

**Judicial Board  
Chairperson/Secretary  
Application Packet  
Fall 2024 to Spring 2025**



**Applications Available  
March 15<sup>th</sup> – April 5<sup>th</sup>**

*\*Applications can be found on line at [Housing Employment | UW-Eau Claire \(uwec.edu\)](https://uwec.edu/housing-employment)*

**Applications Due  
April 5th by 11:59 PM**

*\*Turn in applications to [newmandl@uwec.edu](mailto:newmandl@uwec.edu).*

**Candidates will be selected by April 11<sup>th</sup>**

*Up to three candidates for each position will be selected by a committee and contacted about presenting for elections which will be on April 18<sup>th</sup> between 4:00PM and 7:00PM; this is when candidates will present their credentials to the Judicial Council for elections.*



## Judicial Board Application Instructions

### *2 Easy Steps to Apply:*

1. Turn in to [newmandl@uwec.edu](mailto:newmandl@uwec.edu) by April 5<sup>th</sup> by 11:59 PM:
  - ❑ The general information sheet (provided)
  - ❑ A cover letter addressed to the Judicial Board Selection Committee
  - ❑ Your resume  
(Resume writing assistance available by going to this website link:  
[http://www.uweccareerservices.org/resume\\_guide/](http://www.uweccareerservices.org/resume_guide/))
2. Give the attached reference forms to 2 people who are willing to speak positively on your behalf. They should return these directly to the selection committee via the Housing Office. We can accept e-mailed references from people who work on our campus in a state position with an official state e-mail address without a signature. (People who you might want to ask: supervisors, teachers, coaches, volunteer supervisors, current RAs, etc.) All references can be emailed to [newmandl@uwec.edu](mailto:newmandl@uwec.edu), but if they are off-campus references they must scan and email the form with a handwritten signature.

References can be mailed their reference form to the Housing office through campus mail or through the postal service at:

Housing & Residence Life Office  
630 Hilltop Circle,  
222 Crest Wellness Center  
Eau Claire, WI 54702-5025  
Attention: Deborah Newman  
OR FAX to (715) 836-4857  
OR emailed to [newmandl@uwec.edu](mailto:newmandl@uwec.edu)

If you have any questions, please contact the current Selection Committee Chair via email at [housng66@uwec.edu](mailto:housng66@uwec.edu)

\*Inform all references to put your **name** and **J-Board Chair** and/or **Secretary** on the bottom of the envelope or in the e-mail.

# Judicial Board Chair/Secretary Application General Information

**Full Name:**

**Blugold ID:**

**Email Address:**

**Present Address:**

**Telephone:**

**Permanent Address:**

**Telephone:**

**Position(s) Applying for:** (If applying for both, check both spaces.)

**Chair**

**Secretary**

**List places of residence during your college career (including other universities):**

**From: To:**

**From: To:**

**From: To:**

**References:** Two reference forms are required and have been enclosed for you to give to persons who know you well enough to evaluate your qualifications for this position. The Housing Office reserves the right to check references not listed. List below the three people to whom you will give reference forms:

**Name:**

**Phone:**

**Occupation:**

**Name:**

**Phone:**

**Occupation:**

**Previous semester GPA:**

**Cumulative GPA:**

*I have, as of the date listed below, attained at least a 2.5 cumulative grade point average (2.0 for Secretary) and a 2.5 GPA last semester (2.0 for secretary). I understand that it will also be necessary for me to earn at least a 2.5 GPA (2.0 for secretary) this semester. I give permission for the Housing & Residence Life Staff to access my grade point information. If I do not give permission, my application will no longer be considered.*

Date: Signature: \_\_\_\_\_

**UWEC Housing and Residence Life  
Reference Form  
Judicial Board Chair/Secretary Position**

\_\_\_\_\_ is applying for the position of **Judicial Board Chair** and/or **Secretary** (please circle those that apply) at the University of Wisconsin-Eau Claire and has given your name as a reference. A Judicial Board Chair is an individual who is capable of motivating and contributing to the growth and development of the residents as well as having an impartial opinion on deliberations of conduct of residents within the residence halls. We would appreciate your frank and objective opinion regarding this person for the position. **Your recommendation is required to complete the candidate's application.**

