

## GENERAL GUIDELINES FOR A STANDARDS BOARD MEETING

The standards chairman and standards board must follow this meeting guideline every time a standards board meeting is held. The Standards Board Minutes should be filled out at this time.

### I. Call to Order

"This meeting on \_\_\_\_\_ (date) of the Standards Board of \_\_\_\_\_ Chapter of Alpha Sigma Alpha is hereby called to order."

- a) At this time the chairman should inform the standards board as to the reason for the meeting.

### II. The notified member may be called in at this time.

### III. Purpose

The purpose of a standards board meeting is to help a board of peers arrive at a decision regarding a member.

### IV. Introductions

"Board members in attendance at today's session are: (name members with official titles.)"

"Will all other parties please state your name for the record." (If needed.)

### V. Statement of Concern

"(Member name), the alleged concern(s) brought before this standards board is/are as follows: [read formal statement of concern from the Notice to Appear (ASA-320b)]"

"Do you understand the statement of concern?"

If the answer to this question is yes, the meeting may proceed.

If the answer to this question is no, the concern should be clarified.

### VI. Presentation of Information

- a) The member should now be instructed that she can make a statement and present information. She should be given the opportunity to ask questions.
- b) The standards board shall have the opportunity to ask questions related to the information presented.
- c) Witnesses may be called in at this time to present information. (Depending on the circumstances witnesses may be called in individually or as a group.) The standards board and the involved member should have the opportunity to ask questions. (All witnesses should be excused at this time.)
- d) The member should be asked, "Do you have any final statement you would like to make prior to the standards board's deliberation?"
- e) If the member's position is unclear, the standards board chairman should ask: "Is your final position that you are in violation or not in violation?"

### VII. Standards Board Deliberations

Depending on the circumstances, the deliberations may proceed with or without the member involved. At this point, the standards board determines the appropriate action (if any) to be taken. A decision is determined and the Statement of Decision should be completed.

### VIII. Statement of Decision

The standards board chairman should invite the involved member to return and calls for order, then proceeds as follows:

"(Member's name), we have reached a decision." The standards chairman then reads the statement of decision and obtains the necessary signatures.

### IX. Adjournment

"This meeting of the standards board of \_\_\_\_\_ Chapter of Alpha Sigma Alpha is hereby adjourned."