

**NOTES FOR DISTRICT EXECUTIVE COMMITTEE CHAIR**

**MEETING AND HEARING**

*(agenda below is used to give these notes context and is not a template/sample)*

**BUSINESS MEETING**

<b>Time</b>	<b>Agenda Item</b>	<b>Individual Responsible</b>
_:00 am	A. <b>Quorum Determination</b>	CHAIR

**(Start the meeting.)**

“Will the members of the District (#)-(Conf.) District Executive Committee please come to order?”

"This meeting of the District (#)-(Conf.) District Executive Committee is now in official session. I am *(name of DEC Chair)*, *(administrative title, such as superintendent of \_\_\_\_\_ school district)*, chair of this district executive committee.”

“For the record, it is approximately *(time)* on *(day of week)*, *(date)*. This meeting is being held at *(name of building/location)* in *(city)*, Texas. Please be aware that minutes are being taken."

“At this time, I ask that each committee member introduce themselves so that that we may take the roll.”

*(if a majority of the members of the DEC are present then, ....)*

"At this time, I certify that a quorum of the District (#)-(Conf.) District Executive Committee is present."

**B. Adoption of Meeting Rules**

“This meeting will be conducted in accordance with the UIL Constitution and Contest Rules.”

**C. Adoption of Agenda**

“Unless there is an objection from committee members, the agenda for the business meeting and hearings will be as set out in your printed agenda, unless otherwise announced by the chair. ....

Hearing no objection, the agenda is officially adopted.”

**D. Approval of Minutes of Previous Meeting**

“Turning to the minutes of the previous meeting held by this committee, is there a motion to approve them as presented?”

*(need motion, a second followed by a majority vote.)*

## HEARINGS (AA-DD)

*(The following notes apply/can be adapted for all hearings.)*

“ We will now move forward with the hearing(s) listed on the agenda. At this time, will everyone who intends to testify in the hearing(s) we are about to hold, please rise and be sworn in?”

“Do you solemnly swear or affirm that the testimony you are about to give is the truth, the whole truth and nothing but the truth?”

“Thank you and please be seated.”

“Before we get started with the case(s) on the agenda, I want to go over the process we will follow today and just remind the parties of a few important points. This is not a formal legal proceeding and the formal rules of evidence do not apply. As chair, I will make any necessary rulings on matters of evidence and procedure. All questioning will be done by the committee. Any party is free to ask the committee to question another party or witness about a relevant issue. As the time allotted for this hearing is *(amount of time)*, please refrain from repeating points that have already been made and otherwise injecting irrelevant matters into the hearing process. It is expected that all participants in this hearing will conduct themselves in a polite and civil manner.”

- *(If the parties are represented by legal counsel)*

“I note that *(name of the party)* has legal counsel. Generally, during these hearings we prefer to have to as much direct interaction with the parties as possible. Counsel is reminded that their role is limited to providing advice to their client(s) during the course of the hearing; requesting that the committee pose certain questions to the other party or witnesses and making opening and closing statements on behalf of their clients. Neither counsel nor either party is to attempt to question or cross examine the other party or make objections while a witness is testifying.”

“The order of presentation will be as follows:

The party alleged to be in violation<sup>1</sup> of the UIL Constitution and Contest Rules will be allowed to go first and give an opening statement and to present to the committee any documents or other tangible evidence that it wishes the committee to consider. Also, a member of the committee may ask questions of the party during this time or at any time during the hearing.”

“We will then hear from the involved school(s) starting with the school that *(name of school the student in question has moved to)* or *(was involved in the incident in question)*.”

“As a reminder, schools that are involved in a particular case cannot participate in the hearing except as witnesses and cannot vote.”

“After the parties have had their opportunity to present their respective positions, I will ask if there are any other persons who are in attendance and wish to testify before the committee. Everyone should have already been sworn in at this point but, if not, we will swear you in when you come forward to testify.”

“After the committee hears from any other witnesses that may wish to testify, I will ask *(name of the party alleged to be in violation of the rules)* to come forward and give any additional testimony or other evidence they may have and, if they so choose, make a closing statement to the committee. This will conclude the presentation of testimony and other evidence to the committee.”

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<sup>1</sup> A student, school employee or school that is before the committee to respond to allegations of UIL rule violations is also referred to in these chair notes as “the party in question” or similar language.

“Following the conclusion of testimony, the committee may discuss the case further if the members so desire. After ending discussion, we will take a vote on whether or not a violation occurred and, if we find that a violation did occur, we will consider and vote on a penalty.”

