# Judicial Branch Hearing Guidelines

**2021-2022**

Judicial Complaint

Judicial Review

Impeachment

Parking Appeals



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### I. **Hearing Provisions**

1. Rule of Law
2. The Judicial Branch of Student Government shall provide an adequate resolution to all complaints and reviews filed.
3. The Judicial Branch shall use the Student Government Constitution and Statutes as well as the Judicial Policies and Procedures when making decisions.
4. The latest version of Black’s Law Dictionary shall be used to interpret any legal terms within the governing documents.
5. The Judicial Branch shall hear any and all relevant information pertaining to each side of the case.
6. Claiming ignorance of the Hearing Guidelines is not an adequate defense for violating them.
7. It is the duty of the Presiding Officer to make sure each party has an updated copy of the Hearing Guidelines within a suitable amount of time before the beginning of the case.
8. The Presiding Officer has the final say on all procedural matters not established in the Hearing Guidelines.
9. Standard Provisions
10. At all Judicial Hearings, the following oath shall be administered by the Presiding Officer to all individuals testifying or appearing before the Court.
11. “Do you swear or affirm to tell the truth, the whole truth and nothing but the truth?”
12. The Court may suspend any rule except the requirement of the oath by 2/3 vote.
13. The Presiding Officer shall set the deadline for evidence submission and shall be the individual responsible for collecting all material evidence and witness lists. The Presiding Officer shall notify all pertinent parties at least forty-eight hours in advance of the deadline.
14. Each Petition for a Judicial Complaint shall be heard separately. Charges found within the same complaint will be heard concurrently in the Complaint Hearing.
15. During a formal hearing, the Presiding Officer shall possess the discretionary power to remove any individual who causes a disturbance. No talking is allowed at any time during the proceedings unless recognized by the presiding officer or questioned by another Justice.
16. If under extenuating circumstances, a hearing must be held in a virtual setting, the Presiding Officer shall conduct the hearing in a modified fashion while adhering to the provisions of this document.
17. During all hearings, the Court will be permitted to ask questions whenever necessary.
18. At all hearings, time allowances are at the discretion of the Presiding Officer. If the Presiding Officer grants one party additional time, an equal amount of additional time will automatically be granted to the other party.
19. Quorum
20. Quorum must be established for the Judicial Branch to conduct a hearing.
21. Quorum shall be set as more than half of the current membership of the Judicial Branch. Membership shall be defined as the total number of Justices, excluding vacant seats and those on a leave of absence.
22. Hearing Representatives
23. The Presiding Officer over the hearing shall be responsible for providing the date and time of the scheduled hearing to the involved parties.
24. The Presiding Officer of a hearing shall only vote in the event of a tie.
25. If requested, the Student Advocate shall serve as the defense counsel to the accused party. However, the accused party may appoint any willing A&S fee-paying student to represent them.
26. If the Student Advocate, or other representative, and the accused party have irreconcilable differences, the Student Advocate, or other representative, may motion to withdraw as counsel for the accused party. If this occurs before the case begins the representative shall notify the Presiding Officer in writing. If this occurs after the hearing has begun the representative shall request to approach the bench and explain the situation to the Presiding Officer, who will make a ruling on the matter.
27. If one party approaches the bench during a hearing, the other party has the right to also approach the bench.
28. Conflicts of Interest
29. Pursuant to Title X: Code of Ethics, no member of the Judicial Branch shall allow personal interests to influence a vote.
30. If a Justice has a conflict of interest, the Justice must recuse themselves from being involved in ruling on and/or questioning of matters where it could be deemed they are not impartial. If deliberations are closed, the Justice shall not be permitted in the area in which the deliberations are being held.
31. If a Justice has a conflict of interest, said Justice must recuse themselves; this does not require the Justice to leave the courtroom, but does require the Justice to remain silent while attending the hearing. In addition, any Judicial Decision rendered should indicate that the aforementioned Justice abstained from voting on the allegation.
32. If the Court finds that a Justice has a conflict of interest and the Justice does not recuse themselves, the Presiding Officer shall motion to remove a Justice who is deemed to have a conflict of interest in any case. This removal must be confirmed by a majority vote of the Court.
33. Student’s Rights
34. Title V: Student’s Rights:
35. Power of the Court: No right guaranteed by the Constitution of the Student Government of the University of North Florida, or by the Constitutions of the United States or the State of Florida shall be infringed upon by any judicial proceeding.
36. Any party appearing before the Court shall have the following rights:
37. To be given notice and explanation, both oral and written, of pertinent procedures, specific alleged violations, punitive measures that may result there from, and all rights guaranteed by Statutes.
38. To present witnesses and evidence at said hearings.
39. To cross-examine all witnesses involved in the proceedings.
40. To receive a written explanation of the Court’s decision and the rationale for the recommendation pursuant thereto.

