

Section I - Summary

This Chapter shall serve as primary reference for the hiring of and duties granted to all Staff of the Judicial Branch. All matters included herein remain subject to the authority and supremacy of any responsibilities, duties, actions, and powers granted to the Chief Justice by the ASUCR Constitution.

Section II - Definition

1. The definition of Judicial Staff shall be the same as Chapter 1 of these Rules and Procedures:
 - a. “Shall be defined as all non-voting members of the Judicial Council serving in an *ex officio* or otherwise advisory capacity to the Judicial Branch.”

Section III - Hiring

1. All Judicial Staff shall be hired through the following process;
 - a. The Chief Justice shall draft an application to be publicly displayed at the ASUCR office and relevant social media accounts, and propose the draft to the Council;
 - b. The Judicial Council shall review, amend, reject, and/or approve the application;
 - c. The Application shall be made publicly available for a minimum two (2) week window, unless otherwise decided by the Chief Justice or a $\frac{2}{3}$ vote of the Judicial Council;
 - d. Interviews shall be conducted according to a timeline decided on by the Council;
 - e. At the close of the application window, and subsequent conclusion of interviews, the Council will deliberate the applicants in closed session. Each candidate shall be voted on and can be approved by a simple majority of the council.
2. In cases of immediate necessity, the Judicial Council may, by $\frac{2}{3}$ vote, temporarily override Subsection (1) and, by another $\frac{2}{3}$ vote, approve a one-time process for hiring.

Section IV - Secretary

1. The purpose of the Secretary is the assistance of the Council in all organizational matters and shall:
 - a. Serve at the discretion of the Chief Justice to assist in all administrative and organizational matters of the Judicial Council;
 - b. Attend all meetings of the Judicial Council;
 - i. The Secretary shall be allowed to sit on the Council as an *ex officio* member.
 - c. Attend, at the discretion of the Chief Justice, any meetings between the Chief Justice and other branches, students, ASUCR staff, etc.;
 - d. Be responsible for the minute taking of all Judicial meetings;
 - e. Be responsible for the archiving of all Judicial records on the Google Drive;

- i. This includes the communicating of Judicial records to ASUCR Pro Staff for inclusion on the ASUCR website.
 - ii. This also includes ensuring that Judicial records, when applicable, are clearly and professionally distributed on Judicial social media accounts.
- f. Exercise one (1) *advisory* vote on Council matters;
- g. Be responsible for the acquisition of resources deemed necessary by the Council including reserving meeting spaces, assisting the Chief Justice in financial requisition forms, providing physical copies of the agenda at all meetings, and all other administrative duties required by the Council;
- h. Attend ASUCR Senate and Executive meetings at the discretion of the Council;
 - i. The authority to mandate the Secretary's attendance at any non-Judicial meetings lie solely with the Chief Justice.
- i. Perform all other duties as deemed necessary by the Chief Justice.

Section V - Judicial Fellows

1. The purpose of Judicial Fellows is to provide undergraduate students with an opportunity for involvement with the Council in an environment that allows for professional and personal growth. Their work is at the discretion of the Council and it is the responsibility of the Council to prepare all Fellows for future involvement in the branch.
2. Judicial Fellows shall:
 - a. Be hired by the Judicial Council as deemed necessary for the Councils operation;
 - b. Sit as an *ex officio* member of the Judicial Council and formed committees;
 - c. Exercise one (1) *advisory* vote on all Council matters and committees;
 - d. Serve primary under the direction of the Judicial Council wherein the Council shall be responsible for their development;
 - e. Have their performance evaluated periodically by the Council at their discretion;
 - f. Observe all meetings of the Council but may not participate in questioning during hearings or deliberations, unless specifically requested by the Judicial Council;
 - i. Their attendance in closed session is left to the discretion of the Chief Justice, but a $\frac{2}{3}$ majority of the Council may override the Chief Justice's decision.
 - g. Serve at the pleasure of the Council and perform all other duties deemed necessary by the Council.

Section VI - Confidentiality

1. All Judicial Staff shall be required to sign the same confidentiality agreement at the start of their tenure alongside the Justices. In turn, any violation of the confidentiality agreement by Judicial Staff is subject to the same penalties prescribed in the agreement and in Chapter 7 of these Rules and Procedures.

Section VII - Removal

1. The Secretary of the Court shall be subject to immediate dismissal by the Chief Justice for violation of these Chapters, ineligibility, misconduct, and any other reason that would prove harmful to the integrity and mission of the Judicial Council;
2. All Judicial Staff, apart from the Secretary, may only be removed by a $\frac{2}{3}$ vote of the Judicial Council;
 - a. Complaints against any Judicial Staff member may be made by any member of the Judicial Branch directly to the Chief Justice;
 - b. The Chief Justice, or presiding member, will call the Council into closed session at the next possible meeting to deliberate the call for removal;
 - i. During deliberation, each party will be given equal opportunity to speak without interruption, as well as an equal opportunity for cross-examination.
 - ii. The Council may ask questions as necessary of either party.
 - iii. When deliberation is over, a motion must be made “to conclude deliberation and call to question.” Once the motion has been seconded and approved by a simple majority, the Council shall conduct a roll call vote.
 - iv. If the vote falls short of the $\frac{2}{3}$ majority, then the call for removal is dismissed.
 - c. Reasons for removal, content of deliberation, voting tally, and any other matter relating to this process shall fall strictly under Chapter 10. A breach of confidentiality of a case for removal is subject to immediate dismissal by the Chief Justice or a majority vote of the Council.

Section VIII - Amendments

1. This chapter of the Judicial Rules and Procedures may be amended through:
 - a. A simple majority of the Judicial Council;
 - b. Amendments may only be made by members of the Judicial Branch, as defined in Chapter 1 of the Rules and Procedures;