

# Associated Students of the University of Wyoming

## Judicial Council Rules and Procedures



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### **Definitions**

***In Writing:*** an official ASUW Communication that is transmitted by a mechanism that can be memorialized for future reference/use.

***Quorum:*** the minimum number required to make the proceeding at a meeting valid.

***Preponderance of the evidence:*** when weighing all the evidence having been admitted, it is more likely than not that the accusations are either true or false.

***Remand:*** return (a case) to a lower decision-making body for reconsideration.

***Recommendation:*** a suggestion as to the best course of action.

## **Article 1. Introduction**

In order for the Judicial Council to function properly and to ensure the Judicial Council discharges the responsibility of ensuring due process, fairness, equity, and consistency within the proceedings and business of the Judicial Council of the Associated Students of the University of Wyoming (ASUW), these Rules and Procedures are adopted pursuant to the Associated Students of the University of Wyoming By-Laws Article 3 Section 3.01 subsection 4, clause A.

## **Article 2. Responsibilities and Authorities of Judicial Council Members**

### **Section 2.01 The Chief Justice shall:**

1. Act as the spokesperson and advocate for the Judicial Council in pursuit of the goals of the Judicial Council, ASUW, and the University.
2. Create and present a Vision and Goals document for the Judicial Council annually after confirmation by the ASUW Senate.
  - A. The Vision and Goals document should include, but is not limited to, the Chief Justice's goals, plans, and initiative they will pursue during their term of office.
  - B. The Vision and Goals document will be presented, in addition to the Associate Justices and Judicial Council Advisor, to the ASUW Executives, Senate, and University officials who have a vested interest in ASUW.
3. Establish the dates, times, and locations for all Judicial Council business meetings and hearings.
4. Organize and conduct a training session annually in the fall for members of the Judicial Council in consultation with the Judicial Council Advisor. The session should include, but is not limited to the following:
  - A. Reviewing the purpose and function of the Judicial Council within the ASUW.
  - B. Reviewing the ASUW Constitution, ASUW By-Laws, ASUW Judicial Council Governing Procedures, and other ASUW working documents.
5. Annually ensure that the Rules and Procedures of the Judicial Council are submitted to the ASUW Senate for approval pursuant to Senate Bill #2147.
6. Appoint one (1) of the Associate Justices as Secretary of the Judicial Council.
7. Receive all requests for interpretation, referrals, and complaints and disseminate these documents to the Associate Justices.
8. Inform the named parties in the case of referral, complaint, or appeal of their rights under the Rules and Procedures of the Judicial Council, in writing.
9. Preside over all Judicial Council business meetings and hearings.
  - A. In the event the Chief is unable to preside over a business meeting or hearing, the Secretary of the Judicial Council will preside.
10. Assign the writing of the Council's opinion in the disposition of requests for interpretation, referrals, complaints, and appeals if the Chief is a member of the majority on the matter.

- A. If the Chief Justice is not in the majority on the disposition of a matter, they shall delegate the writing of the opinion to the senior most Associate Justice within the majority.
  - B. The Chief Justice, or senior most Associate Justice with this power, may reserve the right to write the opinion themselves.
  - C. The opinion written must be in unanimous agreement with those who have joined the opinion.
11. Manage the Judicial Council's budget.
  12. Prepare the Judicial Council's budget for the next academic year.
  13. Report resignations to the President of ASUW.
  14. Prepare and present a Summary and Report document at the end of the term for the incoming President and administration of the ASUW.
    - A. The Summary and Report document should include, but is not limited to, a summary of the strengths and weakness of the Council the previous year, who the returning Associate Justices are, and how many vacancies will need to be filled.
  15. Recuse themselves from voting on: a request for interpretation, referral, complaint, or appeal in the event of a conflict of interest.
  16. Shall, in the case of a large-scale event that disrupts normal University operations, have the right to extend any of the timelines for requests for interpretations, appeals, complaints, or referrals as they deem necessary to ensure the Judicial Council does its due diligence in making decisions.
  17. Delegate any of the aforementioned duties to an Associate Justice if necessary.
  18. Retain all responsibilities and authority of an Associate Justice in addition to those as Chief.

