

1 **Rule 1-204. Executive committees.**

2 **Intent:**

- 3 To establish executive committees of the Council.
4 To identify the responsibility and authority of the executive committees.
5 To identify the membership and composition of the executive committees.
6 To establish procedures for executive committee meetings.

7 **Applicability:**

- 8 This rule shall apply to the judiciary.

9 **Statement of the Rule:**

- 10 | (1) **Executive Committees.** The following executive committees of the Council are hereby
11 established:
12 (1)(a) the Management Committee;
13 (1)(b) the Policy and Planning Committee;
14 (1)(c) the Liaison Committee; and
15 (1)(d) the Budget and Fiscal Management Committee.
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- 17 | (2) **Management Committee.** The Management Committee shall be comprised of at least
18 four Council members, one of whom shall be the Presiding Officer of the Council. Three
19 Committee members constitute a quorum. The Presiding Officer of the Council or
20 Presiding Officer's designee shall serve as the Chair. When at least three members
21 concur, the Management Committee is authorized to act on behalf of the entire Council
22 when the Council is not in session and to act on any matter specifically delegated to the
23 Management Committee by the Council. The Management Committee is responsible for
24 managing the agenda of the Council consistently with Rule 2-102 of this Code. The
25 Management Committee is responsible for deciding procurement protest appeals.
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- 27 | (3) **Policy and Planning Committee.** The Policy and Planning Committee shall recommend
28 to the Council new and amended rules for the Code of Judicial Administration. The
29 committee shall recommend to the Council new and amended policies, or repeals, for the
30 Human Resource Policies and Procedures Manual, pursuant to Rule 3-402. The
31 committee shall recommend to the Council periodic and long term planning efforts as
32 necessary for the efficient administration of justice. The committee shall research and
33 make recommendations regarding any matter referred by the Council.
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- 35 | (4) **Liaison Committee.** The Liaison Committee shall recommend to the Council legislation
36 to be sponsored by the Council. The committee shall review legislation affecting the

37 authority, jurisdiction, organization or administration of the judiciary. When the exigencies
38 of the legislative process preclude full discussion of the issues by the Council, the
39 Committee may endorse or oppose the legislation, take no position or offer amendments
40 on behalf of the Council.

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42 | (5) **Budget and Fiscal Management Committee.** The Budget and Fiscal Management
43 Committee shall review court budget proposals, recommend fiscal priorities and the
44 allocation of funds, and make recommendations to the Council regarding budget
45 management and budget development in accordance with Rule 3-406.

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47 | (6) **Members.** Members of the executive committees must be members of the Council. Each
48 executive committee shall consist of at least three members appointed by the Council to
49 serve at its pleasure. The members of the Policy and Planning Committee, the Budget
50 and Fiscal Management Committee, and the Liaison Committee shall elect their
51 respective chairs ~~annually and select a new chair on a schedule deemed appropriate by~~
52 ~~each Committee. at least once every two years.~~ Chairs must be members of the Council.

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54 | (7) **Meetings and Judicial Council Reports.** Each committee shall meet as often as
55 necessary to perform its responsibilities, but a minimum of four times per year. Each
56 committee shall report to the Council as necessary.

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58 | (8) **Staff.** The Administrative Office shall ~~serve as provide the secretariat~~ staff support to the
59 executive committees.

60 *Effective May/November 1, 20__*