

THE CITADEL REPORT OF PROCEEDINGS BY COMMANDANT'S BOARD

If more space is required in filling out any portion of this form, attach additional sheets

SECTION I - APPOINTMENT LETTER

Commandant's Board # _____ is appointed by Discipline General Order No. _____,
dated _____.

Appointing Authority (Commandant of Cadets)

SECTION II – SESSIONS

The Board commenced at (place) _____ at _____ on _____.

NOTE: If a Board met for more than one session, check here ☐ -If yes, indicate in an enclosure (1) the time each session began and ended, (2) the place, (3) persons present and absent, and an explanation of absences, if any.

List below all persons appearing at or before the Board. [Indicate capacity (e.g., President, Recorder, Respondent, Representative, Witness, etc.). Identify cadets by class and unit of assignment].

The following persons were absent (indicate a brief explanation of each absence):

The Board finished gathering/hearing evidence at _____ on _____ and completed findings and recommendations at
_____ on _____.

SECTION III – CHECKLIST FOR PROCEEDINGS

NOTE: Explain all negative responses in text of report. Use of response “N/A” constitutes a positive representation that the circumstance question did not occur in the Board.

A. EVIDENCE		YES	NO	N/A
1. ENCLOSURES. Are the following included in the Board Report? (Attached as enclosures in order listed.):				
a.	Appointing Discipline General Order?	☐	☐	☐
b.	Witness list?	☐	☐	☐
c.	Copy of Performance Report, if any?	☐	☐	☐
d.	Correspondence with cadet or representative, if any?	☐	☐	☐
e.	Written communications to or from the appointing authority?	☐	☐	☐
f.	Copy of Explanation Required in Writing (ERW) from cadet?	☐	☐	☐
g.	Discussion concerning unusual delays, problems or events encountered (e.g., absence of material witnesses)?	☐	☐	☐
h.	Significant information relating to administration of the Board?	☐	☐	☐
i.	Copy of Cadet Rights Briefing?	☐	☐	☐
2. EXHIBITS included in report of the Board (Individually numbered and lettered as exhibits and attached to this report)				
a.	Are all items offered or considered as evidence included in the Board report?	☐	☐	☐
b.	Have the proceedings of the Board been recorded and summarized in written form?	☐	☐	☐
B. PROCEDURES		YES	NO	N/A
1.	At the initial session, did the Recorder read the letter of appointment?	☐	☐	☐
2.	Is the date of offense reflected on the Performance Report?	☐	☐	☐
3.	Was the Respondent provided the required four duty days to respond (submit an ERW) to the Performance Report?	☐	☐	☐
4.	Was the Respondent provided a copy of all documents in the case file?	☐	☐	☐
5.	If any Respondent was designated after the proceedings began (or otherwise was absent during part of the proceedings):	☐	☐	☐
6.	Representation:	☐	☐	☐
a.	Was each Respondent represented?	☐	☐	☐
b.	If not, did Respondent waive representation?	☐	☐	☐
c.	Was Respondent's representative present at all open sessions of the Board relating to the Respondent?	☐	☐	☐
7.	If the Respondent challenged any member for lack of impartiality:	☐	☐	☐
a.	Was the challenge properly handled by the Appointing Authority?	☐	☐	☐
b.	Did each member successfully challenged cease to participate in the proceedings?	☐	☐	☐
8.	Was the Respondent given an opportunity to:	☐	☐	☐
a.	Be present with representative at all open sessions of the Board, which dealt with any matter, which concerns that Respondent?	☐	☐	☐
b.	Examine and object to the introduction of real or documentary evidence, including all written statements?	☐	☐	☐
c.	Object to the testimony of witnesses and cross-examine witnesses?	☐	☐	☐
d.	Call witnesses and otherwise introduce evidence?	☐	☐	☐
e.	Testify as a witness?	☐	☐	☐
9.	If requested, did the Recorder assist the Respondent in obtaining evidence in possession of The Citadel and in arranging for the presence of witnesses?	☐	☐	☐
10.	Are all of the Respondent's requests and objections indicated in the report of proceedings or in an enclosure or exhibit to it?	☐	☐	☐

SECTION IV- SUMMARY OF PROCEEDINGS

SECTION V- FINDINGS AND RECOMMENDATIONS

SECTION VI - AUTHENTICATION

THIS REPORT OF PROCEEDINGS IS COMPLETE AND ACCURATE. (If any voting member or the recorder fails to sign here or in Section VII below, indicate the reason in the space where the signature should appear).

Recorder

Board President

Member

Member

SECTION VII - MINORITY REPORT

To the extent indicated in Enclosure _____, the undersigned do(es) not concur in the findings and recommendations of the board. (In the enclosure, identify by number each finding and/or recommendation in which the dissenting member(s) do (es) not concur. State the reasons for the disagreement. Additional/substitute findings and/or recommendations may be included in the enclosure.)

Member

Member

SECTION VIII - ACTION BY THE OFFICE OF THE COMMANDANT

The Findings and Recommendations of the Board are (Approved) (Disapproved) (approved w/ following substitutions). [If the Office of The Commandant returns the proceedings to the Board for further proceedings or corrective action, attach that correspondence (or a summary, if oral) as an enclosure.]

- **ASSISTANT COMMANDANT FOR DISCIPLINE:** *Action/Remarks*

Signature

Date

- **COMMANDANT'S CHIEF OF STAFF:** *Action/Remarks*

Signature

Date

- **COMMANDANT OF CADETS:** *Action/Remarks*

Signature

Date

- **PRESIDENT:** *Action/Remarks*

Signature

Date

- **BOARD OF VISITORS:** *Action/Remarks*

Signature

Date