

KSHSAA APPEAL BOARD MEETING FORMAT

1. Opening statement by chairperson
2. Announce proceedings will be taped
3. Establish if the hearing is to be an open or closed hearing if requested by appellant, per KSA 72-134, sub-section (d)
4. Self introduction by Board Members and Determine spokespersons for both parties
5. Self introductions by spokesperson(s) of each party
6. Presentation of information by the parties:
 - a) Thirty minutes allotted to appellant (if more than two parties are involved, appellant is always first and KSHSAA last for opening statements.)
 - b) Thirty minutes allotted to KSHSAA representatives
 - c) Opportunity for Appeal Board members to ask questions of each other or participants in the hearing. (No cross-examination will be allowed between appellant and KSHSAA. All remarks are to be directed to the Board.)
 - d) Ten-minute final statement by KSHSAA representatives
 - e) Ten-minute final statement by appellant
7. Conclude presentations
8. Deliberation by Appeal Board
9. Determine decision (the same day or no later than five days from date of hearing)
***Note – (It is highly recommended a decision be reached in the presence of the participants.)
(All motions and votes occur in open session.)**
 - a) Decision shall be typed by the KSHSAA staff
 - b) Decision shall be signed by all Appeal Board members who are present for meeting
10. A written decision shall be sent to all concerned

NOTE: An Appeal Board member shall not be involved in commentary relative to the issues, either prior to or following the hearing. It is felt neutrality and fairness to all concerned can be best achieved by not becoming involved in a dialogue or attempting to justify any decision that may or has already been made.



Kansas State High School Activities Association

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BILL FAFLICK, EXECUTIVE DIRECTOR

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Member of the National Federation of State High School Associations

December 2, 2020

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RE: KSHSAA Appeal Hearing – Friday, December 4, 2020

Mr. & Mrs. Boaz, Ms. Burr, & Supt. Younger:

Be advised a hearing before the KSHSAA Appeal Board has been scheduled for **Friday, December 4, 2020 at 1:00 p.m.** The hearing will be held virtually online via Zoom software. You may access the meeting by clicking on the following link:

Your previous communications to the KSHSAA will serve as the basis of your appeal per KSHSAA **Bylaw Article VIII, Appeals, Section 3**. Please note I have enclosed a format procedure used for conducting KSHSAA appeal hearings, a copy of Appeals Bylaw VIII, and a copy of the support material submitted to the Appeal Board. I trust this information will assist you in your preparation. **You should not submit any further handouts as the attached documents will be provided to the Appeal Board members.**

Respectfully,

Bill Faflick
Executive Director

Enclosures:

Hearing Format

Copy of Bylaw VIII & KSA Statute 72-134

Copy of Support Material