**Section 2.02 Associate Justices shall:**

1. Attend all Judicial Council business meetings, hearings, and ASUW special events deemed necessary by the Chief Justice.
2. Communicate with the Chief Justice on scheduling availability.
3. Participate as a member of the Council from an unbiased perspective and maintain neutrality by not associating with any campaigns or business of the other branches of ASUW.
4. Request that the Chief Justice recuse them from voting on: a request for interpretation, referral, complaint, or appeal in the event of a conflict of interest.
5. Serve as Judicial Council Secretary if appointed by the Chief Justice.
6. Write a concurring or dissenting opinion on requests for interpretation, referrals, complaints, or appeals if they do not agree with the majority opinion.

**Section 2.03 The Secretary shall:**

1. Record and prepare the minutes of Judicial Council business meetings.

2. Procure, setup, and breakdown audio recording equipment used for official Judicial Council hearings.
3. Manage and maintain the Judicial Council's permanent files pursuant to Senate Bill #2107. Permanent files include, but are not limited to, opinions and the Judicial Council Rules and Procedures.
4. Preside over Judicial Council business meetings and hearings in the event the Chief Justice is unable to preside.

#### Section 2.04 The Advisor shall:

1. Act as a neutral party in advising the Judicial Council on procedure and precedent.
2. Assist in the annual Judicial Council training.
3. Assist in the recording and maintenance of Judicial Council precedent.
4. Assist and aid in the annual transition of Judicial Council leadership.
5. Assist in the internal management of the Judicial Council.
6. Serve as the Clerk of the Council during hearings.
7. Be a member only for purposes of having quorum for business meetings.

#### Section 2.05 The Clerk of the Council shall:

1. Act as an advisor
2. Answer questions on procedure and process.
3. Assist in the operation of the recording equipment.

### Article 3. Absenteeism and Removal from Office

#### Section 3.01 Absence Policy

1. In the event a member of the Judicial Council has three (3) or more absences, the absent member will be called before the Chief Justice and Judicial Council Advisor to explain their absences.
2. The Chief Justice and Judicial Council Advisor may find that the absent member of the Council has excuses for their absences.
  - A. Excused absences include, but are not limited to, absences due to class meeting times, tests, or other academic related activity. Non-academic related absences are presumed to be unexcused.
  - B. There are no excused absences for missed hearings.
3. If the Chief Justice and Judicial Council find that the absent member does not have an excuse for their absences, the matter is referred to the Judicial Council as a whole for consideration.
  - A. The Judicial Council will consider the matter under the process and procedures of a referral as spelled out in the Rules and Procedures of the Judicial Council. The referred absent member will not be allowed to vote on the disposition of the referral.
  - B. If the Judicial Council finds that that the absences were unexcused, they may impose sanctions.

- C. Sanctions are at the discretion of the Judicial Council, including but are not limited to, campus service, community service, or similar action.
- D. All sanctions shall be proportional to the severity of the offense.

### Section 3.02 Removal from office

- 1. Impeachment shall be referred to the ASUW Senate by the Chief Justice for proceedings:
  - A. When any Judicial Council member has six (6) or more absences, whether excused or unexcused, OR
  - B. When any Judicial Council member violates Article 6 of the ASUW By-Laws.
- 2. Resignation shall be accepted:
  - A. When an Associate Justice wishing to resign their Judicial Council seat presents written notification of resignation to the Chief Justice, or in the event that it is the Chief Justice who resigns, to the President of ASUW, OR
  - B. When an Associate Justice announces their resignation during a regular business meeting of the Judicial Council.