### II. **Objections**

1. The purpose of this section is to provide a list of objections that this court will recognize in official proceedings. The Presiding Officer may rule in the following manner:
2. To “Overrule” an objection: The objection is negated, and the proceedings continue.
3. To “Sustain” an objection: The objection is upheld, and the presiding officer may give more specific instruction on how to go forward.
4. If there is only one party presenting a case, then any Justice, including the Presiding Officer, may make an objection. It is at the discretion of the Presiding Officer whether an objectionable argument will be stricken from the record or not.
5. General and Technical Objections
   1. Argumentative: Of or relating to an argument or persuasion in an argumentative tone of voice.
   2. Asked and Answered: Repeatedly asking a witness a question for which they have already received an answer.
   3. Hearsay: Testimony that relates not what he or she knows personally, but what others have said and is therefore dependent upon the credibility of someone other than the witness.
   4. Irrelevance: Testimony not tending to prove or disprove a matter that is in question.
   5. Leading Question: A question that suggests the answer to the person being questioned during direct examination.
   6. Nonresponsive Answer: Of a reply to a question from a witness under oath, not directly answering the question asked.
   7. Speculation: The act or practice of theorizing about matters over which there is no certain knowledge.
   8. Vague Question: A question that is difficult or impossible to answer as presented, due to the indistinct nature of the question.
6. Evidence Objections

1. Character Evidence: Evidence regarding someone’s general personality traits or propensities of a praise worthy or blame worthy nature.

2. Circumstantial Evidence: Evidence based upon inference and not on personal knowledge or observation.

3. Irrelevance: Evidence not tending to prove or disprove a matter that is in question.

4. Tainted Evidence: Evidence that is inadmissible because it was directly or indirectly obtained by illegal means.

### III. **Confidentiality of Deliberations**

1. Deliberations shall be closed and held in a private area.
2. Only the Justices who have participated in the hearing may be present.
3. The Defense, Prosecution, and any witnesses shall remain in the Courtroom in case they are needed for further questioning. Further questioning is decided by a majority of the court.

### IV. **Courtroom Etiquette**

1. The purpose of this section is to provide a brief guide to appropriate conduct for those attending Judicial Hearings. Students and other individuals who fail to abide by these guidelines may be removed from the Courtroom at the discretion of the Presiding Officer or by a majority vote of the Court.
2. At the beginning of a hearing, the Presiding Officer may reiterate any policies they deem necessary. The Presiding Officer may also interrupt hearings to reiterate these policies if deemed necessary.
3. Those attending Judicial Hearings are expected to be on time. If a Justice arrives after the call to order, the Justice shall not be permitted to participate in the hearing.
4. It is at the discretion of the majority of the Court as to whether a reasonable grace period will be granted for parties running late. No grace period will be granted for spectators.
5. All parties testifying before the Court are expected to dress in business professional attire. All other parties may dress in business casual attire (i.e. Khakis and a polo shirt).
6. Persons attending hearings shall remain silent unless recognized by a Justice. Those who cause a disruption may be asked to leave the Courtroom. All cellphones must be silenced or turned off before any court proceedings

### V. **Evidence and Witness Submission**

1. The Presiding Officer shall set the deadline for evidence and witness list submission.
2. The Presiding Officer shall notify all pertinent parties at least forty-eight (48) hours in advance of the deadline. All evidence and witnesses not submitted by the deadline will be considered late.
3. All evidence submitted to the Presiding Officer must be made available to all relevant parties involved in the case.
4. The relevant parties in a case are: The Prosecution/Petitioner, the Defense/Respondent and their student legal counsel. Unless a public records request is made, those are the only parties who will receive copies of all evidence.
5. Upon submission, objections on evidence may be made. Objections are limited to those defined within the “Objections” section of this document.
6. Evidence shall be accompanied with a list of all evidence and witnesses to be presented. This list will act as a cover page and shall be timestamped.
7. All evidence must be clearly labeled as Exhibit A, Exhibit B, et cetera. Intangible evidence (such as videos, audio recordings, and witnesses) shall be listed and labeled on the evidence list. The Presiding Officer may refuse to admit evidence that has not been properly labeled.
8. Acceptance of late evidence or witness lists is at the discretion of the Presiding Officer.
9. Showing a Justice any piece of evidence before being approved by the Presiding Officer will result in an automatic denial of that evidence.
10. A party may not discuss any evidence or content of their case with any Justice other than the Presiding Officer.
11. If one party would like to present testimony from a witness who is unable to make it to the hearing, they may submit a written statement in lieu of the witness. However, this is only if the opposing party agrees, on the record, to cross-examine that testimony.
12. Evidence submitted with the original filing of a complaint shall not be automatically admitted into evidence for a hearing. An exception to this will be if the evidence filed in the original complaint is properly labeled as outlined in Section V. F of this document.

