

IEEE-SA Standards Board (SASB) Appeals Process

General Format for Appeal Hearings

(Reference IEEE SA Standards Board Operations Manual 5.8)

(Chair's Remarks)

The Chair should call the hearing to order and allow the panelists and attendees a chance to introduce themselves.

May I have your attention? I would like to call the _____ o'clock appeal hearing to order. My name is _____, and I am the Chair of this Appeal Panel Hearing. Before we start I would like to have everyone introduce themselves with name and entity affiliation starting to my (left/right).

[SELF INTRODUCTIONS]

The Chair of the Appeal Panel should explain the appeal hearing protocol. The established time limitations should be noted. All in attendance should be identified in advance of the hearing. The Appeal Panel Chair may remove anyone who does not conform to these rules.

Thank you. I would like to take a moment and explain the protocol for this hearing.

Only three speakers are permitted per side. Other individuals may attend the hearing, but will not be permitted to address or be addressed by the panel or the appellants and appellees, including during the question and answer period. No recordings or verbatim transcriptions of the hearing are allowed. Any notes taken by Appeal Panel members are for their use only and will not be available for dissemination.

The appellant side speaks first. The appellant(s) is/are granted a total of one half hour to make their presentation. The appellant(s) may choose to reserve a portion of their time for rebuttal.

The appellee side is granted one half hour in which to speak. They may reserve a portion of their time for rebuttal. The Appeal Panel Chair, or someone appointed by the Chair will monitor the time.

During the presentations, Appeal Panel members are requested not to interrupt the speakers. If clarification of a point is necessary, the time used to respond to the Appeal Panel member shall not be deducted from the allotted time of the participant.

Members of the Appeal Panel shall not articulate their opinions concerning the issue before them during the actual hearing. Following the formal presentations of the speakers there will be a question and answer period. Any member of the Appeal Panel will be permitted to question any of the participants.

Participants in the appeal are not afforded an opportunity to question each other

during the appeal hearing.

Once the Appeal Panel members have no additional questions, the participants will be excused and the Appeal Panel will enter Executive Session. Participants should not wait for a decision immediately after the hearing. The written decision will be sent to all participants as soon as it's available. Once issued, the written decision is complete and final after thirty (30) days of issue. Participants shall not contact any members of the Appeal Panel while the decision is pending.

Any questions? Let's now proceed with the appellant(s) presentation.

[OPENING STATEMENT BY APPELLANT(S), USING UP TO 15 MINUTES MAX]

[QUESTIONS FROM APPEAL PANEL (DIRECTED THROUGH CHAIR) 5 MINUTES]

[OPENING STATEMENT BY APPELLEE(S), USING UP TO 15 MINUTES MAX]

[QUESTIONS FROM APPEAL PANEL (DIRECTED THROUGH CHAIR) 5 MINUTES]

[CLOSING STATEMENT BY APPELLANT(S), 15 MINUTES PLUS ANY REMAINDER OF OPENING 15 MINUTES]

[CLOSING STATEMENT BY APPELLEE(S), 15 MINUTES PLUS ANY REMAINDER OF OPENING 15 MINUTES]

[FINAL QUESTIONS FROM APPEAL PANEL (DIRECTED THROUGH CHAIR) 10 MINUTES]

Any final questions? I want to thank all individuals who took the time to attend this hearing.

As I mentioned earlier, the written decision will be sent to all participants as soon as it's available, and participants should not contact any members of the Appeal Panel while the decision is pending.

We will now take a brief recess to allow the Appeal Panel to enter Executive Session. Again, thank you.