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5 **BEFORE THE SEATTLE ETHICS AND ELECTIONS COMMISSION**

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7 In The Matter Of

8 **Mary Brown**

Case No. 22-01-0528-1

PREHEARING ORDER

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10 Pursuant to Administrative Rule 3.P of the Seattle Ethics and Elections Commission (the
11 Commission), the Chair of the Commission hereby issues the following procedural orders that will
12 apply to the May 3, 2023 hearing in the above-captioned matter:

13 **I. Prehearing Submissions**

14 Pursuant to Commission Administrative Rule 3.N.5, the Chair requests that each party submit
15 a proposed written determination prior to the hearing. If either party intends to call witnesses, the
16 party shall submit a witness list identifying each expected witness and providing a brief summary of
17 the witness's anticipated testimony. Although not required to do so, either party may submit a
18 prehearing brief not to exceed 10 pages (double-spaced, in size-12 Times New Roman font or
19 equivalent). The parties may also submit any proposed documentary exhibits. The parties must submit
20 any proposed written determination, witness list, prehearing brief, and proposed documentary
21 exhibits via email to gary.smith@seattle.gov no later than **12:00 p.m. on Tuesday, May 2, 2023,**
22 along with copies via email to the opposing party.
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II. Hearing Procedure

The Commission intends to hear arguments and receive evidence during a hearing that is open to the public. Any party requesting a closed hearing pursuant to Seattle Municipal Code 4.16.090.H shall submit such request no later than **12:00 p.m. on Tuesday, May 2, 2023**, via email to gary.smith@seattle.gov. The hearing will proceed as follows:

- The Commission's Executive Director and Respondent Mary Brown will each have **five minutes** for an opening statement prior to the receipt of evidence.
- Following opening statements, the Executive Director will have **30 minutes** to present the charging document and supporting evidence (including any witness testimony). The Executive Director may reserve time for rebuttal.
- Respondent will have **30 minutes** to respond to the charges and the Executive Director's evidence with supporting evidence (including any witness testimony).
- The Executive Director may use any time remaining from his case-in-chief for rebuttal.
- The Commission will then enter a closed session for deliberation.

III. Post-Hearing Submissions and Determination

Although not required, each party may submit an amended written determination based on the evidence and argument presented at the hearing. Any amended written determination must be submitted by **5:00 p.m. on Friday, May 5, 2023**, via email to gary.smith@seattle.gov. Pursuant to Commission Administrative Rule 3.V, the Commission will issue a written determination by May 10, 2023, unless the deadline is extended for good cause and with notice to the parties.

DATED this 27th day of April, 2023.



Zachary J. Pekelis, Chair
Seattle Ethics and Elections Commission