### VI. **Pre-Trial Procedures**

1. Pre-Trial Meetings
2. The Presiding Officer may call a meeting between the Defense, Prosecution and the Presiding Officer.
3. This meeting will have the purpose of discussing evidence objections and trial procedures.
4. Evidence that is stricken in the Pre-Trial Meeting shall not be brought before the Court.
5. If a Pre-Trial Meeting is held, objections on evidence cannot be made once the trial has begun.
6. Case Dismissal
   1. The Petitioner or the Respondent may motion to dismiss the case. This motion must be submitted in writing to the Presiding Officer and reasoning must satisfy one of the following grounds:
      1. Voluntary withdrawal from prosecution by the Petitioner.
      2. Failure to uphold the burden of proof on the part of the Petitioner.
      3. Any significant procedural defect that would make a fair and proper hearing impossible.

### VII. **Formal Hearing for a Matter of a Judicial Complaint / Election Violation in the Primary Court**

1. Call to Order
2. “This hearing of the Primary Court of the Student Government of the University of North Florida is hereby called to order.”
3. Purpose
4. “The Primary Court sits in session on this \_\_\_\_ day of \_\_\_\_\_ (month), 20¬\_\_\_\_\_, to consider (an) alleged violation(s) against (individual’s or group’s name).”
5. “Before we begin the proceedings, I would like to remind everyone of the Courtroom Policies and Procedures which were posted near the door. Please do not talk or disturb the proceedings in any way, this includes using your cell phone. If you disturb the proceedings, you will be asked to leave.”
6. Introduction of all relevant parties, “At this time would all relevant parties starting with the Court introduce themselves by name, title, and role at this hearing.”
7. Oath
8. All parties, which intend to testify, must take the following oath: “Do you swear or affirm to tell the truth, the whole truth and nothing but the truth?”
9. Receipt of Rights and Allegations
10. Each charge shall be addressed separately.
11. “(Student group or name), have you received a copy of the alleged violations against you?”
12. If yes, proceed with hearing.
13. If no, records should be reviewed to determine whether or not the alleged violation was delivered and received by those charged. If not, the hearing shall be immediately suspended and re-scheduled.
14. “(Student group or name), are you aware of your rights as they are outlined in Title V of the System of Statutes?”
15. If yes, proceed with hearing.
16. If no, read the students’ rights section aloud as found in the Chapter 511 of the SG Statutes (also listed in Section 1(F) of this document).
17. “(Student group or name), do you state that you are in violation or not in violation?”
18. If “not in violation”, proceed to opening statements.
19. If “in violation” proceed to punitive action.
20. Opening Statements
21. The prosecution shall deliver opening statements first, followed by the defense.
22. Presentation of evidence is not allowed at this time.
23. Any voting Justice may interrupt the speaker at any time to ask questions.
24. Evidence/ Witness Presentation
25. The Petitioner shall present evidence and call witnesses to testify. The Respondent shall present evidence and call witnesses to testify.
26. Parties shall have the opportunity to cross-examine witnesses presented by the opposing party, after they conclude all questions towards that witness.
27. Any witness may be recalled for further questioning as requested by the Court. The prosecution and the accused may request a witness recall; the Court shall decide whether or not to allow it.
28. Objections may be made by the representative of each party and are limited to the parameters of this document.
29. If an objection is made, the Presiding Officer may decide to “sustain” (agrees) or “overrule” (does not agree) the objection.
30. Any voting Justice may interrupt the speaker at any time to ask questions. All issues brought up by the Justices must be relevant to the matter at hand.
    1. The court, with a 2/3 vote, may discontinue a Justice’s speaking privileges who persists in bringing up irrelevant issues per witness.
31. Public Remarks
32. Other persons who wish to speak on the matter may do so when recognized by the Presiding Officer. The Presiding Officer may impose a reasonable time limit on each speaker.
33. All issues brought up by speakers must be relevant to the matter at hand. The Presiding Officer may discontinue the speaking privileges of any person who persists in bringing up irrelevant issues.
34. Each person may only speak once.
35. Closing Statements
36. Closing statements shall be made to summarize the facts of the case that were discussed during the hearing. Evidence that has not previously been introduced may not be presented at this time. Closing statements shall be given first by the defense, followed by the prosecution. Petitioning counsel shall provide any recommended sanctions at this time.
37. Deliberation
38. The Court shall reach a verdict of “in violation” or “not in violation,” and deliberate upon any recommended sanctions.
39. The Court shall leave the Courtroom and engage in private deliberations.
40. Reconvene and Issue of Sanctions
41. As prescribed in Title V, decisions may be appealed to the Supreme Court.
42. If a verdict of “not in violation” is reached, then the hearing shall be immediately adjourned.
43. Punitive Action
44. If the Court chooses to take punitive actions, they will have multiple options. The following options are listed from the least severe to the most severe. This list shall in no way be interpreted as a limit to the Court on any punitive action. The Court has the right to deviate from this list as they deem appropriate.
45. Verbal Formal Reprimand
46. Written Formal Reprimand
47. Community Service
48. The Court may determine how many hours is deemed reasonable and how long the accused has to complete these hours.
49. The accused party may not coincide these community service hours with any other form of redemption requirement.
50. These hours must be logged and signed by the proper volunteer supervisor, to be determined by the Court.
51. These hours may include volunteering with Agencies, volunteering with University organizations, or attending training sessions.
52. Suspension from duties
53. This may include Senate meetings and clocking hours.
54. During this time the accused will earn absence points, will not be counted as present, and cannot engage in any of their duties.
55. Suspension from running in the next election (only applicable to elections complaint violations).
56. Recommending the Articles of Impeachment.
57. Elections Violations
58. The Justices may determine punitive action for Elections Violations defined as “Minor” in Title VI.
59. Any Party or individual who receives a fifth Elections Violation shall receive the punitive action of immediate disqualification from the election.
60. Violations defined as “Major” in Title VI shall result in immediate disqualification from the election.
61. Adjournment
62. “This session of the Primary Court of the Student Government of the University of North Florida is hereby adjourned.”

