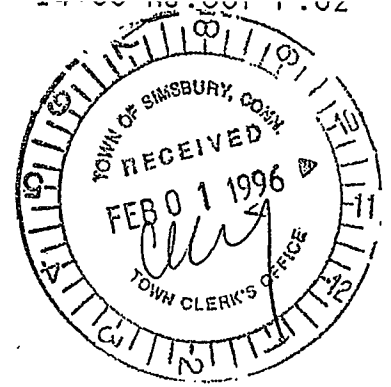


Board of Ethics Closed Hearing Guidelines



- 1) The Board of Ethics will conduct a full, and fair hearing in a professional manner and reserves the right to discontinue any discourse that becomes emotional or contrary to the goals of the Board.
- 2) Confidentiality will be stressed and every measure will be taken to assure it.
- 3) To assure confidentiality, the hearing will be closed. The Board will limit individuals into the hearing room, to parties to the proceedings and/or counsel, to counsel for each party, one representative from each party and one witness at a time. Witnesses may have personal counsel present. If a witness is a minor, he/she may have parents and or personal counsel present. Individuals and/or counsel from each party and the Board may ask follow-up questions of the witnesses. The Board reserves the right to call additional witnesses.
- 4) The hearing will be recorded and the recorded proceedings will be retained by the Chair of the Board of Ethics.
- 5) Written comments will be accepted in affidavit form.

- 6) A list of witnesses along with a short statement of proposed testimony will be presented by both parties to the chairman of the Board of Ethics no later than (a date to be determined).
- 7) All witnesses will be placed under oath.
- 8) Unless otherwise appropriately brought before the Board, the Board will address specific identified issues.
- 9) The Board of Ethics will limit all comments to issues referred to in Guideline # 8. Comments pertaining to who said what to whom not related to the above will not be admissible.
- 10) Section 13 - 9 C(2) Memorandum of Decision -
The Board of Ethics Memorandum of Decision will be confidential and submitted to the Board of Selectman or Board of Education whichever is appropriate within 30 days from the close of hearing.

January 26, 1996