

GSA ACB Hearing Committees, Sample Procedures for Hearings

FOR INFORMATION - NOT PART OF GSA POLICY

Note: Appeals of CRO decisions are based on the Written Record, without parties present.

1. The GSA ACB Hearing Committee Chair (“The Chair”) shall introduce the matter under consideration to the GSA ACB Hearing Committee and introduce the parties.
2. The Chair shall explain the rules of decorum and review the procedures to be followed.
3. The Chair shall confirm the jurisdiction of the GSA ACB Hearing Committee with the parties.
4. The Chair shall then invite the Complainant to make an opening statement and present their case. GSA ACB Hearing Committee members may then ask the Complainant questions, which will be directed through the Chair. The Chair shall ensure that GSA ACB Hearing Committee members have sufficient opportunity to ask questions.
5. The Chair shall then invite the Respondent to make an opening statement and present their case. GSA ACB Hearing Committee members may then ask the Respondent questions, which will be directed through the Chair. The Chair shall ensure that GSA ACB Hearing Committee members have sufficient opportunity to ask questions.
6. The Chair shall invite the Complainant (and/or Advisor) to question the Respondent (and/or Advisor).
7. GSA ACB Hearing Committee members may then ask the Complainant questions.
8. The Chair shall invite the Respondent (and/or Advisor) to question the Complainant (and/or Advisor).
9. GSA ACB Hearing Committee members may then ask the Respondent questions.
10. The Complainant’s witnesses shall be called by the Chair individually and shall be present only when they are being questioned. The witnesses shall be questioned first by the Complainant (and/or Advisor), then by the Respondent (and/or Advisor), and finally by GSA ACB Hearing Committee members. The Complainant and Respondent (and/or Advisor) may then re-question the witness only on matters that have arisen in the course of the previous questioning by the aforementioned parties.
11. When questioning is concluded, the witness shall leave the hearing room. The questioning procedures shall be repeated for each of the Complainant’s witnesses.
12. The Respondent’s witnesses shall be called by the Chair individually and shall be present only when they are being questioned. The witnesses shall be questioned first by the Respondent (and/or Advisor); next by the Complainant (and/or Advisor); and finally by GSA ACB Hearing Committee members. The Respondent and Complainant (and/or Advisor) may re-question the witness only on matters that have arisen in the course of the previous questioning by the aforementioned parties.
13. When questioning is concluded, the witness will leave the hearing room. The questioning procedures shall be repeated for each of the Respondent’s witnesses.
14. The Chair shall invite the Complainant and Respondent (and/or Advisor) to make any statement by way of rebuttal. These statements shall be subject to questioning by the Respondent and Complainant, (and/or Advisor) followed by GSA ACB Hearing Committee members.
15. If there are other parties, they shall be heard as described above.
16. The Chair shall ask if there are any final questions.
17. The Chair shall then invite the Complainant and Respondent (and/or Advisors) to make a brief closing statement which is not subject to questioning.
18. The Chair shall adjourn and the Complainant and Respondent (and/or Advisors) shall leave the hearing room.