## Article 4. Process for Formal Proceedings

### Section 4.01 Initiation of Formal Proceedings

- 1. **Complaint or Referral**
  - A. A written referral or complaint to the Judicial Council shall include the following:
    - a. The name of the accusing and accused parties.
    - b. A recitation of the facts that lead to a rationale for referral or complaint.
    - c. Generally, the evidence that supports the rationale for referral or complaint.
    - d. The relief sought by the accusing party.
- 2. **Appeal**
  - A. A written appeal to the Judicial Council shall include the following:
    - a. The name of the appellant.
    - b. The name of the decision-making body being appealed from.
    - c. A recitation of the facts that lead to a rationale for the appeal.
    - d. Generally, the evidence that supports the rationale for the appeal.
    - e. The specific issue that is being appealed and the specific relief sought.
- 3. **Request for Interpretation**
  - A. A written request for interpretation is to include the following:
    - a. The name of the party requesting interpretation.
    - b. The specific document(s) and area(s) that are to be interpreted.
    - c. The context in which the request for interpretation arose.

### Section 4.02 Timeline

- 1. After the filing of a formal written referral or complaint or appeal with the Chief Justice, a hearing will be scheduled and convened within ten (10) academic days.



- A. The Chief Justice will schedule a hearing date, time, and location.
- B. The Chief Justice will inform all relevant parties of this information at least five (5) academic days prior to the hearing, if possible.
- 2. After the filing of a request for interpretation with the Chief Justice, the Judicial Council will convene and reach a decision within ten (10) academic days.
- 3. After the filing of an elections complaint with the Chief Justice, the Judicial Council will convene and reach a decision following the timeline outlined in Section 4.04 of these Rules and Procedures.
- 4. Once the Council has reached a decision on the outcome of a referral or complaint, or an appeal, a written opinion shall be released by the Judicial Council within ten (10) academic days.
  - A. Elections complaints decisions must be reached within three (3) academic days of a hearing or meeting of the Council, in compliance with Section 4.04 of these Rules and Procedures.
- 5. In the case of a large-scale event that disrupts normal University operations, the Chief Justice shall have the right to extend any of the above-mentioned timelines as they deem necessary to ensure the Judicial Council does its due diligence in making decisions.

#### Section 4.03 Complaint or Referral Hearing Procedure

- 1. A quorum of four (4) Judicial Council members, not including the Judicial Council Advisor, is required for the hearing and the deliberation.
- 2. The Clerk of the Council will announce for the record the date, time, and location of the hearing, the Justices present and those recused, the accused, and the accusing parties present.
  - A. Only the hearing is recorded
  - B. The private deliberations of the Council are not recorded.
  - C. Hearing recordings are to be maintained in the ASUW office for three (3) years after the date of the hearing.
    - a. Accidental loss or destruction of the recordings does not invalidate the findings of the Judicial Council.
    - b. The recordings are only open to members of the Judicial Council, the Judicial Council Advisor, and the relevant parties if the matter is appealed.
- 3. The hearing will be called to order by the Chief Justice.
- 4. Any relevant party who fails to appear before the Judicial Council or to submit a written statement in lieu of appearing before the Council shall result in the absent party being considered in Contempt of the Council.
  - A. Contempt of the Council cases shall be forwarded to the Dean of Students Office as a potential violation of the Student Code of Conduct.
- 5. All individuals in attendance will act in a courteous and respectful manner throughout the proceedings. Failure to do so may result in expulsion from the hearing.

6. The Chief Justice may exclude evidence admitted to the hearing on the grounds of relevancy, authenticity, reliability, or conflict with these or other ASUW governing documents.
7. Both the accusing and the accused parties shall have equal opportunity to present an opening argument.
8. The accusing party will first present their rationale for referral or complaint and the evidence and witnesses they have to support their claim.
9. The accused party will then have the opportunity to present their defense, and the evidence and witnesses they have to defend their case
10. The accusing party and the accused party shall have the opportunity to cross-examine the other side's witnesses and evidence.
  - A. Cross examination may continue to occur as long as the Chief Justice deems it necessary to ensure the fairness of the hearing.
11. Both the accusing and the accused parties shall have equal opportunity to present a closing argument.
12. The Judicial Council will then convene privately to discuss the disposition of the referral or the complaint.
  - A. Only members of the Judicial Council, including the Judicial Council Advisor, shall be in attendance for the deliberation.

