



CSSA APPEALS HEARING PROCEDURE

The below timeline will put the entire Hearing length at about 1 hour and 15 minutes. Note:

- CSSA may arrange for an audio recording, and will also take notes/minutes.
- Each party to an Appeal Hearing will be limited to a maximum of two representatives.
- Witnesses, if applicable, will be called into the Hearing and then excused: they will not be otherwise present at the Hearing. They must be declared to CSSA at least twenty-four hours (24) in advance of the Hearing.
- Supporting documentation, which may be presented at the Hearing, must also be presented to CSSA at least twenty-four hours (24) in advance of the Hearing.

Format:

1. Introductions – By the CSSA President, and/or the CSSA Appeals Committee Chairperson.
2. Appellant presentation - the party appealing to CSSA will be afforded time to support its appeal. The Appellant will be given up to twenty (20) minutes total for its representatives to speak.
3. Appellant witnesses – witnesses requested by the Appellant will be given up to five (5) minutes each to speak in support of the appeal. They may be questioned by the Committee before being excused.
4. Questions - the Appellant may be questioned by the Committee.
5. Respondent presentation - the party whose original decision is being appealed, will be afforded time to support its decision. The Respondent will be given up to twenty (20) minutes total for its representatives to speak.
6. Respondent witnesses - witnesses requested by the Respondent will be given up to five (5) minutes each to speak in support of the Respondent. They may be questioned by the Committee before being excused.
7. Questions - the Respondent may be questioned by the Committee.
8. Appellant closing arguments or comments - the Appellant will be given up to five (5) minutes to say anything additional, or to summarize its position, in closing.
9. Respondent closing arguments - the Respondent will be given up to five (5) minutes to say anything additional, or to summarize its position, in closing.
10. Closing remarks - Committee Chairman.