



1. The MASUAO shall consist of four (4) members, who shall serve on the Appellate Board in addition to the MASU Ombudsperson. Together, these five (5) Officers shall be referred to as **Appellate Board members**.
2. The four (4) MASUAO members shall elect among themselves an Appellate Chair and a recording secretary, according to the procedure outlined in Section 7 of this Operating Procedure, whose responsibilities are as follows:
  - a. A MASUAO member-at-large shall:
    - i. Serve a term from the first day of May to the thirtieth day of the following April;
    - ii. Not serve as a voting or non-voting member of Council, and/or in any capacity as an Officer of the MASU;
    - iii. As a standing member of the Appellate Board, convene at the call of the Appellate Chair to adjudicate all disputes tendered to the Board according to the procedure outlined in this document;
    - iv. Respect the terms of reference pertaining to conflicts of interest, impartiality, and confidentiality outlined in Section 5 of this document.
  - b. The Appellate Chair shall:
    - i. Serve a term from the first day of May to the thirtieth day of the following April;
    - ii. Be nominated to serve as the Appellate Chair from among the appointed MASUAO members-at-large. This nomination process shall occur at the first meeting of the Appellate Board according to an informal consensus-based deliberation;
    - iii. Be in regular consultation with the Ombudsperson to ensure that, when appropriate, Cases are adjudicated according to best practices. To this extent, all appeals and grievances requiring formal adjudication shall be resolved by the Appellate Board;
    - iv. Ensure that all standing members of the MASUAO respect the terms of reference pertaining to conflicts of interest, impartiality, and confidentiality outlined in Section 5 of this document;
    - v. Call and chair all meetings of the Appellant Board;
    - vi. Assume the responsibility for conducting meetings of the Appellant Board in accordance with the Operating Procedure. The Appellate Chair shall also prepare all Letters of Findings;



- vii. Ensure that accurate records of all MASUAO proceedings are filed with the Office of the Ombudsperson, in addition to official reports, formal Letters of Findings, and year-end reports;
    - viii. Submit a final report to Council.
  - c. The Appellate Board recording secretary shall be named at the first meeting of the Appellate Board from among the members-at-large, and shall assume the following duties, in addition to the duties of a member-at-large:
    - i. Record all proceedings of the Appellate Board, including but not limited hearings and deliberations, as accurately as possible;
    - ii. Circulate such records to members of Appellate Board for approval in a timely matter