

**11—7.20(8A,17A) Hearing procedures.**

**7.20(1)** The appointed presiding officer in a contested case proceeding shall preside at the hearing and may:

- a.* Rule on motions;
- b.* Require the parties to submit briefs;
- c.* Issue a proposed decision; and
- d.* Issue orders and rulings to ensure the orderly conduct of the proceedings.

**7.20(2)** All objections to procedures, admission of evidence or any other matter shall be timely made and stated on the record.

**7.20(3)** Parties in a contested case have the right to participate or to be represented in all hearings or prehearing conferences related to their case. Partnerships, corporations or associations may be represented by any member, officer, director or duly authorized agent.

Any party may be represented by an attorney or another person authorized by law. The cost of representation is the responsibility of the party.

**7.20(4)** Parties in a contested case have the right to introduce evidence on points at issue, to cross-examine witnesses present at the hearing as necessary for a full and true disclosure of the facts, to present evidence in rebuttal, and to submit briefs and engage in oral argument.

**7.20(5)** The presiding officer shall maintain the decorum of the hearing and may refuse to admit or may expel anyone whose conduct is disorderly or disruptive.

**7.20(6)** Witnesses may be sequestered during the hearing.

**7.20(7)** The presiding officer shall conduct the hearing in the following manner:

*a.* The presiding officer shall give an opening statement briefly describing the nature of the proceeding;

*b.* The parties shall be given an opportunity to present opening statements;

*c.* Parties shall present their cases in the sequence determined by the presiding officer;

*d.* Each witness shall be sworn or affirmed by the presiding officer or the court reporter, and be subject to examination and cross-examination. The presiding officer may limit questioning consistent with Iowa Code section 17A.14;

*e.* The presiding officer has the authority to fully and fairly develop the record and may inquire into the matters at issue and shall receive in evidence the testimony of witnesses and any documents which are relevant and material; and

*f.* When all parties and witnesses have been heard, parties shall be given the opportunity to present final arguments.