### VIII. **Formal Hearing for a Matter of a Judicial Complaint in the Supreme Court**

1. Call to Order
2. “This hearing of the Supreme Court of the Student Government of the University of North Florida is hereby called to order.”
3. Purpose
4. “The Supreme Court sits in session on this \_\_\_\_ day of \_\_\_\_\_ (month), 20¬\_\_\_\_\_, to review the decision of the Primary Court on the grounds that: (Read all that were appealed)”
5. There were substantial errors in the Primary Court hearing proceedings that affected the outcome of the hearing.
6. The sanctions are extraordinarily disproportionate to the violation committed.
7. There is substantial, new information that was not available at the time of the Primary Court hearing that affected the outcome of the hearing.
8. The Primary Court has chosen to recommend Articles of Impeachment as punitive action against a Student Government member. The recommendation is automatically sent as a matter to be reviewed by the Supreme Court for a majority vote in accordance with Article VII §1.
9. “Before we begin the proceedings I would like to remind everyone of the Courtroom Policies and Procedures, which were posted near the door. Please do not talk or disturb the proceedings in any other way, this includes using your cell phone. If you disturb the proceedings, you will be asked to leave.”
10. At this time would all relevant parties starting with the Court introduce themselves by name, title, and role at this hearing?”
11. Oath
12. All parties, which intend to testify, must take the following oath: “do you swear or affirm to tell the truth, the whole truth, and nothing but the truth?”
13. Receipt of Rights and Allegations
14. Each ground for appeal shall be addressed separately.
15. “(Respondent), have you received a copy of the grounds of the appeal?”
16. If yes, proceed with hearing.
17. If no, records should be reviewed to determine whether or not grounds for the appeal were delivered and received by those charged. If not, the hearing shall be immediately suspended and re-scheduled.
18. “(Respondent), are you aware of your rights as they are outlined in Title V of the System of Statutes?”
19. If yes, proceed with hearing.
20. If no, read the students’ rights section aloud as found in the Chapter 511 of the SG Statutes (also listed in Section 1(F) of this document).
21. Opening Statements
22. The Petitioner shall deliver opening statements first, followed by the Respondent.
23. Presentation of evidence is not allowed at this time.
24. Any voting Justice may interrupt the speaker at any time to ask questions.
25. Evidence/ Witness Presentation
26. The Petitioner shall present evidence and call witnesses to testify. The Respondent shall present evidence and call witnesses to testify.
27. Parties shall have the opportunity to cross-examine witnesses presented by the opposing party, after they conclude all questions towards that witness.
28. Any witness may be recalled for further questioning as requested by the Court. The prosecution and the accused may request a witness recall; the Court shall decide whether or not to allow it.
29. Objections may be made by the representative of each party and are limited to the parameters of this document.
30. If an objection is made, the Presiding officer may decide to “sustain” (agrees) or “overrule” (does not agree) the objection.
31. Any voting Justice may interrupt the speaker at any time to ask questions. All issues brought up by the Justices must be relevant to the matter at hand.
    1. The court, with a 2/3 vote, may discontinue a Justice’s speaking privileges who persists in bringing up irrelevant issues per witness.
32. Public Remarks
33. Other persons who wish to speak on the matter may do so upon being recognized by the Presiding Officer. The Presiding Officer may impose a reasonable time limit on each speaker.
34. All issues brought up by speakers must be relevant to the matter at hand. The Presiding Officer may discontinue the speaking privileges of any person who persists in bringing up irrelevant issues.
35. Each person may only speak once.
36. Closing Statements
37. Closing statements shall be made to summarize the facts of the case that were discussed during the hearing. No evidence that has not previously been introduced may be presented at this time. Closing statements shall be given first by the Respondent, followed by the Petitioner.
38. Deliberation
39. The Court shall leave the Courtroom and engage in private deliberations.
40. Reconvene and Issue of Decision
41. The Supreme Court may affirm, modify, reverse the original hearing decision, or order that a new hearing be held. Upon completion of the hearing, the Supreme Court shall release their decision within five (5) business days. All Supreme Court decisions are final and cannot be appealed further.

