

JUDICIAL COMMITTEE PROCEDURE INTAKE PACKET

1. GRIEVANCE INTAKE FORM: SULC SBA Judicial Committee Complaint Form

Complainant Information

- Full Name:
- Classification:
- Contact Information:

Respondent Information

- Name:
- Position/Role:

Nature of Complaint

- ☐ Constitutional Violation
- ☐ Election Complaint
- ☐ Officer Misconduct
- ☐ Procedural Violation
- ☐ Other

Constitutional Provision Allegedly Violated: (Article/Section if known)

Statement of Facts: Provide:

- dates,
- actions,
- witnesses,
- supporting details.

Requested Resolution: What action is requested?

Signature & Date

2. JUDICIAL HEARING OUTLINE

PRE-HEARING

A. Confirm Jurisdiction

Does Constitution authorize committee review?

B. Verify Complaint Sufficiency

Does complaint:

- state facts,
- identify issue,
- allege constitutional concern?

Does itC. Provide Notice

Notify respondent:

- allegations,
- hearing date,
- procedures.

HEARING STRUCTURE

- 1. Call to Order**
- 2. Introductions**
- 3. Statement of Allegations**
- 4. Complainant Presentation**
- 5. Respondent Response**
- 6. Committee Questions**
- 7. Closing Statements**
- 8. Deliberation (Closed Session)**
- 9. Recommendation Drafted**

3. JUDICIAL TIMELINE CHECKLIST

Task	Deadline
Complaint Received	Day 1
Complaint Reviewed	Within 2–3 business days
Jurisdiction Determined	Promptly

Task	Deadline
Notice Sent	Immediately after review
Hearing Scheduled	Within constitutional timeline
Hearing Conducted	As scheduled
Recommendation Finalized	Promptly after hearing
Recommendation Submitted	Per constitutional requirement

4. PROCEDURAL FAIRNESS STANDARDS

Judicial Committee **MUST** ensure:

Notice

All parties informed of:

- allegations,
- hearing procedures,
- deadlines.

Opportunity to Respond

Respondent allowed:

- statement,
- explanation,
- defense.

Neutrality

Committee members must avoid:

- bias,
- retaliation,
- favoritism.

Consistency

Rules applied equally in every proceeding.

Due Process

No surprise allegations or secret procedures.

5. CONFIDENTIALITY EXPECTATIONS

Committee members SHALL NOT:

- publicly discuss deliberations,
- leak hearing details,
- disclose confidential complaints,
- politicize proceedings.

6. JUDICIAL COMMITTEE CORE PRINCIPLE

The Committee exists to:

protect constitutional legitimacy and procedural fairness.

NOT:

- personal agendas,
- politics,
- popularity contests,
- retaliation.