

**I The Karuk Tribe Housing Authority Housing Committee (Committee) sits as the Hearing Panel for Grievance, Eviction, and Appeal matters.**

a) The Chairperson of the Housing Committee shall preside over the hearing and shall make the final determination as to questions of rules and procedure. The Chairperson may consult other Committee members or legal counsel in making interpretations of these rules. The hearing shall be conducted informally and any evidence may be received by the Chairperson without regard to whether that evidence would be admissible under formal judicial rules of evidence employed in court proceedings.

b) Committee members shall treat respectfully all parties appearing before them in a grievance.

c) Committee members shall disqualify themselves from any decision or voting on any issue directly related to their immediate family or co-habitant.

d) All matters discussed and involved in the hearing should be treated as confidential. Committee members shall not talk about any information outside the hearing.

**NO EXCEPTION SHALL BE MADE FOR ANY OF THE REQUIREMENTS BELOW UNLESS SPECIFICALLY REQUESTED AND GRANTED BY A MAJORITY VOTE OF THE COMMITTEE.**

**II HEARING**

a) All aspects of the hearing should be confined to the specific action before the Committee, its supporting material and the written and/or verbal statements of all parties. **The Chairperson of the Committee shall use their authority to insure that this is strictly complied with by keeping order and limiting discussion to the aforementioned topics.**

b) If the Chairperson of the Committee determines at any time that any party is not acting in a civil or respectful manner, they may take any or all of the following actions, 1) call for order and verbally reprimand the offending Party, 2) call a short recess to allow the offending Party to compose themselves, 3) call for a conclusion or postponement of the hearing.

c) If the Affected party has not appeared by one half hour after the scheduled hearing time, he/she shall be deemed to have waived their right to a hearing and the Committee will uphold the original decision by default. Alternatively, the Committee may, at its sole discretion, make a determination to postpone the hearing for a period not to exceed five (5) business days.

### III PROCEDURE

#### a) General Hearing

- 1) The Committee should read and review the relevant documents from the Authority's file (as determined by the Executive Director and/or designated Authority Staff Member) before the hearing commences or oral testimony is given.
- 2) Additional written evidence may be submitted before or during any of the phases of the hearing provided it is relevant and relates to the action at hand. The party submitting such evidence shall provide sufficient copies for each Committee member.
- 3) Each side shall have up to one hour to make its presentation. Parties may take less than one hour, but any time not used during the initial presentation shall be deemed as waived.
- 4) A maximum of two (2) witnesses are allowed per Party.

#### b) Authority Presents its Reasons for Action

- 1) Executive Director or designated Authority Staff members presents written and/or oral statement of reasons for action and/or relevant findings from any investigation that may have been conducted in the matter.
- 2) Committee may ask clarification questions regarding any information presented by Executive Director or designated Authority Staff member.
- 3) Executive Director or designated Authority Staff member may present the Authority's witnesses in person (if any) and have the witnesses make their statements to the Committee. As each witness gives their statement the Committee shall decide if Affected Party may cross-examine the witness if they so wish. The Committee may ask the witness(es) relevant questions regarding the statement presented.

#### c) Affected Party Presents its Reasons for Action

- 1) Affected Party may present written and/or oral statements on relevant information or findings directly related to the grievance or action.
- 2) Committee may ask clarification questions regarding any information presented by Affected Party
- 3) Affected Party may present witnesses in person and have the witnesses make their statements to the Committee. The

Committee may ask the witness(es) relevant questions regarding the statement presented.

d) Rebuttal

Aggrieved shall be given a maximum of 15 minutes to rebut any aspect of the Authority's presentation. Chairperson of the panel shall keep the time and end the rebuttal when time is up.

e) Conclusion

Aggrieved and all witnesses are excused to leave and the hearing is concluded.

**IV DECISION**

a) The Housing Committee shall consider the grievance based on all of the information before it, and render a written decision no later than ten (10) working days after the hearing to the Affected Party with a copy to the Executive Director.

b) Findings of the Housing Committee shall be final.

Revised: \_\_\_\_\_

Approved: \_\_\_\_\_