### IX. **Formal Hearing for a Matter of a Judicial Review or Interpretation**

1. Call to Order
2. “This hearing of the Judicial Branch of the Student Government of the University of North Florida is hereby called to order.”
3. Introduction of parties
4. The Petitioner shall state their name and title, as well as their role in the Judicial Review.
5. Any other students wishing to speak shall state their name and classification at the beginning of their remarks.
6. Purpose
7. “The Judicial Branch sits in session on this \_\_\_\_ day of \_\_\_\_\_ (month), 20¬\_\_\_\_\_, to consider a Judicial Review regarding (item under review).
8. “Before we begin the proceedings, I would like to remind everyone of the Courtroom Policies and Procedures which were posted near the door. Please do not talk or disturb the proceedings in any way, this includes using your cell phone. If you disturb the proceedings, you will be asked to leave.”
9. “At this time would all relevant parties starting with the Court introduce themselves by name, title, and role at this hearing?”
10. Oath
11. All parties, which intend to testify, must take the following oath: “Do you swear or affirm to tell the truth, the whole truth, and nothing but the truth?”
12. Petitioner/Respondent Statements
13. The Petitioner shall present their argument.
14. As the situation requires, the Respondent shall present their argument.
15. Public Remarks
16. Other students who wish to speak on the matter may do so upon being recognized by the Presiding Officer. The Presiding Officer may impose a reasonable time limit on each speaker.
17. All issues brought up by speakers must be relevant to the matter at hand. The Presiding Officer may discontinue the speaking privileges of any student who persists in bringing up irrelevant issues.
18. It is at the discretion of the Court as to whether or not to allow the Petitioner and Respondent to speak during this time.
19. Students may only speak once.
20. Evidence Presentation
21. Students present to speak shall be allowed to submit evidence for the consideration of the Court. The evidence shall be submitted to the Presiding Officer before the evidence submission deadline. The Presiding Officer may disregard evidence in accordance with the Judicial Policies and Procedures and Hearing Guidelines.
22. Any student who has spoken at the hearing may be recalled for further questioning as requested by the Court.
23. Deliberation
24. The Court shall engage in private deliberations.
25. Decision

1. At this time the Court shall give their decision.

1. Adjournment
2. “This session of the Judicial Branch of the Student Government of the University of North Florida is hereby adjourned.”