#### Section 4.04 Elections Complaint

1. Procedure
  - A. A quorum of four (4) Judicial Council members, not including the Judicial Council Advisor, is required for all decisions made within this section.
  - B. All complaints must be submitted in writing to the Judicial Council.
  - C. Each complaint will only be reviewed once. If one complaint is submitted by multiple people, the Judicial Council can combine the complaints.
  - D. The Judicial Council will retain the right to convene to discuss the matter in private or hold a hearing. Either the party making the complaint or the party whom the complaint has been made against will also retain the right to request a hearing. If either party requests a hearing, the Judicial Council reserves the right to accept or deny the request.
  - E. In the case of a hearing, the parties making the complaint and whom the complaint has been made against shall be required to attend a hearing.
  - F. The Judicial Council will notify all parties whom a complaint has been made against of the complaint within twenty-four (24) hours of submission of the complaint.
  - G. The party submitting the complaint must indicate their request for a hearing within the original submission of the complaint.

- H. The party whom the complaint has been made against will have twenty-four (24) hours from notification of the complaint to indicate their request for a hearing.
  - I. Within twenty-four (24) hours of notification of the complaint to the party the complaint has been made against, the Judicial Council will decide to have a hearing or not.
  - J. If a hearing is deemed necessary, the Judicial Council will select a time for the hearing and hold a hearing within three (3) academic days of the decision to hold a hearing. The Judicial Council will then release a decision within three (3) academic days of the hearing.
  - K. If no hearing is held, the Judicial Council will review, decide, and release a decision on complaints within three (3) academic days of the decision to not hold a hearing.
  - L. In the case of a hearing, the hearing will abide by the procedure outlined in Section 4.03 of these Rules and Procedures.
  - M. Parties with a vested interest may submit briefs on the topic under consideration as Friends of the Council.
  - N. The Council may request additional information from either party it deems it necessary to the discussion of the complaint.
2. **Sanctions**
- A. The Judicial Council may impose sanctions for all officially written complaints and violations.
  - B. The Judicial Council may also impose sanctions against the complainant should the Judicial Council feel that the complainant has intentionally filed erroneous complaints.
  - C. Sanctions imposed by the Judicial Council should be to the same degree as the wrongdoing found by the Council.
3. **Appeals**
- A. All sanctions made by the Judicial Council may be appealed following the method prescribed in the ASUW By-Laws and these Rules and Procedures.

#### Section 4.05 Appeal Hearing Procedure

- 1. **SO Funding Board**
  - A. All appeals of Funding Board decisions must first be attempted at Senate.
    - a. If the Senate denies to hear the appeal, denies the appeal after hearing it, or any other issue occurs, the SO may appeal to the Judicial Council, and that appeal will follow the process outlined in Section 4.04, subsection 2 of these Rules and Procedures.
- 2. **Senate Appeals**
  - A. Remedies Sought

- a. Relief from Funding Decisions
    - 1. If on appeal the Judicial Council finds a factual or legal error that occurred procedurally or otherwise, the Judicial Council can require the ASUW Senate to revisit the funding decision but will only recommend to the ASUW Senate that the ASUW Senate approve the funding. These recommendations must include the findings of the Judicial Council.
  - b. Relief from Probation or Suspension
    - 1. If on appeal the Judicial Council finds that the SO made no major infractions pursuant to the ASUW Finance Policy, but minor infractions did occur, the Judicial Council may lift the suspension of funding and place the SO on probation.
    - 2. If on appeal the Judicial Council finds that the SO made no minor infractions pursuant to the ASUW Finance Policy, the Judicial Council may lift the probationary period.
  - c. Relief from Senate Failure to Hear Appeal
    - 1. If the Judicial Council finds that there is a valid reason for an appeal to be heard, the Judicial Council can require the Senate to include and hear the appeal under New Business at the next regularly scheduled meeting.
      - i) When this occurs, the SO does not need to have a Senator file a six (6) hour notice to the Senate, nor will the Senate vote on whether they will hear the appeal.
- B. The Judicial Council will be limited to approving or denying the relief sought as consistent with Section 4.04 section 2, clause A of these procedures.
- a. The Majority Opinion will be remanded back to Senate for corrective action.
- C. The SO can only appeal the same funding request once and as such must plead all issues and claims for relief that is sought at the same time. Failure to plead an issue, claim or relief sought automatically waives that issue, claim or relief.
- D. Procedure
- a. A quorum of four (4) Judicial Council members, not including the Judicial Council Advisor, is required for the hearing and the deliberation.
  - b. The Clerk of the Council will announce for the record the date, time, and location of the hearing, the Justices present, and the Appellant and Senatorial representation.
    - 1. Only the hearing is recorded
    - 2. The private deliberations of the Council are not recorded.
    - 3. Hearing recordings are to be maintained in the ASUW office for three (3) years after the date of the hearing.
      - i) Accidental loss or destruction of the recordings does not invalidate the findings of the Judicial Council.

