

Honor Council Trial Procedures for Trial Chair

- I. Pre-everything
 - a. Email confronted/confronting list of jurors
 - i. Constitution Article VII section 2: "Both the confronted and confronting parties must be informed of who will be on the jury. They may remove up to four members total if they feel they cannot be objective. If the confronted and confronting parties choose to, they are allowed to question the originally selected jury in the presence of the Chair(s) under the discretion of the Chair(s), prior to their decision to remove any members. The confronted and confronting parties may remove a maximum of two jurors each."
 - b. Get juror's schedules
 - i. Email rmreserv@haverford.edu to reserve a room for the trial.
 1. If Marsha reads it, she will not let you reserve a classroom before 10 PM Monday-Thursday. Email Lee Watkins.
 2. Good rooms include Sharpless 410, Sharpless 412, the DC backrooms (if it isn't a nighttime meeting), and the Council room (no reservation!)
 - c. Prepare information for preliminary meeting including printouts
- II. Preliminary Meeting
 - a. **Participants: Jury**
 - b. Can be separate or before the first (fact finding) meeting
 - c. Email Geoff (glabe@haverford.edu) at the Coop 24 hours in advance to order breadsticks
 - d. Remember to bring:
 - i. Folders
 - ii. Pens
 - iii. Notepads
 - iv. Copies of the Code
 - v. Copies of trial procedures
 - vi. Copies of statements
 - e. Goal: To give jury the opportunity to meet and be briefed.
 - f. Items to cover:
 - i. Introductions
 1. Get a list of phone numbers
 - ii. Confidentiality
 1. Tell of participation in trial only on a need-to-know basis
 2. You may speak to Psych Services, parents, people who are not and never will be involved with Haverford
 3. Obviously, no names can ever be shared.
 - iii. Procedures
 1. Best if written up prior to this meeting to be handed out
 - iv. Background
 1. Be sure to make this unprejudiced
 - v. Give copies of the parties' statements to jurors
- III. Fact Finding

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- a. **Participants: Jury, Confronted, Confronting**
 - b. Goal: To hear from the confronted and confronting as to what happened and to be able to ask them about it
 - c. Introductions
 - i. This is the last chance that jurors have to remove themselves.
 - d. Review procedure
 - i. Tell jurors to take notes. Reiterate this through the entire trial.
 - ii. With special focus on what is relevant to fact finding
 - 1. Emphasize that these are fact finding *not* circumstantial.
 - e. Ask Confronting Party questions
 - f. Ask Confronted Party questions
 - g. Thank Parties and ask them to leave
- IV. Statement of Violation
- a. **Participants: Jury**
 - b. Can be directly after fact finding or at a separate meeting
 - c. Goal: Jury attempts to
 - i. Come to a statement of violation
 - ii. Or decide that there was no violation
 - 1. If there was no violation, resolutions can still be offered
- V. Post fact finding portion
- a. Send statement of violation/ decision that there was no violation (and if applicable, suggested resolutions) to all parties: confronted and confronting
 - b. Ask confronted party to be prepared to suggest tentative resolutions at the end of the circumstantial portion
 - c. Ask confronting party to be prepared to suggest tentative resolutions at the end of the circumstantial portion
 - i. This can be sent by email if the confronting party does not wish to attend the circumstantial portion.
- VI. Circumstantial Portion
- a. **Participants: Jury, Confronted, (optional: Confronting)**
 - i. Jury and confronted should be told ahead of time that it is acceptable to ask confronting or confronted to leave the room for certain questions.
 - b. Goal: To understand more fully the circumstance in which the violation occurred. Confronted and offer defense; jury can gain perspective through questions.
 - c. Review what the goal of this portion is for jury and confronting
 - d. Ask student to talk about circumstance
 - e. Juror are given time to ask any questions they may have
 - f. Confronted is asked to suggest their tentative resolutions
 - g. Confronting is asked to suggest their tentative resolutions (or the confronting party's emailed resolutions are read out loud)
 - h. Student is thanked and asked to leave.
- VII. Proposed Resolutions
- a. **Participants: Jury**

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- b. Write confronted and confronting parties' resolution on the board
- c. Reiterate "Education, Accountability, Restoration"
- d. Consent on tentative resolutions
- e. Explain why we wait 24-48 hours before next meeting, ask jurors not to speak to each other about the trial.
- f. (After the meeting) Send resolutions to confronting and confronted.

VIII. Finalizing Resolutions

a. **Participants: Jurors**

- b. Discuss whether or not everyone is still in support of the resolutions
- c. Consent to change the resolutions or not

d. **Participants: Jurors, Confronted, (optional: Confronting)**

- e. Explain changes (if applicable) and original resolutions
- f. Ask for confronted/confronting's responses to resolutions

- i. Jury can probe for how they feel
- ii. Jury can explain their decisions regarding resolutions

g. **Participants: Jurors**

- h. After parties leave, the jury should sit with considerations, discuss, and come to new or confirm final resolutions.
- i. Jury must consent to each and to all resolutions as a group.
- j. Chose (ask for volunteer) for a liaison to president
 - i. If the case is appealed, this person will explain Council's decision to the president so that he can understand our process/reasoning.
- k. Chose (ask for one community member juror and one Honor Council juror to volunteer to be) abstract writers
- l. Collect all notes for help with Chair's report, then divide between abstract writers.

IX. Post Trial

- a. Instruct abstract writers (THOROUGHLY!). They have 2 weeks after you finish the Chair's report.
- b. Write Chair's report → Send to Greg within 3 weeks of end of trial
- c. Send final resolutions to confronted and confronting
 - i. Explain appeal procedure to confronted in this email
 - 1. "A student has a period of five business days from the time of the trial's completion in which to appeal to the President to change the resolution. The appeal must be presented orally and in writing, and may be made on either substantive or procedural grounds" (Constitution, section 7.02 (e) vi.)
- d. Check in with confronted and confronting about how the resolutions have been carried out.
- e. Abstract goes to Abstract Committee
- f. Send abstract to confronted and confronting party for approval.
- g. Honor Council must consent on abstract
 - i. And decide on release date

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- h. Send abstract to hc-allstudents@haverford.edu, post it on the go boards and post it around. Get about 75 copies.
- i. Have an abstract discussion