“This is basically how the hearing will go, are there any questions before we get started?”

“I will now call the *(first, second, etc.)* case that we will hear today.”

- *(Read the style of the first hearing posted on the agenda.)*

*(Example –*

AA. *Bugtusle High School: Decision Regarding Eligibility of Student Athlete, Alleged Violation of Section 443, Changing Schools for Athletic Reasons. (if applicable “The student in question is (name of student).” )*

“Would the *(name student and parents or representative of the school or school employee in question)* please come forward and state your name(s) for the record?”

“Thank you. I want to make sure that we are all on the same page, you are here because allegations have been made that *(what the student/school/school employee had allegedly done to violate the rules – for ex. you moved to Bugtusle High School for athletic reasons.)*”

This is the time when you may make any opening statement that you wish to make. You may also present the committee with any documents that you want to be considered.” *(As noted in the Hearing Notice template and DEC Handbook, each party should bring enough copies for each committee member to have a copy and at least two additional copies to share with other party and witnesses if needed.)*

“Please be aware that the committee will also consider the documents and any other items mentioned and attached to the notice of hearing that was sent to you along with whatever evidence is presented today at the hearing.”

“Please proceed with your opening statement.”

- *(Often a party will have several persons “representing” its interest at a hearing. A student, for example, should be accompanied by his parents or guardian or other responsible adult. Schools may have several representatives. Be sure and let all such persons testify if the wish to do so and present documents or other tangible evidence. That being said, it is okay to limit repetitive or irrelevant testimony. )*

*(After opening statement, if any – ask committee members if they have any questions of the witnesses)*

“Thank you for that statement. Do any of the committee members have any questions of the witness(es) at this time?”

*(If no Q & A or once Q & A is completed.....)* “If there are no further questions by the committee, please return to your seats. You will be given an opportunity come back and talk some more once we have heard from the other witnesses.”

“Will the *(name receiving school representatives in eligibility cases or other relevant witness in other types of cases)* please come forward and state your name for the record?”

“Thank you. Please proceed with any opening statement that you wish to make. You may also present the committee with any documents that you want to be considered.” *(if documents or other items are presented, make sure that the party in question gets to see them and has opportunity to review.)*

*(After opening statement, if any – ask committee members if they have any questions of the witnesses)*  
“Thank you for that statement. Do any of the committee members have any questions of the witness(es) at this time?”

*(Allow for Q & A) (Ask witness – )*“Do you have anything else that you want to say or any other documents or other evidence

*(If no Q & A or once Q & A is completed.....)* “If there are no further questions by the committee, please return to your seat.”

**(Go through the same process/notes for each party/witness so all have an opportunity to give relevant testimony, etc. It may become necessary to note the time if the hearing is not running efficiently, however, it is also important to give everyone a reasonable opportunity to speak.**

**Once everyone has been given a reasonable opportunity to speak, call the party that is the alleged to be in violation back to testify.)**

“Having heard from everyone that wished to address the committee, I ask that the *(name student and parents or the representative of the school or school employee in question)* please come forward and make any closing statement that they wish to make.”

*(after statement)* “Thank you for your statement.”

*(ask DEC)* “Does the committee have any other questions of this witness?”

*(ask party/witness)* “Do you have anything else that you wish to say before we conclude testimony?”

*(at this time the committee may deliberate/discuss the case – generally, this should be done in open session. Remember – schools involved in a case do not get to participate in the discussion or to vote.)*

*(ask DEC)* “Are there any points about the case or relevant issues that any committee members would like to discuss before we take a vote?”

*(Once discussion is concluded –all votes must be taken in open session*

**\*SCRIPT FOR PAPF CASES – CHANGING SCHOOLS FOR ATHLETIC REASONS, BUT ARE IN COMPLIANCE WITH THE PARENT RESIDENCE RULE**

“It is now time for us to determine whether or not to approve the previous athletic participation form for (name the party in question). All in favor of approving the PAPF declaring the student did not change schools for athletic reasons? All opposed? State ruling. *(It is recommended that, if the chair is a voting member, the chair only vote to break a tie).*

