

BEER BOARD HEARING PROCEDURES FOR VIOLATIONS

- 1. Chairman Asks Staff to Introduce the Agenda Item**
 - A. Staff will explain charges and the basis for the hearing

- 2. Town Clerk Swears In All Witnesses**
 - A. Anyone expected to give testimony will be sworn in

- 3. Opening Statements**
 - A. Town's Opening Statement
 - B. Permit Holders Opening Statement

- 4. Permit Holder is Asked to Enter a Plea**
 - A. If plea is guilty, hearing will move to step 10 below

- 5. Town Presents its Case**
 - A. Town Presents its Proof
 - B. Permit Holder's Cross Examination
 - C. Questions of Witnesses by the Beer Board as to facts relative to the instant case
 - D. Town's Proof Closed

- 6. Permit Holder Presents Case**
 - A. Permit Holder's Proof
 - B. Town's Cross Examination
 - C. Questions of Witnesses by the Beer Board
 - D. Permit Holder's Proof Closed

- 7. Town's Rebuttal (if any)**
 - A. Town's Rebuttal Proof
 - B. Permit Holder's cross examination of rebuttal witnesses
 - C. Questions of Witnesses by the Beer Board
 - D. Town's Proof Closed

- 8. Final Arguments of Parties**
 - A. Town's Closing Statement
 - B. Permit Holder's Closing Statement
 - C. Town's Rebuttal/Final Argument

- 9. Deliberations of the Beer Board as to Guilt or Innocence**
 - A. Motion and vote on whether permit holder is found innocent or guilty of a violation

- 10. Punishment Phase (if found guilty)**
 - A. Town Staff restates circumstances and penalty provisions provided for in the Beer Ordinance
 - B. Permit Holder's Mitigation
 - C. Board Deliberates Among Themselves
 - D. Board Motion and Vote on Penalty