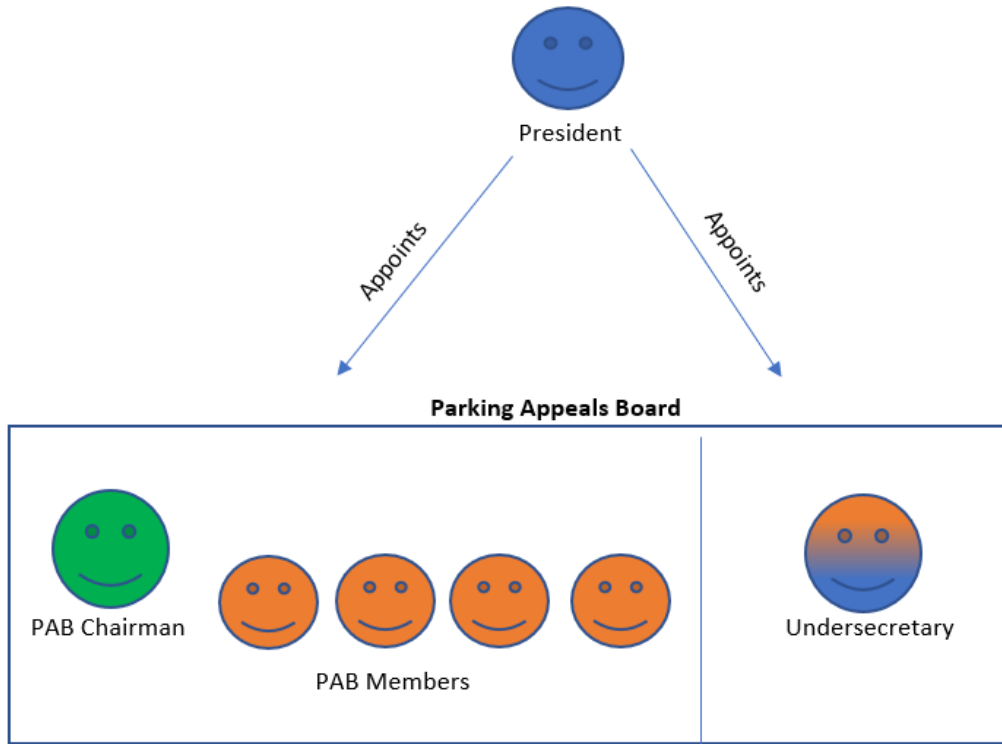


Organization of the Board



Selecting the Board Members

The process of selecting the Board members is at the discretion of the Chairman and the President.

There is precedent that encourages the Chairman to hold interviews with applicants before presenting their chosen members to the President and Senate for confirmation.

It is encouraged that the Board be representative of the diverse student population at George Mason University.

Hearing Process

The Board will not convene if there are less than three appeals on the docket.

- 1). Upon the day of the hearing it is the responsibility of the Chairman or the Vice-Chairman to gather all necessary documents to continue proceedings. These documents include but are not limited to: all materials provided by Parking Services to include proof of appellant's violation, all correspondence with an appellant through any recordable means, and all pertinent information related to the appellant and their case.
- 2). The Board will review the aforementioned documents related to the appellant before each hearing ensuring to gather all relevant facts and context.
- 3). The appellant will be required to sign-in so that a record of their attendance is noted. The Chairman or Vice-Chairman will also be required to keep an electronic copy of attendance in a method such that it is accessible by Parking Services and the relevant Board members.
- 4). The appellant be given time to present their argument, evidence, and pertinent context. Each Board member will have the opportunity to ask the appellant questions relevant to the case.
- 5). Following the testimony and questions, the appellant will be instructed to leave and given information regarding the timeframe to receive a decision (5 – 10 business days).
- 6). Following the hearing, the Board's members will discuss all relevant facts of the case to include but not limited to: material evidence, context of the case, personal statements, student conduct, and precedence.

When possible, the Board shall review cases of similar nature and their resulting decision before concluding their discussion.
- 7). Upon conclusion of the debate the Chairman or Vice-Chairman will record an electronic copy of decision in a method such that it is accessible by Parking Services and the relevant Board members. A paper copy will also be marked and signed by the Chairman or Vice-Chairman.
- 8). It will be the duty of the Chairman or acting-Chairman to summarize the facts of the case, the majority opinion, and the dissenting opinion of the

Board. This judicial determination will be presented to the appellant upon notice of the Board's final determination. This information shall be kept in a method such that it is accessible by Parking Services and the relevant Board members for future use.

9). It is the duty of the Chairman or Vice-Chairman to return all hearing documents (to include the decision) to the relevant Parking Services faculty within three business days.

Board Conduct

Board members shall adhere to the following rules:

- (1) If a conflict of interest was to arise between an appellant and Board member, the affected Board member must refrain from voting on the case.
- (2) Board members are to only consider relevant information when making decisions. Information regarding sex, gender, race, disability status, financial status, sexual orientation, or any other non-relevant information is not to be used nor considered when making a decision.
- (3) Board members are to remain respectful to appellants and fellow Board members.
- (4) Board members shall not give purposely false information nor mislead appellants regarding University policies, procedures, and rules.
- (5) If Board members miss two consecutive hearings without due cause or three total hearings, they are subject to impeachment.
- (6) Board members are subject to removal at any point.

Miscellaneous

If at any point during the hearing process (before, during or after) an appellant or member of the George Mason community is belligerent, verbally or physically abusive, or acts against the Code of Student Conduct, it is the responsibility of the Board to report them to the appropriate authority.