- *If the DEC finds that the change of schools was made for athletic purposes, it shall declare that student ineligible to participate in varsity athletic contests for one year.*
  - *The student has the option to appeal the decision to the SEC: [SEC Appeal Process](#)*
  - *If officials from both the sending and receiving schools agree that a student changed school for athletic purposes, the State Executive Committee will not hear or grant an appeal.*
  - *If the committee decides that the period of ineligibility should be longer than one year, the committee shall transfer the case to the State Executive Committee.*
- *Students have 30 days of being found ineligible to regain varsity eligibility at the school they previously established varsity eligibility ([Section 403\(f\)\(7\)](#)). The 15-day rule applies to students who return to their previous school ([Section 403\(e\)](#)).*

**\*SCRIPT FOR PAPF CASES – CHANGING SCHOOLS FOR ATHLETIC REASONS, BUT ARE NOT IN COMPLIANCE WITH THE PARENT RESIDENCE RULE**

*A student must be cleared of moving for athletic purposes by the DEC before applying for a waiver of the parent residency rule.*

“It is now time for us to determine whether or not to approve the Previous Athletic Participation Form for (name the party in question). If approved, the student would be eligible to apply for a parent residence waiver. All in favor of approving the PAPF declaring the student did not change schools for athletic reasons? All opposed? State ruling. *(it is recommended that, if the chair is a voting member, the chair only vote to break a tie).*

- *PAPF is approved: Let the student and receiving school know that they can apply for a parent residence waiver. The criteria for a waiver is that the move is involuntary and unavoidable, as determined by the UIL waiver officer.*
- *PAPF is NOT approved: The student has the option to appeal the decision to the SEC: [SEC APPEAL PROCESS](#)*
  - *If officials from both the sending and receiving schools agree that a student changed schools for athletic purposes, the State Executive Committee will not hear or grant an appeal.*
  - *If the committee decides that the period of ineligibility should be longer than one year, the committee shall transfer the case to the State Executive Committee.*
  - *If the SEC overturns the DEC decision and approves the PAPF, then the student would be eligible to apply for a waiver of the parent residency rule.*
  - *If the SEC upholds the decision of the DEC, then the student is ineligible for varsity athletics for one calendar year.*
- *Students have 30 days of being found ineligible to regain eligibility at the school they previously established varsity eligibility ([SECTION 403\(f\)\(7\)](#)). The 15-day rule applies to students who return to their previous school ([SECTION 403\(e\)](#)).*

**\* SCRIPT FOR MATTERS NOT INVOLVING A PAPF ELIGIBILITY DETERMINATION**

“It is now time for us to take a vote and determine whether or not (*name the party alleged to be in violation*) has violated the UIL rules as alleged. Is there a motion?”

- (*Be sure the motion is clear and will result in understandable decision – Ex. “I move that the District Executive Committee find that (name the party in question) is in violation of Section \_\_\_ of the UIL Constitution and Contest Rules as alleged.” Actually citing the rule found to have been violated is best.*)
- (*If the motion receives a second, call for a vote*)

“All in favor of finding that (*name party in question*) is in violation of Section \_\_\_ of the UIL Constitution and Contest Rules as alleged, please raise your hand.” “All opposed?”

“By a vote of \_ to \_, the District (#)-(Conf.) District Executive Committee (finds or does not find) (*name party in question*) to be in violation of Section \_\_\_ of the UIL Constitution and Contest Rules.

- (*If a violation is found the committee will then need to decide what an appropriate penalty is – a penalty must be given for all violations found. See Section 29(i), UIL Constitution and Contest Rules*)

“The District Executive Committee shall enforce all rules contained in the UIL Constitution and Contest Rules. This includes assessing a penalty for every rule violation.”

- (*Discussion and motion and a vote*)

“It is now time for us to take a vote and determine the appropriate penalty for the violation in this case. Is there a motion? A second? (If the motion receives a second, call for a vote)

- (*Note the limitations in the UIL rules regarding what penalties may be imposed in the case being considered so that the motion is appropriate.*)

“All in favor of imposing a penalty of (*name penalty and any duration of time if applicable*) on (*name party in question*) for the violation of UIL rules that this committee has just found, please raise your hand.” “All opposed?”

“By a vote of \_ to \_, the District (#)-(Conf.) District Executive Committee imposes the penalty of (*type of penalty and duration/any conditions*) on (*name of the party in question*) for being in violation of UIL rules as previously decided today.” Before we conclude, most of the cases that come before the District Executive Committee may be appealed to the UIL State Executive Committee. If you have any questions concerning the appeals process, please contact me. That concludes this hearing.”

(*Move forward with rest of hearings using the same process/notes as above or move forward with whatever remaining matters are left on agenda.*)