



Board for Judicial Administration (BJA)

COURT EDUCATION STANDING COMMITTEE CHARTER

I. **Committee Title**

Court Education Committee (CEC)

II. **Authority**

Board for Judicial Administrative Rules (BJAR 3)

III. **Purpose**

The CEC will improve the quality of justice in Washington by fostering excellence in the courts through effective education. The CEC will promote sound adult education policy, develop education and curriculum standards for judicial officers and court system personnel, and promote coordination in education programs for all court levels and associations consistent with its' mission statement and core values.

IV. **Policy**

The CEC will establish policy and standards regarding curriculum development, instructional design, and adult education processes for statewide judicial education, using the National Association of State Judicial Educator's *Principles and Standards of Judicial Branch Education* goals:

The goal of judicial branch education is to enhance the performance of the judicial system as a whole by continuously improving the personal and professional competence of all persons performing judicial branch functions.

- 1) Help judicial branch personnel acquire the knowledge and skills required to perform their judicial branch responsibilities fairly, correctly, and efficiently.
- 2) Help judicial branch personnel adhere to the highest standards of personal and official conduct.
- 3) Help judicial branch personnel become leaders in service to their communities.
- 4) Preserve the judicial system's fairness, integrity, and impartiality by eliminating bias and prejudice.
- 5) Promote effective court practices and procedures.
- 6) Improve the administration of justice.
- 7) Ensure access to the justice system.
- 8) Enhance public trust and confidence in the judicial branch.

V. Expected Deliverables or Recommendations

The CEC shall have the following powers and duties:

1. To plan, implement, coordinate, or approve BJA funded education and training for courts throughout the state.
2. Assure adequate funding for education to meet the needs of courts throughout the state and all levels of the court.
3. Collect and preserve curricula, and establish policy and standards for periodic review and update of curricula.
4. Develop and promote instructional standards for education programs.
5. Establish educational priorities.
6. Implement and update Mandatory Continuing Judicial Education policies and standards.
7. Develop working relationships with the other BJA standing committees and task forces.
8. Develop and implement standard curriculum for the Judicial College and District and Municipal Court Manager's Washington Court Administrator Academy per ARLJ 14. Provide education for judges and administrators that focuses on the development of leadership skills and provide tools to be used in the daily management and administration of their courts.

VI. Membership

- Voting Members: Three BJA members with representation from each court level
- Education committee chair or a designee from the following:
 - Superior Court Judges' Association (SCJA)
 - District and Municipal Court Judges' Association (DMCJA)
 - Appellate courts
- Annual Conference Education Committee Chair or designee
- Education committee chair or a designee from each of the following:
 - Washington State Association of County Clerks (WSACC)
 - District and Municipal Court Management Association (DMCMA)
 - Association of Washington Superior Court Administrators (AWSCA)
 - Washington Association of Juvenile Court Administrators (WAJCA)
- Washington State Law School Dean or the Dean's designee
- Appointments:
 - BJA Members: Appointed by the BJA co-chairs
 - Judicial Members: Trial court members appointed by their respective associations and appellate member appointed by the Chief Justice
 - Annual Conference Chair: Annual Conference member appointed by Chief Justice
 - Court Administrators and County Clerk Members: Administrative and County Clerk members appointed by their respective associations
 - Washington State Law School Dean: CEC recruits and appoints

VII. CEC Committee Chair, Assistant Chair and Executive Committee

1. The Committee Chair shall be appointed by the BJA from the three BJA representatives. The chair shall serve for a term of two years.
2. The Assistant Chair shall be selected by the chair from the non BJA representatives for a term of two years.
3. The Chair, Assistant-Chair, a non-judicial representative and the AOC Administrator or his/her designee shall constitute the Executive Committee
4. The Executive Committee is authorized to make time-sensitive decisions without consultation or vote of the full CEC Committee. Executive Committee will immediately transmit the results of a decision to the CEC and decision memorialized in the following month's minutes

VIII. Term Limits

Staggered terms recommended (suggestion: staggered three-year terms for all members),

Representing	Term/Duration
BJA Member, Appellate Courts	*First population of members will be staggered (3 year term)
BJA Member, SCJA	*
BJA Member, DMCJA	*
Appellate Court Education Chair or Designee (1)	Term determined by Chief Justice
Superior Court Judges' Association Education Committee Chair or Designee (1)	Term determined by their association
District and Municipal Court Judges' Association Education Committee Chair or Designee (1)	Term determined by their association
Annual Conference Chair or Designee (1)	Term determined by Chief Justice
Association of Washington Superior Court Administrators Education Committee Chair or Designee (1)	Term determined by their association
District and Municipal Court Management Association Education Committee Chair or Designee (1)	Term determined by their association

Washington Association of Juvenile Court Administrators Education Committee Chair or Designee (1)	Term determined by their association
Washington State Association of County Clerks Education Committee Chair or Designee (1)	Term determined by their association
Washington State Law School Dean or the Dean's Designee (1)	3-year term

IX. Other Branch Committees Addressing the Same Topic

The CEC identified the following organizations involved in education:

- Association education committees
- Annual Conference Committee
- Gender and Justice Commission
- Minority and Justice Commission
- Court Interpreter and Language Access Commission
- Certified Professional Guardian Board
- Court Improvement Training Academy
- Commission on Children in Foster Care
- AOC's Judicial Information System Education

The CEC will establish or continue relationships with the above-named entities.

X. Partnership with other Branch Committees

Foster continual relationships with the BJA Legislative, Budget and Funding and Policy and Planning Committees. The CEC will coordinate and collaborate with other BJA standing committees in order to develop long-term strategies for the funding of education and the creation of policies and procedures that are aligned with the BJA strategies and mission statement.

XI. Reporting Requirements

The CEC will report at each regularly scheduled BJA meeting.

XII. Recommended Review Date

Every two years from adoption of charter.

Adopted: July 18, 2014

Attached Memorandum of Understanding with BCE signed

*Amended: March 20, 2015, September 19, 2014, September 18, 2015
July 15, 2022, May 19, 2023.*