- ii) The recordings are only open to members of the Judicial Council, the Judicial Council Advisor, and the relevant parties if the matter is appealed.
- c. The hearing will be called to order by the Chief Justice.
- d. The Vice President, and Chair of SO Funding Board or delegate, are required to attend.
- e. Any relevant party who fails to appear before the Judicial Council or to submit a written statement in lieu of appearing before the Council shall result in the absent party being considered in Contempt of the Council.
  - 1. Contempt of the Council cases shall be forwarded to the Dean of Students Office as a potential violation of the Student Code of Conduct.
- f. All individuals in attendance will act in a courteous and respectful manner throughout the proceedings. Failure to do so may result in expulsion from the hearing.
- g. The Chief Justice may exclude evidence admitted to the hearing on the grounds of relevancy, authenticity, reliability, or conflict with these or other ASUW governing documents.
- h. Both the appellant and the Senatorial representation shall have equal opportunity to present an opening argument.
- i. The appellant will first present their rationale for appeal and the evidence and witnesses they have to support their claim.
- j. The Senatorial representation will then have the opportunity to present their response, and the evidence and witnesses in support of their response.
- k. The appellant and the Senatorial representation shall have the opportunity to cross-examine the other side's witnesses and evidence.
  - 1. Cross examination may continue to occur as long as the Chief Justice deems it necessary to ensure the fairness of the hearing.
- l. Both the appellant and the Senatorial representation shall have equal opportunity to present a closing argument.
- m. The Judicial Council will then convene privately to discuss the disposition of the referral or the complaint.
- n. Only members of the Judicial Council, including the Judicial Council Advisor, shall be in attendance for the deliberation.

#### Section 4.06 Request for Interpretation Procedure

1. A quorum of four (4) Judicial Council members, not including the Judicial Council Advisor, is required for the deliberation.
2. The Judicial Council will convene to discuss the matter in private.
3. The party requesting interpretation may be required to attend if deemed necessary by the Council for clarification of the request.

4. Parties with a vested interest may submit briefs on the topic under consideration as Friends of the Council.

#### **Section 4.07 Decisions**

1. A written opinion is not binding unless the Judicial Council has voted and the Majority Opinion has been written and distributed to the Judicial Council members.
2. The form of Decisions and Opinions are outlined as follows:
  - A. A majority of Justices of the Judicial Council present at the relevant meeting, joined in agreement of the end result, constitutes the overall decision of the Judicial Council.
    - a. The Majority Opinion consists of the author and those who have joined. They are the most numerous Justices who agree on both the end result and the rationale of the decision.
    - b. The Concurring Opinion consists of the author and those who have joined. They agree with the end results of the Majority Opinion but do not agree with the rationale set forth in the Majority Opinion.
    - c. The Dissenting Opinion consists of the author and those who have joined. They disagree with the result and potentially the rationale set forth in the Majority Opinion.
3. Copies of the opinion are to be sent to:
  - A. The party requesting interpretation (if applicable).
  - B. The accusing/accused parties (if applicable).
  - C. The appellant/Senatorial representation (if applicable).
  - D. The ASUW President.
  - E. The ASUW Advisor.
  - F. The ASUW Chief of Legislative Affairs or equivalent position.
  - G. The ASUW Director of Marketing for the decision(s) to be uploaded to the ASUW website.
4. If sanctions are recommended, an opinion sent to the Dean of Students and Vice President for Student Affairs will serve as notice of the recommended sanction for their implementation.
5. Pursuant to the ASUW By-Laws, all decisions may be appealed to the Dean of Students.

