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# Grievance & Hearing Procedures

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The Judicial Review Committee hears and resolves all grievances between members of the Associated Students and the Board of Director's relative to the functioning of the Associated Students and all alleged violations of the election campaign rules and regulations, and/or irregularities in balloting procedure as set forth in the Associated Students, Incorporated Bylaws and Election Code.

The following procedures were taken from the A.S.I. Judicial Review Committee Code of Procedure Policy 301 but it is highly suggested that you read Policy 301 in its entirety. The policy can be found online at [www.asicsula.org/elections](http://www.asicsula.org/elections). For information or questions please call the A.S.I. Administrative Office, U-SU Room 203.

## **Non-Election Hearings**

1. The plaintiff(s) shall fill out the Hearing Request Form, include any petitions that are connected with the grievance
2. Schedule a meeting with the Chief Justice through the A.S.I. Administrative Office, U-SU Room 203.
3. A copy of the form must be delivered, in person, by the plaintiff(s) to the defendant(s).
4. The defendant needs to file a written reply with the Chief Justice (through scheduled meeting) within five (5) business days of receiving the form.
5. The Judicial Review Committee (J.R.C.) shall have ten (10) business days after the defendant(s) have received the request for a hearing, regardless of whether the defendant(s) have filed a reply, to consider the case.
6. The J.R.C. will then have two (2) business days to decide whether or not to hear the case.
7. If a case is accepted, a hearing date will be set. All parties shall be informed in writing.

## **Election Hearings**

1. The plaintiff(s) shall file a Hearing Request Form with the Chief Justice, in person, through a scheduled meeting. The request must name the defendant(s), state code violations, and describe the charges and/or circumstances.
2. A copy of the form shall be posted immediately on the bulletin board outside of the Associated Students, Inc. Administrative Office, U-SU Room 203.
3. It is the duty of every candidate to check the board daily for hearing notices or possible complaints lodged against them.
4. The J.R.C. shall decide within one (1) day after receiving the hearing request form whether or not the case shall be heard, based solely on the written hearing request form.
5. If a hearing has been deemed necessary, the J.R.C. shall post a hearing notice on the board.

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