### X. **Formal Hearing for a Matter of Impeachment**

1. Call to Order
2. “This hearing of the Supreme Court of the Student Government of the University of North Florida is hereby called to order.”
3. Purpose
4. “The Supreme Court sits in session on this \_\_\_\_ day of \_\_\_\_\_ (month), 20¬\_\_\_\_\_, to consider Articles of Impeachment against (individual’s name).
5. “Before we begin the proceedings, I would like to remind everyone of the Courtroom Policies and Procedures which were posted near the door. Please do not talk or disturb the proceedings in any way, this includes using your cell phone. If you disturb the proceedings, you will be asked to leave.”
6. “At this time would all relevant parties starting with the Court introduce themselves by name, title, and role at this hearing?”
7. Oath
8. All parties which intend to testify must take the following oath. “Do you swear or affirm to tell the truth, the whole truth, and nothing but the truth?”
9. Receipt of Rights and Allegations
10. “(Student group or name), are you aware of your rights as they are outlined in Title V of the System of Statutes?”
11. If yes, proceed with hearing.
12. If no, read the students’ rights section aloud as found in the Chapter 509 of the SG Statutes (also listed in Section 1(F) of this document).
13. Opening Statements
14. The student(s) presenting the Articles of Impeachment shall deliver opening statements first, followed by the officer against whom the Articles of Impeachment were brought upon (henceforth known as the Defendant or Defense).
15. Any voting Justice may interrupt the speaker at any time to ask questions.
16. Evidence Presentation/Witness Testimony
17. The Petitioner shall present evidence and call witnesses to testify. The Respondent shall present evidence and call witnesses to testify.
18. Parties shall have the opportunity to cross-examine witnesses presented by the opposing party, after they conclude all questions towards that witness.
19. Any witness may be recalled for further questioning as requested by the Court. The prosecution and the accused may request a witness recall; the Court shall decide whether or not to allow it.
20. Objections may be made by the representative of each party and are limited to the parameters of this document.
21. If an objection is made, the Presiding officer may decide to “sustain” (agrees) or “overrule” (does not agree) the objection.
22. Any voting Justice may interrupt the speaker at any time to ask questions. All issues brought up by the Justices must be relevant to the matter at hand.
    1. The court, with a 2/3 vote, may discontinue a Justice’s speaking privileges who persists in bringing up irrelevant issues per witness.
23. Public Remarks
24. Other persons who wish to speak on the matter may do so upon being recognized by the Presiding Officer. The Presiding Officer may impose a reasonable time limit on each speaker.
25. All issues brought up by speakers must be relevant to the matter at hand. The Presiding Officer may discontinue the speaking privileges of any person who persists in bringing up irrelevant issues.
26. Each person may only speak once.
27. Closing Statements
28. Closing statements shall be made to summarize the facts that were discussed during the hearing. Closing statements shall be given first by the prosecution, followed by the defense.
29. Deliberation
30. The Justices shall privately deliberate.

K. Decisions

1. If no motion is made

1. “No motion has been made on the Articles of Impeachment against (student), and the Supreme Court of the Student Government of the University of North Florida has chosen not to adopt the Articles of Impeachment against (student).”
2. If a motion is made but does not receive a majority vote
3. “By a vote of (vote count), the Supreme Court of the Student Government of the University of North Florida has chosen not to adopt the Articles of Impeachment against (student).”
4. If the Articles of Impeachment are adopted
5. “By a vote of (vote count), the Supreme Court of the Student Government of the University of North Florida hereby adopts the Articles of Impeachment against (student). Under Title VII of the System of Statues, (student) is hereby removed from office, effective immediately.”
6. Adjournment
7. “This session of the Supreme Court of the University of North Florida is hereby adjourned.”

### XI. **Parking Appeals**

1. Student Government Representation
2. Student Government representation may be provided by the Student Advocate on a need basis, given that the Student Advocate is available.
3. Abstention Procedure for all Justices
4. The Justice who knows the respondent will call for a point of order when the respondent is present.
5. The Justice will explain why or why not there is a conflict of interest with the respondent present.
6. This is subject to approval by the Presiding Officer.
7. If a Justice has abstained and the Presiding Officer accepts it, they cannot ask questions or comment during deliberations. They do not have to leave the courtroom during questioning or deliberations.
8. If the Presiding Officer has a conflict of interest, they cannot ask the respondent questions or contribute to deliberations. The Presiding Officer will still take a vote from all sitting members present. This stands until a vote is concluded regarding the ticket received by the respondent.
9. Quorum
10. There must be three or more members to meet quorum, otherwise the board cannot conduct a hearing.
11. Decision
12. Upon the Court’s decision, the Court may provide a written reason to the student to explain the reasoning behind its decision.