### **Article 5. Fundamental Rights**

#### **Section 5.01 Complaint and Referral**

1. **Accused Party has the right:**
  - A. To be informed, in writing, of their rights under the Rules and Procedures of the Judicial Council.
  - B. To be informed, in writing, of any referrals or complaints against them.

- C. To be informed of the name(s) of the person(s) referring or filing a complaint against them.
- D. To be informed of the evidence on which the charges against them are based.
- E. To be informed of the names of potential witnesses that might be called against them.
- F. To have the case against them proven by a preponderance of the evidence.
- G. To request a closed hearing if they so choose. A request for a closed hearing must be made in writing to the Chief Justice at least five (5) academic days prior to the hearing, if possible.
- H. To be given a reasonable amount of time to prepare a defense prior to Judicial Council hearings. Requests for additional time to prepare a defense must be submitted in writing to the Chief Justice within two (2) academic days of being notified of the scheduled time of their hearing.
- I. To appear before the Judicial Council in person to respond to the charges against them.
  - a. It is the responsibility of the accused to make every effort to attend the hearing as scheduled by the Chief Justice.
  - b. If the person is unable to attend the scheduled hearing time, they may present a written defense in lieu of an oral response. A written defense waives the right of cross-examination.
- J. To have a person of their choice advise them throughout the adjudicative process. Professional legal counsel is not allowed.
- K. To present evidence in defense of the referral or complaint against them.
- L. To present witnesses in defense of the referral or complaint against them.
- M. To remain silent during the hearings so as to not incriminate themselves.
- N. To question the accusing party, or their written statement, their evidence, and witnesses.
- O. To be issued a written copy of the Judicial Council's opinion.

2. **Accusing Party has the right:**

- A. To be informed, in writing, of their rights under the Rules and Procedures of the Judicial Council.
- B. To appear before the Judicial Council in person to present their rationale for referral or complaint.
  - a. It is the responsibility of the accusing party to make every effort to attend the hearing as scheduled by the Chief Justice.
  - b. If the accuser is unable to attend the scheduled hearing time, they may present a written summary of their rationale for referral or complaint. The presentation of a written argument waives the right for cross-examination of witnesses.
- C. To have a person of their choice advise them throughout the adjudicative process. Professional legal counsel is not allowed.

- D. To present evidence in defense of their rationale for referral or complaint.
  - E. To present witnesses in defense of their rationale for referral or complaint.
  - F. To question the accused party, their evidence, and witnesses.
  - G. To be issued a written copy of the Judicial Council's opinion.
3. **Committee or Organization has the right:**
- A. To be awarded the same rights as if they were an individual person.
  - B. To be represented by the Chairperson of the committee or President of the Organization.
    - a. The Chairperson or President may delegate this authority to another person within the committee or organization if they have informed the Chief Justice of the change.

### Section 5.02 Appeal

1. **Senatorial Representation has the right:**
- A. To be informed, in writing, of their rights under the Rules and Procedures of the Judicial Council.
  - B. To be informed, in writing, of any appeals against them.
  - C. To be informed of the name(s) of the person(s) referring or filing a complaint against them.
  - D. To be informed of the evidence on which the charges against them are based.
  - E. To be informed of the names of potential witnesses that might be called against them.
  - F. To have the case against them proven by a preponderance of the evidence.
  - G. To request a closed hearing if they so choose. A request for a closed hearing must be made in writing to the Chief Justice at least five (5) academic days prior to the hearing.
  - H. To be given a reasonable amount of time to prepare a defense prior to Judicial Council hearings. Requests for additional time to prepare a defense must be submitted in writing to the Chief Justice within two (2) academic days of being notified of the scheduled time of their hearing.
  - I. To appear before the Judicial Council in person to respond to the charges against them.
    - a. It is the responsibility of the Senatorial representation to make every effort to attend the hearing as scheduled by the Chief Justice.
    - b. If the person is unable to attend the scheduled hearing time, they may present a written defense in lieu of an oral response. A written defense waives the right of cross-examination.
  - J. To have a person of their choice advise them throughout the adjudicative process. Professional legal counsel is not allowed.
  - K. To present evidence in defense of the referral or complaint against them.