The applicant has \_\_\_\_\_ waived \_\_\_\_\_ not waived the right to access or grant this reference. Please return by **April 5th by 11:59 PM** to the Housing and Residence Life Office at the University of Wisconsin-Eau Claire, Attention: Deborah Newman (Associate Director of Housing)

Housing and Residence Life Office  
630 Hilltop Circle, #222  
Eau Claire, WI 54702-5025  
Attention: Deborah Newman

Or e-mail to [newmandl@uwec.edu](mailto:newmandl@uwec.edu) from a state e-mail account, or a scanned document with a signature

*If you have any questions, please feel free to call Deb Newman at (715) 836-3675*

Below is a list of the personal characteristics and abilities that are important in performing the duties for the Judicial Board Chair/Secretary position. Please check the appropriate box.

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>No opportunity to observe</i>
<i>Express self orally</i>					
<i>Positive role model</i>					
<i>Tactful sense of what to do or say to avoid offending others</i>					
<i>Patience</i>					
<i>Open minded</i>					
<i>Assertive</i>					
<i>Positive attitude</i>					
<i>Accept criticism, admit ignorance</i>					
<i>Good judgment – ability to evaluate situations and make most appropriate decisions</i>					
<i>Tolerance of diverse backgrounds</i>					
<i>Adaptable to change</i>					
<i>Innovative – ability to suggest new ways of doing things</i>					
<i>Self – discipline - determination to fulfill personal obligations</i>					
<i>Organized</i>					

*Additional comments:*

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Position/Title/ or Relationship to Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number(\_\_\_\_) \_\_\_\_\_

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*Additional comments:*

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Position/Title/ or Relationship to Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number(\_\_\_\_) \_\_\_\_\_

## Judicial Board Chair/Secretary Requirements

There are certain responsibilities that each position requires to be on the Judicial Board. It is essential to know what these are and that the candidate is able to accomplish these responsibilities during the academic school year. The responsibilities noted below are directly from the Judicial Code which is the Judicial Board's code of conduct for the all the residence halls on campus. The chairperson must have a 2.5 overall grade-point average. S/he must be living in the residence halls and not serving in a staff capacity such as Hall Director or Resident Assistant. The secretary must have a 2.0 overall grade-point average. S/he must be living in the residence halls and not serving in a staff capacity such as Hall Director or Resident Assistant.

2.400

### **Judicial Council Chairperson**

The Judicial Council shall have a student chairperson who will conduct all hearings, rule on questions presented at the hearing, and handle all administrative duties.

2.401

The Judicial Council at the end of the spring semester will select one single student chairperson for the coming academic year.

2.402

The student chairperson will serve for the academic year.

2.403

The student chairperson must meet the same qualifications as a Judicial Council member.

2.404

The Judicial Council chairperson's duties include, but are not limited to:

- a. Presiding over all Council and Board meetings.
- b. Selecting Judicial Board members on a rotating basis.
- c. Serving all summonses.
- d. Preparing and handling all forms and administrative duties.
- e. Advising those entitled to know of the decision of the Board.
- f. Supervising the Judicial Council secretary.
- g. Ruling on the relevance of questions.
- h. Ruling on any other procedural questions.
- i. Being aware of all procedures.
- j. Performing any other duties associated with conducting a proper hearing.

2.405

The Chairperson shall have a vote in Board decisions only in cases of a tie.

2.406

The chairperson may be relieved of the position at any time by a two-thirds (2/3) vote of the student membership of the Judicial Council.

2.407

Should a student chairperson be removed, a new student chairperson should be selected immediately at a special session of the Council.

2.408

The chairperson should participate in an extensive training session before assuming the position, or if this is not possible, as soon as s/he has assumed the position. The Director of Housing and Residence Life and his/her staff in conjunction with the Judicial Council advisor should handle training.

2.409 The student chairperson, as remuneration for his/her services, shall be given free room and board in the residence hall (or equivalent stipend) for his/her term of office.

2.410 In cases where the Chairperson has not adequately fulfilled his or her duties, any student or staff member may file a grievance with the Judicial Council. If a grievance is filed, then the Council will convene a hearing (led by the Secretary) on the Chairperson's performance.

**2.600 Judicial Council Secretary**

The services of the secretary shall be rendered for all Council and Board meetings.

2.601 The secretary will be a student and will be paid for services rendered. The secretary will be elected by the Judicial Council and will not be a voting member.

2.602 The secretary works under the supervision of the Judicial Council chairperson and the faculty advisor.

2.603 The duties of the secretary include, but are not limited to:

- a. Taking minutes of all meetings.
- b. Aiding in the preparation of all forms.
- c. Other duties as assigned by the Judicial Council chairperson, the faculty advisor, and the student advisor(s).
- d. In the event that the Judicial Board Chairperson is unable to attend a case, the secretary will preside as chair for that meeting and either appoint someone to take notes or take them themselves.

2.604 In cases where the Secretary has not adequately fulfilled his or her duties, any student or staff member may file a grievance with the Judicial Council. If a grievance is filed, then the Council will convene a hearing on the Secretary's performance.

## **Section 8 – Election Processes for Chair and Secretary**

### 8.100 Application Process

- a. Applications will be developed which contain selection and election time-lines, information on how to apply, a general information form, job descriptions, and reference forms.
- b. Applications will be available by mid-March
- c. Applications will be due no later than the five weeks prior to the last scheduled J-board hearing date.
- d. Completed application packets will be distributed to J-Board Selection Committee members for the final candidate selection.

### 8.101 Selection of Applicants

- a. A Selection Committee chair will be appointed within the first month of second semester classes. The Judicial Council Chair will hold this role unless s/he is running for the position again for the following year. In case where the present Chair is running again, the RHA president and Advisor(s) will appoint a Selection Committee Chair. The role of this person is to organize selection committee meetings and the election process. The Chair will have a vote in the selection process, but not in the overall election of the Chair and Secretary positions unless they are a member of the Judicial Council.
- b. The Selection Committee Chair will recruit a Hall Director, Resident Assistant, a RHA representative, and two J-board members to participate in the Selection Committee. All members will have one vote.
- c. The J-Board advisor(s) will participate in a non-voting role on the selection committee.
- d. The Selection Committee will be responsible for selecting 2-3 finalists for the Judicial Council Elections for each of the elected positions from the completed applications.
- e. Selected finalists will be given a minimum of four days to prepare for elections.

8.102 Elections will be completed at least two weeks prior to the last scheduled J-Board hearing date allowing newly elected officers to train for their roles. A minimum of six J-Board members and 1 to five RHA representatives must be present to complete an election process.

### 8.103 Election Process

- a. The J-board Chair will notify the RHA president at the beginning of the second semester what the date and time of the elections. Selected finalists will be notified by the Selection Committee Chair that they will be continuing into elections and will be given time and date that they will need to present to the board.
- b. Each candidate will be given 5 minutes to present and 5 minutes will be allowed for questions.
- c. After all candidates for a position have presented to the J-board, the board members will discuss the candidates and proceed with an election.
- d. Voting will be by ballot and a simple majority of members present will determine the winner.

### **Payment for the Judicial Board Chairperson position**

The Judicial Board Chairperson will receive payment for a standard room and meal plan (<https://www.uwec.edu/campus-life/housing-dining/housing/rates/>). The Judicial Board Chairperson works approximately 10-20 hours a week depending on the caseload for each week.

### **Payment for the Secretary position**

The Judicial Board Secretary will receive a minimum of \$10.00 an hour for each hour that they work. This position works approximately 4-5 hours a week which also depends upon the caseload for that week.