- L. To present witnesses in defense of the referral or complaint against them.
  - M. To remain silent during the hearings so as to not incriminate themselves.
  - N. To question the appellant, or their written statement, their evidence, and witnesses.
  - O. To be issued a written copy of the Judicial Council’s opinion.
2. **Appellant has the right:**
- A. To be informed, in writing, of their rights under the Rules and Procedures of the Judicial Council.
  - B. To appear before the Judicial Council in person to present their rationale for referral or complaint.
    - a. It is the responsibility of the appellant to make every effort to attend the hearing as scheduled by the Chief Justice.
    - b. If the appellant is unable to attend the scheduled hearing time, they may present a written summary of their rationale for referral or complaint. The presentation of a written argument waives the right for cross-examination of witnesses.
  - C. To have a person of their choice advise them throughout the adjudicative process. Professional legal counsel is not allowed.
  - D. To present evidence in defense of their rationale for referral or complaint.
  - E. To present witnesses in defense of their rationale for referral or complaint.
  - F. To question the accused party, their evidence, and witnesses.
  - G. To be issued a written copy of the Judicial Council’s opinion.

**Section 5.03 Request for Interpretation**

1. Requesting or Appeal Party has the right:
- A. To appear before the Judicial Council in person to present their rationale for request or appeal or answer clarifying questions if required by the Council.
    - a. It is the responsibility of the requesting or appealing party to make every effort to attend the hearing as scheduled by the Chief Justice.
    - b. If the requesting or appealing party is unable to attend the scheduled meeting time, they may present a written summary of their rationale for request or appeal.
  - B. To present evidence in defense of their rationale for request or appeal.
  - C. To be issued a written copy of the Judicial Council’s opinion.

**Article 6. Business Meeting**

**Section 6.01 Purpose**

1. Business meetings shall be called when the Judicial Council has internal management, regulatory, training or informational needs.

**Section 6.02 Frequency**

1. Business meetings shall be called at the discretion of the Chief Justice.

**Section 6.03 Procedure and Policy**

1. The Judicial Council Secretary shall take minutes of all business meetings, which shall be posted and maintained on the ASUW website.
2. The meetings may follow Robert’s Rules of Order, or another method at the discretion of the Chief Justice.
3. Five (5) members of the Judicial Council, including the Judicial Council Advisor, constitute a quorum.

**Article 7. Revisions and Ratification**

**Section 7.01 Revisions**

1. Revisions to the Rules and Procedure of the Judicial Council of the ASUW shall be initiated in Judicial Council business meetings.
2. Approval by five (5) of the seven (7) Justices of the Judicial Council shall make all changes binding.
3. The ASUW Senate shall be notified of all changes to the Rules and Procedures at the next annual vote of approval.

**Section 7.02 Ratification**

1. The Rules and Procedures of the Judicial Council of the ASUW shall be ratified and in effect upon the following:
2. Approval by five (5) of the seven (7) Justices of the Judicial Council during a business meeting.
3. Approval by two-thirds (2/3) of the ASUW Senate annually.

These Rules and Procedures of the Judicial Council of the Associate Students of the University of Wyoming are approved by a 6-0-1 vote of the Council on Tuesday, 26 April 2022. The ASUW Senate unanimously approved these Rules and Procedures of the Judicial Council of the Associate Students of the University of Wyoming on Tuesday, 02 May 2022.

Signed: \_\_\_\_\_

Chief Justice, ASUW Judicial Council